



UNIFIED FIRE AUTHORITY BOARD FINANCE COMMITTEE MEETING MINUTES

Tuesday, May 1, 2018 at 8:00 a.m.

In Attendance

- | | |
|-------------------------|---------------------|
| ✓ Councilmember Stewart | ✓ Kate Turnbaugh |
| ✓ Mayor Dahle | ✓ Michelle Peterson |
| ✓ Councilmember Perry | ✓ Arriann Woolf |
| ✓ Mayor Sondak | ✓ Lana Burningham |
| ✓ Mayor Silvestrini | ✓ Nyla Benedict |
| ✓ Mayor Peterson | ✓ Bradley Larson |
| ✓ Mayor Hale | ✓ Jarin Blackham |
| ✓ Chief Petersen | ✓ Zach Robinson |
| ✓ AC Ziolkowski | ✓ Greg Reynolds |
| ✓ AC Watson | ✓ Steve Ball |
| ✓ AC Higgs | ✓ Wade Watkins |
| ✓ AC Andrus | ✓ Clint Mecham |
| ✓ CFO Hill | ✓ Bill Brass |
| ✓ CLO Roberts | ✓ Riley Pilgrim |
| ✓ DOC Easton | ✓ Todd Friedman |
| ✓ Clerk Roper | ✓ Cliff Burningham |
| | ✓ Matthew McFarland |

Meeting called to order by Chair Stewart at 8:02

Public Comments:

Bill Brass – Provided comments to consider with regards to Tier 2 employee increases. Would like to see wage increase to match CPI. Today is his 34-year anniversary. Wages are a high priority

Todd Friedman – Doesn't feel Tier 2 employees are represented very well. Everyone loves their job but they need to take care of their family. Tier 2 employees are not satisfied with the pension system, looking at other agencies out of state. There has been a 90% loss in talent pool recently due to the pension. Explained what Firefighter's do. When making decisions please consider the long term direction of UFA.

Chair Stewart asked for a motion to approve the minutes from the April 3, 2018 Finance Committee Meeting Minutes as submitted. Motion made by Mayor Silvestrini, seconded by Mayor Hale, all approved.

Budget Transfers

CFO Hill reviewed the list of budget transfers and requested a motion to approve.

- Mayor Hale – are the vehicles going to Las Vegas, from Logistics?
 - AC Watson – yes, listed nationally

- Mayor Sondak – was struck by how expensive the Kronos software is, is this an additional one time cost?
 - CFO Hill – this \$45,00 is within this current budget year, yes a one-time cost.

Motion made by Mayor Peterson, 2nd by Councilman Perry, all approved

Review of the FY 18-19 Budget

Chief Petersen reviewed an update to the proposed budget message. Looking at a 4% increase in health insurance and a 1.66% increase to wages. Reviewed what these proposed increases mean to the Member Fee's. Benefits & Compensation Committee has made recommendations but it is ultimately up to the Finance Committee to determine what items will go to the Board for approval. Thanked those that spoke and the Board for allowing them to share beyond the 3 limit time limit. Asked Committee what level of service they want and what is valued the most?

- Mayor Sondak – asked about the amounts required to be paid by Alta.
 - Chief Petersen – will review and get back to Mayor Sondak.

