



## UNIFIED FIRE AUTHORITY BOARD MINUTES

December 21, 2021

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119,

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:34 a.m.

2. Public Comment

None

Public comment was made available live and with a posted email address

3. Approval of Minutes- Chair Perry

Council Member Stewart moved to approve the minutes from the November 16, 2021, UFA Board Meeting as submitted

Council Member Hull seconded the motion

All voted in favor, none opposed

4. Consent Agenda CFO Hill

▪ Review of November Disbursements-CFO Hill

- CFO Hill noted large expenditures in the Capital Replacement Funds which includes 3 engines, and 2 ladder trucks. We have not received the apparatus. We receive a reduction in cost when the order is prepaid

▪ No discussion

Mayor Hale moved to approve the Consent Agenda as submitted

Council Member Theodore seconded the motion

All voted in favor, none opposed

5. Committee Updates

▪ Benefits & Compensation Committee- Chair Mayor Dahle

Initial meeting is scheduled for February 14, 2022

▪ Governance Committee- Chair Mayor Silvestrini

No meeting held

▪ Finance Committee- Chair Council Member Stewart

Meeting held December 17, 2021. Chair Stewart will discuss the meeting in agenda item #6

6. Review/Approval Fiscal Year 20/21 Financial Report and Audit- Finance Committee Chair Stewart/CFO Hill

- Financial Audit completed by Keddington and Christensen, CPA's. The auditor shared his report with the Finance Committee on December 17<sup>th</sup>, 2021
- There were no findings
- UFA received the Government Finance Officers Association Award (GFOA)
- CLO Hill encouraged the board to review the Management Discussion and Analysis portion of the document. This provides a good snapshot of the agencies financial position

Council Member Stewart moved to approve the Fiscal Year 20/21 Financial Report and Audit as presented

Mayor Knoop seconded the motion

All voted in favor, none opposed

7. Ad Hoc Committee for Fire Chief Selection Process – Chair Mayor Dahle

- Committee met on December 17,2021. Mayor Dahle expressed his appreciation for the committee members and feels that this group represents the Board well
- Mayor Dahle reviewed the recommendations from the AdHoc Committee.
- Conduct an internal process initially
  - When UFA made a transition 5 years ago, the Board requested Chief Petersen mentor internal candidates for the potential of filling the Fire Chief position internally after he retired. The board feels confident that UFA has internal candidates that are prepared to fill this position. The board does have the option seek an external candidate if all internal candidates are rejected in this process. Chief Petersen has agreed to remain in the position if an external process is necessary. This decision was supported by the full board during the September 2021 Board of Directors meeting.
- Key proposals for the Employment Agreement
  - At-will position. One year severance provided if board exercises option to terminate without cause. An internally selected person does not have a right to return to a previous position.
  - Established an entry wage of \$195,000 a year. Agreement will provide for 3 annual step increases of 4% beginning on July 1, 2023. COLA's will be included at same rate as all employees. The VEBA is set to align with agency in general.
  - Introduce a 5-year post-retirement health benefit equivalent to the current 80% contribution if the person remains in the position for at least five years. The ad hoc committee wants to incentivize the new chief to stay for at least 5 years to provide stability for the agency.
  - Paid vacation and sick included but the position will not accrue time. Selected chief will be cashed out of their current balances at time of hire.
- Council Member Stewart appreciated the VEBA discussion, specifically regarding the alignment with current employees
- Several Board Members expressed support for the proposals
- Mayor Silvestrini would like all board members to feel welcome to participate in any part of the process, particularly the interview process.
- Mayor Dahle reviewed the timeline and events that will occur as part of the selection process. The AdHoc Committee will receive survey results and submitted papers for review prior to bringing information to the board.
  - The board members are encouraged to attend the scheduled Meet and Greet on March 9 in the afternoon/evening
- Board members are encouraged to review the recommendations and job description and contact Mayor Dahle with questions or concerns.

