



## UNIFIED FIRE AUTHORITY BOARD MINUTES

December 15, 2020 7:30 a.m.  
Electronically Via ZOOM Webinar

---

1. Call to Order  
Quorum was obtained  
Chair Perry called the meeting to order at 7:31 a.m.
  
2. Public Comment  
None  
Public comment was made available live and with a posted email address
  
3. Approval of Minutes  
Mayor Dahle moved to approve the minutes from the November 17, 2020 UFA Board Meeting as submitted  
Mayor Sondak seconded the motion  
Roll call vote taken

Bailey		Overson	Y
Bowen		Perry	Y
Bush		Peterson	Y
Dahle	Y	Kanter	
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

4. Consent Agenda
  - a. Review of November Disbursements

Council Member Stewart moved to approve the November disbursements as submitted  
Mayor Peterson seconded the motion  
Roll call vote taken

Bailey		Overson	Y
Bowen	Y	Perry	Y
Bush		Peterson	Y
Dahle	Y	Kanter	
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

5. Committee Updates

- Benefits & Compensation Committee
  - No meeting held
  - Mayor Dahle, referencing agenda item 8 below, asked if anyone had consulted with Gallagher regarding insurance rates for next year
    - Chief Petersen stated that no one has contacted Gallagher, normally HR will begin their meetings in January to prepare for the discussion at the first Benefits and Compensation meeting
  
- Governance Committee
  - No meeting held
  
- Finance Committee
  - No meeting held
  - Meetings scheduled for April 15 and May 6, 2021

6. Consideration of Board Policy on UFA Sub-Committee Composition

- CLO Roberts presented a draft policy for review
  - With the upcoming shifting of municipalities between UFSA and Direct Contract, staff found that the composition of the Finance Committee that was developed in 2017 was not incorporated into the Board Policies
  - The draft policy is being presented to reflect what the intent was by the Board
- Council Member Stewart asked that verbiage be added to allow certain items to be delegated to the Finance Committee for approval based on their assigned monetary value
  - CFO Hill stated that deferral of the decision is based on policy to determine when Board approval is necessary
- This item will be presented again at the January 19, 2021 UFA Board Meeting with the additional authority of the Finance Committee included

7. Approval of the FY21/22 Budget Calendar

- Calendar mirrors the process as has been done in the past

Mayor Hale moved to approve the Fiscal Year 21/22 Budget Calendar as presented

Council Member Stewart seconded the motion

Roll call vote taken

Bailey		Overson	Y
Bowen	Y	Perry	Y
Bush		Peterson	Y
Dahle	Y	Kanter	
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	
Hull	Y	Sondak	Y
Knopp		Stewart	Y
		Westmoreland	Y

8. Consideration of Market Wage Adjustment Effective January 1, 2021

- If approved, this adjustment would place all sworn at the Top 3 as of last July
- The Chief reported that Finance believes the increased ambulance revenue over budgeted revenue will fund the wage increase
  - The memo from finance is attached to the packet and Kate Turnbaugh is available for any additional questions
  - The remaining 50% will be included in the 2021 budget
- Mayor Peterson stated and Mayor Dahle agreed, it appears as though the pandemic has not negatively effected sales tax revenues in their municipalities and both support moving forward with the motion
- Mayor Dahle appreciates this opportunity to continue maintaining the commitment for wages, we cannot afford to get behind again and this is a great chance to address this without a mid-year increase to the member fee
- Mayor Sondak expressed his concern about Alta’s finances as his sales tax won’t be apparent until after ski season and he can’t support any upward pressure on costs

Mayor Dahle moved to approve the Market Wage Adjustment effective January 1 as presented Council Member Hull seconded the motion

Roll call vote taken

Bailey		Overson	Y
Bowen	Y	Perry	Y
Bush		Peterson	Y
Dahle	Y	Kanter	
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	
Hull	Y	Sondak	N
Knopp		Stewart	Y
		Westmoreland	Y

9. CARES Funding Update

- This update is from the request made in November for an additional \$150,000 in cost for the increase in vacancies through the end of 2020
- CFO Hill explained that UFA is on track to collect \$88,820 of the \$150,000 requested to this point
  - \$30,224 has been received with an additional \$58,596 invoiced

10. Fire Chief Report

- Strategic Planning Goals/Initiatives
  - AC Pilgrim reviewed the draft goals and initiatives
    - The document compiles all internal and external feedback
    - This will provide direction for UFA for the coming 3 years
    - Chief Pilgrim explained how the goals, while same as before, have a new focus and emphasis
    - The initiatives will help Division Leaders develop actions items to drive UFA toward the goals
  - Chief Petersen asked that Board Members look closely at the document to ensure UFA will continue to move in the direction they desire the next 3 years

