



UNIFIED FIRE AUTHORITY BOARD FINANCE COMMITTEE AGENDA

Tuesday, May 7, 2019 at 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE COMMITTEE SHALL ASSEMBLE FOR A MEETING AT
3380 South 900 West, Salt Lake City, UT 84119

1. Call to Order: Chair Stewart
2. Public Comments:
Please limit comments to three minutes each
3. Minutes Approval: Chair Stewart
 - A. April 15, 2019
4. Review of the FY19/20 Proposed Budget
 - A. Update on Proposed Budget – Chief Petersen/CFO Hill
 - i. Review memo dated April 22, 2019
 - ii. Questions on budget book
 - B. Division Budget Presentations
 - i. Administration – Ziolkowski
 - ♦ Human Resources – Woolf
 - ♦ Special Enforcement – Ball
 - ♦ Information Outreach – Easton
 - ii. Finance – Hill
 - iii. Emergency Operations – Higgs
 - ♦ Special Operations – Case
 - ♦ Fire Training – Rhoades
 - ♦ EMS – Torgersen
 - ♦ Wildland/Camp Williams – Burchett
 - iv. Support Services - Watson
 - ♦ Logistics – Robinson
 - ♦ Information Technology – Watson
 - ♦ Fire Prevention – Larson
 - ♦ USAR – Case
 - ♦ Emergency Management – Mechem
 - C. Capital Replacement – CFO Hill
 - D. Member Fee Review – CFO Hill
 - E. Deliberation – Chair Stewart
 - i. Consider adjustments to the proposed budget
 - F. Finance Committee Budget Approval

5. Possible Closed Session

The Board may consider a motion to enter into Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:

- a. discussion of the character, professional competence, or physical or mental health of an individual;
- b. strategy sessions to discuss pending or reasonably imminent litigation;
- c. strategy sessions to discuss the purchase, exchange, or lease of real property;
- d. discussion regarding deployment of security personnel, devices, or systems; and
- e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Re-Opening the Meeting

6. Adjournment

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically to allow a member of the UFA Board to participate. This agenda is subject to change with a minimum 24-hour notice.

CERTIFICATE OF POSTING

The undersigned, does hereby certify that the above agenda notice was posted on this 6th Day of May, 2019 on the UFA bulletin boards, the UFA website www.unifiedfire.org, posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cyndee Young, UFA Board Clerk



**UNIFIED FIRE AUTHORITY BOARD
FINANCE COMMITTEE MEETING MINUTES**

Monday, April 15, 2019 at 2:30 p.m.

Committee Members Present:

- ✓ Councilmember Stewart
- ✓ Councilmember Perry
- ✓ Mayor Silvestrini
- ✓ Mayor Sondak
- ✓ Mayor Dahle
- ✓ Mayor Peterson

Committee Members Absent:

- * Mayor Hale

Staff:

- ✓ Chief Petersen
- ✓ CLO Roberts
- ✓ CFO Hill
- ✓ Cyndee Young

Guests:

- ✓ AC Higgs
- ✓ AC Watson
- ✓ AC Ziolkowski
- ✓ Arri Woolf
- ✓ Beth Farmer
- ✓ Darren Park
- ✓ Division Chief Burchett
- ✓ Division Chief Case
- ✓ Division Chief Mecham
- ✓ Division Chief Rhoades
- ✓ Division Chief Robinson
- ✓ DOC Easton
- ✓ Fire Marshal Larson
- ✓ Jarin Blackham
- ✓ Kate Turnbaugh
- ✓ Keith Zuspan - BCC
- ✓ Lana Burningham
- ✓ Nyla Benedict
- ✓ Steve Quinn

Meeting called to order by Chair Stewart at 2:34 p.m.