- Mayor Dahle recommends that the timeline is reviewed at the January Board Meeting, so the new board members are familiar with the process
- The board gave Chief Petersen approval to post the Internal Recruitment Notice

8. Transition of Board Appointments – CLO Roberts

- As city officials are transitioning there will be need for replacement board members
- Please provide an Appointment Letter as soon as possible. The Appointment Letter should be on municipalities letterhead. It would be best if received before next board meeting
  - This is for new appointments to the board only

9. Consider Resolution 12-2021A Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2022

- CFO Hill reviewed the exhibit. This has been reviewed with the Finance Committee
- No questions or comments

Mayor Dahle moved to approve Resolution 12-2021A adopting the proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for calendar year 2022, as presented Council Member Stewart seconded the motion  
Roll call vote taken

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

10. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 21/22 Fiscal Year Budget – CFO Hill

- CFO Hill presented amendments to the budget, which include
  - Addition of community donations
  - Grants, Grant reductions
  - Revenue for management/service fees
  - EMAC
  - Budget transfers
  - Banquet
  - Cancellation of EMT School
  - Capital Replacement Fund
  - Emergency Management replacements
  - Funding for a new FTE- Deputy Director
  - COVID Support with Salt Lake County- revenue
  - Insurance adjustments/revenue from vehicle use on deployments
- Chief Petersen added information in reference to the banquet. The Information Outreach Division is anticipating an increased attendance. The budget was increased to cover this
- Chair Councilmember Perry opened the meeting for public hearing

Hearing no comment, Council Member Stewart moved to close the public hearing to receive and consider comments on proposed amendments to the 21/22 Fiscal Year Budget.

Mayor Knoop seconded the motion

Roll call vote taken

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

11. Consider Resolution 12-2021B Approving Budget Amendments to the 21/22 Fiscal Year Budget – CFO Hill

- No questions

Mayor Hale moved to adopt Resolution 12-2021B approving budget amendments to the 21/22 Fiscal Year Budget as discussed

Council member Trish Hull seconded the motion

Roll Call Vote taken

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

12. Consider Resolution 12-2021C Approving the Proposed Amendment to 2012 Interlocal Agreement with the Utah Military Installation Development Authority for the Provision of HazMat Response and Other Services

- CLO Roberts reviewed the Interlocal Agreement with the board
  - We have been providing HazMat services to them since 2012
  - One time payment to true up past services
  - Included a no cause termination provision

Mayor Overson moved to approve Resolution 12-2021C adopting the proposed amendment to 2012 Interlocal Agreement with the Utah Military Installation Development Authority for the provision of HazMat Response

Mayor Dahle seconded the motion

Roll call vote taken

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

13. Approval of the FY22/23 Budget Calendar – CFO Hill

- This outlines dates of the budget process
- No questions or concerns

Council Member Hull moved to approve the Fiscal Year 22/23 Budget Calendar as presented

Council member Theodore seconded the motion

All voted in favor. None opposed

14. Seismic Retrofit Update – DC Robinson

- 5 Structural Retrofits involved in this project
  - Stations 110/116
  - Work will begin once agreement with contractor has been signed
  - Stations 107/109/115 are in design phase
  - We expect to see the drawings in mid-January
  - Targeting early February for posting General Contractor RFP
- Non-structure retrofits
  - Coleman Seismic has completed non-structural upgrades at stations
  - 101/106 Millcreek, 104 Holiday, 108 Brighton, 111 Magna, 113 Alta/Snowbird, 119 Emigration, 120/121/124 Riverton, and 126 Midvale
  - Station 118 Taylorsville is scheduled to begin this week
  - Anticipate completion of non-structural retrofits in January 2022
  - 3 Emergency Generators
  - Prep work at station 103 Herriman has been completed
  - Prep work at Station 107 West Jordan is underway
  - Generators and transfer switches are on order
  - Station 113 Alta/Snowbird is in permit review with MSD
  - Order will be placed once permit application has been approved