- Chief reminded the Board that they determine the pace of movement through the normal budget process, however, this document provides the overarching direction
- In January we will request your approval of the Vision, Mission, Sustaining Goals, and strategic initiatives, this becomes the Board adopted strategic plan
- COVID-19/Continuity of Operations
  - Chief provided data on vacancies due to COVID-19
  - The data reflects vacancies due to exposures, symptoms, and positives
    - October 2.2 vacancies per day on average
    - November 4.2 vacancies per day on average
    - December 5.5 vacancies per day on average
      - Recently there have been a few days with as many as 10 off
  - Stations have remained fully staffed thus far
  - Some challenges have arisen, Chief Petersen has assembled a team that meets weekly to keep a finger on the pulse of the Department
    - Team members include Command Staff, Behavioral Health & Wellness Officer, Safety Officer, Labor President, and Staffing Captains
    - Weekly evaluations will reveal when a point has been reached where the Department may need to make more drastic accommodations
      - Chief reported that he is trying to determine when it is time to reduce overtime before we break our people
      - There are a lot of Firefighters working excessive hours at the same time as our anxiety is increased due to COVID both at work and home
    - We are not ready to reduce staffing on any crew (draw-down) or close stations (brown-out) yet, however, through the continuity of operations plan we have pre-determined options to consider the reduction
      - Chief explained to the Board that currently there are a lot of tools at our disposal prior to reducing crews or stations
      - Three from Emergency Management are returning January 1, six Firefighter/Medic students are returning to shift in late January, and sworn day staff will begin filling approximately 2 shifts per day in January
  - If there is a need to reduce staffing, Chief Petersen will notify the Board
    - Council Member Stewart asked that city managers and mayors be included in this notification as well
  - Council Member Perry asked if positives were due to exposures while on duty
    - Chief stated that there is no documented exposure that resulted in a positive thus far
    - Generally speaking, transmittal has been outside of work, however, some crew to crew exposures have occurred
- USAR Exchange with National Guard and Morocco
  - Upon Chief Petersen's arrival to UFA, all trips to Morocco were discontinued due to the problems with who was attending and it being addressed as an issue in the State Audit
  - Division Chief Case provided further background as to the purpose and invitation to provide technical rescue training with the National Guard to the Moroccan government and military personnel
  - UFA realizes many benefits such as strengthening relations with military partners, foreign partners, and international event training
    - FEMA also recognizes this as best practice
    - Much of the costs are covered by the National Guard

- Today, all international travel is approved by the Board and the USAR Program has defined the requirements to attend this program
- Chief brought this before the Board to show the value in a program that was previously mismanaged, but may be an option for participation reconsideration with the new controls in place
- The Board provided a general consensus to continue pursuing this opportunity

11. Closed Session  
None

12. Adjournment  
Mayor Hale moved to adjourn the December 15, 2020 meeting  
Mayor Peterson seconded the motion  
All agreed via voice vote

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Robert Hale  
Council Member Jared Henderson  
Mayor Dan Knopp  
Mayor Kristie Overson

Mayor Mike Peterson  
Council Member Allan Perry  
Deputy Mayor Catherine Kanter  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini  
Mayor Harris Sondak  
Mayor Tom Westmoreland

**BOARD MEMBERS ABSENT:**

Council Member Richard Snelgrove  
Mayor Kelly Bush

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

Anthony Widdison  
Arriann Woolf  
Brian Anderton  
Bill Brass  
Brad Larson  
Brad Lynn  
Bryan Case  
Calogero Ricotta  
Chad Simons  
Dan Yates  
Darren Park  
Dominic Burchett  
Embret Fossum  
Erica Langenfass

Jay Torgersen  
Kamarie DeVoogd  
Kate Turnbaugh  
Kathy DeVoogd  
Kiyoshi Young  
Lana Burningham  
Larson Wood  
Matthew McFarland  
Michael Conn  
Nate Bogenschutz  
Nile Easton  
Patrick Costin  
Renee Childress  
Richard Rich

Riley Pilgrim  
Ryan Love  
Station 101  
Station 126  
Stephen Higgs  
Steve Ball  
Steve Prokopis  
Steve Quinn  
Tim Tingey, CWH  
Wade Russell  
Zach Robinson