Public Comments

None

Minutes Approval

Mayor Dahle moved to approve the minutes from the December 13, 2018 Finance Committee Meeting as submitted

Mayor Silvestrini seconded the motion

All in favor, none opposed

Payroll Policy – CFO Hill

- ◆ The major changes were the omission of information that is required by state statute and didn't need to be reiterated within the policy
- ◆ Added the information with regard to the changes needed for the Kronos timekeeping system
- ◆ Updated the procedure for tracking committee time and with whom this responsibility lies
- ◆ Updated the review and approval process
 - ◆ Also includes the process if the immediate supervisor isn't available
 - ◆ This solves the WL timecard issues when they are not able to approve
- ◆ This audit item is now considered as having been corrected and completed
 - ◆ No vote necessary

Budget Transfers for FY18/19 – CFO Hill

- ◆ Due to the amount of monies being transferred, approval by the Finance Committee is necessary
- ◆ The transfer is for funds from Operations into Capital in order to complete projects that have been taking place the last 8 months at the EOC for the Board Room

Mayor Sondak moved to approve the Budget Transfers for FY18/19

Mayor Peterson seconded the motion

All in favor, none opposed

Councilmember Perry arrived

Budget Message – Chief Petersen

- ◆ Chief reviewed his budget message and accomplishments
- ◆ It was noted that this was the 1st time ever that UFA has received the GFOA Award (Government Finance Officers Association)
- ◆ Benefits & Compensation
 - ◆ 81.3% of the budget is personnel
 - ◆ Discussed how the options evolved and their impact to the budget
 - ◆ Steve Quinn, Local 1696, expressed his thanks for the commitment to the “Top 3”
 - Commented on Options 3a vs 3c
 - Feels that 3c touches those employees that Local feels are in the greatest danger of leaving
 - These individuals have all certifications and are marketable
 - ◆ Mayor Dahle noted that moving from 3a to 3c reduces the deferred cost, pushing the wages forward, but with less impact the next year with the deferral
 - ◆ Mayor Silvestrini feels that the increase for going with Option 3c isn't too large, and helps to secure those who we may lose to other agencies
 - ◆ Chief Petersen stated that considering Option 1c gets every position at or above the “Top 3”
- ◆ Not represented in the budget message is that this does not change the top step
 - ◆ It increases the deferred cost, but next year only addresses step 12
 - ◆ \$1.6 million would be spent next year for the step increase and CPI
 - ◆ Savings would be just over \$200,000

- ◆ Mayor Dahle stated that 3c would impact those at step 5 and 9, which takes care of the Local's concerns, however, it is another .33%
 - ◆ It is not a savings, it just pushes implementation up, shorting the cost next year
- ◆ Mayor Petersen believes the benefit should be quantified next year, if it is a smart budget move, it should be considered
 - ◆ This is a good step, two bites rather than one bite
- ◆ Mayor Silvestrini feels it may be easier to do this this year with the fund balance disbursement, rather than next
 - ◆ Chief Petersen clarified that he does not want to increase dependency on the fund balance and does have a plan to address this
- ◆ Councilmember Stewart stated that this may be the year to take a bite out of everything to gain momentum with UFA
 - ◆ If the move can be made now, let's do it this year
 - ◆ Everyone must consider what each city needs to do to make the move
- ◆ The Member Fee Chart displays the fees associated with both Options 1c and 3a
- ◆ Chief Petersen will draft a memo to further clarify the Options 1c, 3a, and 3c

Mayor Dahle left the meeting 3:23 p.m.

Budget Review – CFO Hill

- ◆ Walked through the budget book, similar to last year
 - ◆ A new tab has been added, 911 Emergency Transport
 - This is the 2nd biggest revenue source
 - ◆ The remainder of the book is the Divisions budget presentations and the Capital Replacement Plan
 - ◆ Note that the final budget will contain policies that were not included in the draft in order to save printing costs
- ◆ Councilmember Stewart stressed that with the \$6 million refund, this is the year to recognize the greatest asset, the personnel
 - ◆ Asking that the Finance Committee look at Option 1c seriously
- ◆ Mayor Petersen stated he has never seen a cleaner or better budget process
 - ◆ Agrees absolutely with Councilmember Stewart that the assets are the personnel
 - ◆ This has been a great process
- ◆ Any comments regarding the budget, or any questions for the Divisions, please email CFO Hill in preparation for the next meeting

Mayor Peterson moved to adjourn the April 15, 2019 Finance Committee Meeting at 3:52 p.m.

Mayor Sondak seconded the motion

All voted in favor, none opposed