Division Budget Presentations

ADMINISTRATION – AC Ziolkowski, Arriann Woolf, Nile Easton & Steve Ball

- Chair Stewart – increase in travel for Administration budget was due to the fact that all travel now falls under Administration when it used to be broken up under each division.
 - AC Ziolkowski has a breakdown for all travel requests.
- Mayor Sondak – What is the strategy with overtime?
 - Chief Petersen – it depends on division and activity. Explained how the overtime is broken down and managed.
- Councilmember Perry – Is training one time or continuous?
 - AC Ziolkowski – would like to keep it ongoing as some to go on for 3 years if funded. Will get a return on the investment. Some will be one-time expenses.
- Arriann Woolf – reviewed promotional process & exams. Professional fees have increased.
- DOC Nile Easton - Research was presented to the Board for a baseline survey. Website development – need to reformat the website based on a 75% bounce rate (people that leave within 30 seconds of looking at site)
- Chair Stewart – should the survey be done every year was discussed at the last Board meeting and the cost of \$6K, has some concern with that cost. Sure that \$16,000 will get what we need for the website.
 - DOC Easton - \$16K was the lowest price between various agencies he spoke with.
- Mayor Dahle – Benefits piece, why is that number is down?
 - CFO Hill – took out the extra person from the budget that was added in last year as a contingency.
- Councilmember Perry – How will the website better meet the needs of the customers.
 - DOC Nile Easton – need to determine what the customer is looking for. Looking to add GIS based mapping so that individuals can get data. Feels like the website was designed with our needs in mind, not the public.
- Sondak – consider spend the \$6K survey money on trying to figure out what the public is looking for on the website?
 - DOC Nile Easton – moving that money would be a very good idea.
- Councilmember Perry – Question about events.
 - Matt McFarland – had more events 2 years ago. Taken on service for RSL and will be charging for that. Receiving more requests.
- Steve Ball – budget is focused on operational needs this year. Ongoing readiness and apprentice program. Succession planning for the future of the department. Recruiting for individuals that have a little less years of experience.
- Mayor Dahle – will add an additional full time investigator?
 - Chief Petersen –not authorized in this budget

FINANCE DEPT – CFO Tony Hill

- Reduction – Sandy Contract coming out and moving to UFSA
- Increase – 800K to capital lease line – first installment to capital plan
- Chair Stewart – Clothing allowance
 - CFO Hill – would like to provide a sweatshirt for office staff.
- Councilmember Perry – will Kronos save time and have a cost savings once it's up and running?
 - CFO Hill – hopefully will save time and will have a cost savings with regards to overtime.

OPERATIONS – AC Higgs, BC Pilgrim, BC Watkins, BC Reynolds

- AC Higgs – there are 375 sworn in Emergency Operations and 140 p/t members used to staff ambulances. There were two significant changes: 1. Funding for a peak load ambulance. 2. Increasing request for minimum staffing for overtime by \$500K. Tracking utilization and was funded low last year.
- Mayor Sondak – when adding an ambulance with respect to the revenue, how does that balance out?
 - AC Higgs – it's budget neutral
- Mayor Sondak – a matter of safety as well
- Chief Petersen – Peak load - did anticipate slightly more revenue. Been losing transports because we are running out of ambulances. Adding one peak load is a cost of \$100K with a revenue potential of \$200K.
- Chair Stewart – peak load housing in central location?
 - AC Higgs – strategy implemented a few weeks ago has had a dramatic effect. 3rd peak load to cover Millcreek and Holladay but all are mobile to go to other areas.
- Mayor Dahle – questions on line items for personnel.
 - AC Higgs – Personnel – were combined last year but broken out this year.
- Mayor Dahle – understaffed last year?
 - AC Higgs – underfunded not understaffed

EMS - BC Watkins presented budget for medical services. Paramedics school has been paused. Training internal employees.

- Chair Stewart – would like clarification for pausing paramedic school?
 - Watkins – was paused due to operational need. We currently have enough paramedics so there is no need to train any new.
- Cliff Burningham – there is no concern with a lack of students for UFA, excellent program but a good decision.
- Chief Petersen – one of the best programs on West coast, delivers high quality. Will look at again in a year.
- Chair Stewart – wants to make sure our needs are met, then we are good.
- Chief Petersen – will see more service from EMS and quality of care in the field. Look at again next year.
- BC Watkins – accreditation is for a minimum of 3 years, if we need to start up again, it's an easy launch.
- Chief Petersen – volume of students isn't a problem it's the fully burdened cost to UFA.