## 15. Fire Chief Report

- DC Robinson and his team have done an outstanding job on the seismic retrofit projects. Chief Petersen recognized the efforts of this group for all they have accomplished
- Operational Staffing-
  - Staffing targets are being met. We have reduced our mandatory and demand on overtime
  - 4 new medics have been hired. They are finishing their ride-a-long time and will become part of staffing soon.
  - 28 new recruits starting the academy in February. There are 4 additional medics with this group
  - Part of this overstaffing by 18 instead of the normal 12.
  - You will see a budgetary ask to add 12 new positions. The cost will be offset by the reduction of overtime. Net impact to the budget will be approximately 240,000. Half of these FTE's will be filled in the upcoming academy, the others will be selected from an additional paramedic firefighter lateral hire scheduled for June. Staff will begin recruiting in February and the Chief has made this a priority in the budget to allow for further reduction in the dependency for overtime to staff our positions.
  - We are seeing an average of 1.5 more crew members off sick each day this year. If this continues for the year it is a \$550,000 impact to the UFA budget. Our people are more apt to stay home when they are sick and the impact of Covid on employees and their family is significant. We are better prepared to manage this with over hiring but that does not change the increased cost.
- USAR Response to Kentucky
  - UFA had 2 staff members that deployment to Kentucky for Tornados. Task forces were on the Candle Factory Collapse. They were on sight for 7 days. Our people come back with valuable experience. We appreciate that our members can provide this type of service.
- Fuel Projections
  - We are anticipating \$165,000 over budget in this line item unless we see a significant drop in fuel costs very soon. Our usage volume is consistent. The increase is based on higher cost of fuel.
- Ransomware Attack on Payroll and Staffing Cloud services
  - The attack is on the private cloud that KRONOS uses, this attack did not happen to the UFA, it was solely on the providers cloud service. KRONOS shut the system down and we have had no access for over a week. The staffing office has used a google document to get crews where they needed to be. We have no access to the pick list, vacation used or scheduled for, assigned overtime, etc. It has been difficult. Our staffing office has been able to use a staffing program on a trial basis. They will have this up and running soon
  - Payroll was also affected, Finance has revised an older software program to manage our payroll, however, timecards are not accessible. It has very time consuming, but our payroll group has reestablished the old payroll software to get payroll out this week and our supervisors have recreated time cards to make sure all employees receive their regular and overtime pay due them on December 23 payroll.
  - Our agency has not received much information from KRONOS and we do not know if our employees private data has been compromised, nor do we have any idea when we will gain access to either program.
  - The staffing and finance teams have been excellent in working together to get the work done. They responded quickly and have worked almost nonstop since December 11.
    - Council Member Stewart- Is remediation written into our contract regarding this type of breach?
    - CLO Roberts- We are in the process of looking into this. We have reached out to our carrier. Part of the issue is that details are lacking.

- Chief Petersen shared that we are establishing credit monitoring for all employees for the next 3 months. We are concerned about their privacy and want to do what we can to protect our data. Hopefully we come out of this learning that none of our data was compromised.
- 5 Year Accomplishments – AC Pilgrim
  - Additional component to the 5 Years of Progress poster- The poster highlights the achievements that the board, crew members up to command staff have made over the past 5 years
  - Valuable discussion regarding the cultural transformation of UFA
    - Ability to communicate upwards without fear of retaliation
    - Overall commitment to safety within our communities, desire to do the right thing
  - Council Member Stewart- We wanted this to show that we are an organization of integrity first and feel the group did a good job in capturing this.
- AC Pilgrim will add this to poster and be prepared to release this at the next meeting. Chief Petersen would like to see the posters in UFA facilities as well as our community facilities as well.

#### 16. Possible Closed Session

- No need for closed session today

#### 17. Board Service Recognition Presentation – UFA Chair Perry/UFSA Chair Overson

Chair Perry would like to recognize the service of board members that are ending their terms with UFA. We appreciate your time and commitment to UFA/UFSA.

Mayor Overson- Public service is challenging. We appreciate you. We have formed friendships and we want to wish you well in the future

- The Board Members recognized today
  - Council Member Gary Bowen
  - Mayor Harris Sondak
  - Mayor Michael Petersen
  - Mayor Robert Hale
- Plaques were presented and Chief Petersen provided a Fire Chief Award of Excellence challenge coin.
  - Mayor Sondak- This has been a highlight for him. The external relationships have been exciting. He has learned from watching Chief Petersen run this organization
  - Mayor Peterson- Has enjoyed being involved in this board. It has been an honor
  - Mayor Hale expressed his gratitude for the board. He also recognized those that suit up every day for this job. He is excited for the new apparatus. The heart of UFA is admirable to the extreme. He has enjoyed serving
  - Council Member Bowen- The person that will replace him on the board, he told her this is a family. Thank you for your good work in our communities.
- Chair Perry announced a 15-minute break between meetings for refreshments and mingling

#### 18. Adjournment

Mayor Knoop moved to adjourn the December 21, 2021, meeting

Council Member Stewart seconded the motion

All voted in favor, none opposed

**BOARD MEMBERS IN ATTENDANCE:**

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

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

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Shelli Fowlks

**STAFF ABSENT:**

Cyndee Young

**OTHER ATTENDEES:**

Bill Brass  
Brad Larson  
Danielle Wallace/ Salt Lake  
County  
David Chipman, public  
Dom Burchett  
Jay Torgerson

Jill Tho  
Kate Turnbaugh  
Kiley Day  
Kiyoshi Young  
Lana Burningham  
Larson Wood  
Mike Conn

Mike Weichers, CWH  
Patrick Costin  
Riley Pilgrim  
Steve Quinn  
Stephen Higgs  
Tim Tingey, CWH  
Zach Robinson