FIRE TRAINING - Greg Reynolds

- Councilman Perry – Burn cube question?
 - BC Reynolds – it's a low cost and will last 4-5 years. Burn building is the most functional piece out there.
 - Cliff Burningham – burn cube is where the fire is fought in.
- Chair Stewart – There are larger agencies out there using these facilities, should consider having conversations with these other agencies.
- BC Reynolds – other agencies allow us to use their facilities to train as well.
- Mayor Dahle – Fire tower, trailer? Needed to be looked at. Long term capital outlay.
- Chief Petersen – there are placeholders, something better for classroom space, single family props in 20-21 budget conversation, in capital plan. In plan but not necessary in budget. Would like to explore conversations with Sandy.

WILDLAND – Riley Pilgrim

Adding an additional full time coordinator position in Wildland to help with deployment. Time with interagency and community partnerships. If busy Wildland summer, revenues are higher. Renegotiated contract with National Guard at Camp Williams.

- Mayor Dahle – what is the net effect to add the Wildland Coordinator?
 - BC Pilgrim - \$8,000.
- Mayor Silvestrini – that position is worthwhile and a good investment.

SUPPORT SERVICES BUDGET REVIEW – AC Watson, BC Robinson, Jarin Blackham, BC Larson, Bill Brass, BC Clint Mecham.

LOGISTICS – BC Robinson

Focus this year is on Firefighter health and safety. Preventative maintenance as well. Reviewed items that will need maintenance. Review professional fees - some are accounting as fees were being documented in a different place.

- Chair Stewart - \$800K?
 - Chief Petersen – Apparatus purchase, didn't spend the time to maintain, not sure if we are meeting the preventative maintenance that is needed.
- Mayor Sondak – action items – seismic evaluation and retro fit assessment. Just an assessment?
 - Zack – yes, just assessment.
 - Chief Petersen – funding out of UFSA. Several stations need work. One station is estimated at 1.2 million.
- Mayor Dahle – Turnout replacement question.
 - BC Robinson – replace turnouts at a 9-year mark. 74 coming up. That line item includes Wildland provision. FF turnout replacement funded last year.

INFORMATION TECHNOLOGY BUDGET - Jarin Blackham

Quite a bit of turnover in the last year. Kronos migration is the largest project currently. Preventative maintenance for Zoll. Working on metric tracking and performance.

- Chair Stewart - threshold used?
 - Jarin Blackham - \$25,000
- Councilmember Perry – maintenance with software, to stay steady or increase?
 - Jarin Blackham – hoping to see it decrease this next year. Any money left over will be returned and not spent on other items.
- Chair Stewart – Dispatch?
 - Jarin Blackham – fees, slight decrease for this next year.

PREVENTION BUDGET REVIEW – BC Larson

This year, proactive approach for inspections, hazard assessment, every building in service area, to rate as fire hazard, software that will do that.

- Mayor Silvestrini – maintenance and repair of fire hydrants? UFSA expense?
 - CFO Hill – it could be. Contract is with UFA. It can be addressed.

USAR - Bill Brass - most of budget is funded by federal government

Trains most of heavy rescue for UFA and SLCo. Asking for a change from program manager to division chief. Keep track of certs, training, would fall in this budget. Support of \$10,000 in professional fees, pay for things not funded by the grant (federally funded). Certain things that fall outside of grant. Aging fleet, no plan currently to replacement, weed abatement at training facility, challenge coins, domain name, etc. to come out of that fund.

- Chief Petersen – deployments - great dialogue about advertising through website work.
- Bill Brass – conducted a lot of rescues last year with water rescue

EMERGENCY MANAGEMENT BUDGET REVIEW – BC Mecham

Staff of 8 currently. Asked to increase staffing with add of intelligence specialist. Increase – cert management

- Chair Stewart – funded by county and grants
 - Chief Petersen – administrative wise is UFA

- Mayor Silvestrini – what does the county oversee with regards to the budget.
 - BC Mecham – budget is presented to McGram and McAdams and they make their recommendations.

Capital Replacement Funds Review – CFO Hill

Reviewed handout. Asking for 5.9M to be appropriated for budget year. \$5.2M financed, \$675K out of fund balance.

- Mayor Sondak – What does 10/12 mean?
 - CFO Hill – average lifespan
- Mayor Sondak – 18/19 total is 60% of next years?
 - Chief Petersen – First time, plan, looking out into future. Asking for term out and/or lifespan. Foresees this smoothing out. 20/21 is projected, refined as we get closer to that date.
- Chair Sheldon – Union feedback?
 - Cliff Burningham – Great process. Feels like we are in a good spot as an organization. Worked with Chief Petersen to outline priorities and wishes. Working to keep pace with market, recruitment efforts, COLA is #1 priority. Would be open to further discussion with #2 and #3 items. P9 to P11 and remove step 0 is a great move. More work needs to be done with regards to Tier 2. 418 sworn with 68 in Tier 2 right now. Poised to hire more at Tier 2 and Tier 1 is not an option anymore.
- Mayor Dahle – Board has never questioned the work that the UFA Firefighter’s do. Tier 2, putting Board in competition with each other, creating an unhealthy environment. Need to push at state level.
- Silvestrini – agrees, Tier 2 issue with public employees. Does not see anything going to be done to fix this issue. We have to work for that.
 - Chief Petersen – only fix they might make would cost more than if we took care of it ourselves.
- Mayor Sondak – any counseling and advice to Firefighter’s to plan for the future?
 - Chief Petersen – there are programs to give them advice on financial planning to help secure their future.
- Mayor Sondak – is there a default contribution level when they join.
 - Chief Petersen – not proposed as a match, a straight contribution.
- Arriann Woolf – URS offers different fund options; employee can pick target date for retirement.
- Sheldon – these new funds would go into a different account?
 - CFO Hill – Yes, but if we can’t do it on our own, would go back to URS.
- Cliff Burningham – re: retro concept, discussion of possibly using fund balance to retro as tier 2 employees, comes down to Board choice.
- Mayor Dahle – previous discussion was to get to the 4.69%
- Mayor Sondak – wants to be careful with choice.
- Chief Petersen – factor in cost fund balance credit to get everyone in a good target. If drastic issue were to occur, cut somewhere else or increase cost. Options are there but what are the priorities?
- Chair Stewart – options on table. What do we want to recommend?
- Mayor Silvestrini – inclined to include the Tier 2 (#1,2 & 3)
- Mayor Dahle – If add Tier 2, would need to eliminate either #1 or #2.
 - Chief Petersen – to move below 5%, can pull from fund balance
- Mayor Sondak – what does market adjustment mean?
 - Chief Petersen – CPI is maintenance, above CPI is market adjustment
- Mayor Sondak – is UFA moving toward being in top 3?
 - Chief Petersen – yes.
- Mayor Dahle – open to using some of the fund balance to bring the percentage down. If issue addressed at state level, clear with employees, reaction to something state has been unwilling to deal with. If the state resolves, will need to revisit. Doesn’t want it to become an issue that we are taking a benefit away.
- Chair Stewart – needs a motion – be mindful of fund balance.
 - Chief Petersen – at 9.09% fund balance currently.
- Mayor Dahle - #1 and #2 and pull \$201K from fund balance.
 - Chief Petersen – leaves us \$180K over the 8.5% minimum fund balance. When 12 people in Tier 1 retire, it’s a savings.
- Mayor Sondak – Market come out of fund balance? Fund Tier 2.
- Chair Stewart – can recommend to Board to add those positions that were discussed in the presentations.

Mayor Silvestrini made a motion to cut Hydrant charge, seconded by Mayor Hale, all approved

Mayor Dahle made a motion to approve Items #1, #2 and #3 but fund Tier 2 out of fund balance, seconded by Mayor Silvestrini, all approved.

No Closed Session

Chair Stewart asked for a motion to adjourn the April 3, 2018 Finance Committee Meeting at 8:46am. Motion made by Silvestrini, 2nd by Peterson, all approved.

Recorded by Board Clerk Michelle Roper