



## UNIFIED FIRE AUTHORITY BOARD MINUTES

March 16, 2021 7:30 a.m.

Electronically Via Zoom Webinar Only, Due to COVID-19 Pandemic

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:31 a.m.

As Chair, I have made this written determination that, based upon the ongoing COVID-19 pandemic, conducting this Board meeting with an anchor location would present a substantial risk to the health and safety of those who may be present at an anchor location. Therefore, this meeting will be held in electronic format only with participation available to the public in the manner described in this publicly posted agenda.

After some discussion, the Board determined to host the April 20, 2021 UFA Board Meeting via Zoom Webinar and revisit how best to hold meetings going forward.

2. Public Comment

None

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

3. Approval of Minutes

Mayor Silvestrini moved to approve the minutes from the February 16, 2021 UFA Board Meeting as submitted

Mayor Peterson seconded the motion

All voted in favor, none opposed

4. Consent Agenda

a. Review of February Disbursements

- Mayor Sondak ask if the mental health costs were typical for this month
- CFO Hill stated that with the funding the Board approved to focus on the program and the grant, there will continue to be an uptick in costs and is anticipated to increase some
- Behavioral health is a major initiative in the UFA Strategic Plan as well
- Mayor Sondak stated an increase has been observed at the U of U and he supports watching out for UFA personnel

Mayor Sondak moved to approve the February disbursements as submitted

Council Member Bailey seconded the motion

All voted in favor, none opposed

5. Committee Updates

- Benefits & Compensation Committee
  - Meeting scheduled 3/25/21
  - A meeting was held 2/18/21 to review health benefits
  - A 4% reduction in premiums was realized from the previous year which will allow for more flexibility with benefits
  - Chief identified that CPI was 1.2% for 2020 and Benefits and Compensation has suggested a 2% CPI deposited into a VEBA account for employees to help get ahead of market
    - Chief has included the 2% in a phased-in approach as part of the draft budget
  - This next meeting will finalize a recommendation to the Finance Committee
- Governance Committee
  - No meeting held
- Finance Committee
  - Next meeting 4/15/21
    - Council Member Stewart welcomes anyone interested to attend as the process into the budget cycle begins

6. Discussion of Reduction of Revenue in Medical Division

- DC Torgersen outline the memo included in the packet requesting the Board consider budget amendments in the EMS Division
- An oversight resulted in expenditures remaining in the budget while the shortfall of revenue was not correlated
- The request is to appropriate fund balance (\$36,248) to support some of the work that has already been expended in order to continue meeting responsibilities
  - New Hire Paramedic Skills Evaluations
  - Biotech Maintenance of Data and Equipment
  - Check-It Audit for Narcotics
- Mayor Sondak asked why a discrepancy existed between items outlined and the final amount \$36,248
  - The difference is due to unknown costs associated from COVID and the continuation of maintaining licensure for personnel and additional OT needs
- Chief Petersen stated that DC Torgersen thought he had more funds than what he actually had and with the over expend, the resulting amount is what is needed to go forward the rest of the year
- CFO Hill stated that a monthly budget to actuals is routinely distributed, however, DC Torgersen's focus was on the expend reports
- DC Torgersen stated he is learning daily, and will better monitor his budget moving forward
- Council Member Bailey inquired as to why OT isn't added to the budget if it is utilized consistently year after year
  - Chief Petersen explained that many of the Divisions manage surge events which require certain skills with OT being the best way to accommodate them
  - Multiple and varied individuals are pulled to help with certain skill events
  - With the focus on response, surge capacity is valuable for training and growth without adding positions within the Divisions to handle all aspects

7. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget

Mayor Silvestrini moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2020-2021 fiscal year budget

Mayor Hale seconded the motion

Roll call vote taken

|           |   |              |   |
|-----------|---|--------------|---|
| Bailey    | Y | Overson      | Y |
| Bowen     | Y | Perry        | Y |
| Bush      | 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 |              |   |

- CFO Hill reviewed the many amendments
- Many have come before the Board in the past such as remaining Cares Funding, grants, donations, Fund Balance appropriation, Market Adjustment, etc.
- Mayor Silvestrini asked if the Fund Balance was still able to cover outstanding COVID expenditures
- Chief Petersen explained that following the second Cares Funding ask, the total impact is \$1.6 million and if there are any additional monies UFA is open to any help to offset the \$900,000 in unrecoverable costs directly attributed to COVID
- Mayor Silvestrini asked that municipalities consider a place-marker for UFA when receiving recovery funding and asked CFO Hill to provide a monetary breakdown by population and Member Fee
- No public comment

Mayor Silvestrini moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2020-2021 fiscal year budget

Council Member Stewart seconded the motion

Roll call vote taken

|           |   |              |   |
|-----------|---|--------------|---|
| Bailey    | Y | Overson      | Y |
| Bowen     | Y | Perry        | Y |
| Bush      | 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 |              |   |

8. Consider Resolution 03-2021A Approving the Second Budget Amendment for the Fiscal Year Budget

Mayor Dahle moved to adopt Resolution 03-2021A approving the second budget amendment for 2020-2021 Fiscal Year Budget

Council Member Bailey seconded the motion

Roll call vote taken

|           |   |              |   |
|-----------|---|--------------|---|
| Bailey    | Y | Overson      | Y |
| Bowen     | Y | Perry        | Y |
| Bush      | 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 |              |   |

9. Consider Resolution 03-2021B Amendment to Board Policy on Overtime and Compensation Time and Board Policy “Clean Up” Amendments

- CLO Roberts explained that all but OT and Compensation are minor language, definition, or reference corrections that resulted from the Professional Development Plan which was in process at the same time
- Chief Petersen explained his amendment to the OT and Compensation Time Policy
  - This amendment is a permanent application counting all time off (sick/vacation) as time worked, for the purpose of constant staffing and hold over for sworn personnel
  - The intent of this policy was and is intended to help maintain staffing and is applied only to staffing operational units

Mayor Hale moved to adopt Resolution 03-2021B approving the amendments to Board Policies as discussed

Mayor Peterson seconded the motion

Roll call vote taken

|           |   |              |   |
|-----------|---|--------------|---|
| Bailey    | Y | Overson      | Y |
| Bowen     | Y | Perry        | Y |
| Bush      | 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 |              |   |

Council Member Bowen left due to another commitment

10. Fire Chief Report

- Data Challenges
  - Recently, it was discovered that some data in Intterra for call process was excessive and impacting the total response time numbers for our municipality reports
  - Staff is working with Versaterm, VECC, and Intterra to find a resolution

- Their staff believe the overall response time has not increased; however, the data source seems to have changed with the implementation of Versaterm
  - The municipality reports will be reporting turnout and travel time only without call processing until this can be fixed
- Member Fee Analytics
  - Last year the goal was to provide numbers in January as to any changes in the Member Fee for cross-border response
  - Due to a current vacancy, this work has been contracted out, resulting in a lag of data
  - Will continue to work through this and provide data as soon as possible to allow the municipality budget processes to flow easier
  - Chief is targeting 3.5% instead of the 4% that was discussed earlier and budgeted for by the UFSA
- Legislative Update
  - Dave and Ashley Spatafore provided a final update
- Apartment Fire Prevention Program
  - Fire Marshal Larson explained a program to visit high-hazard occupancies
  - Apartments present a high life lost potential and are second to single family home fires
  - This has been and will continue to be an effort to reduce risk and educate managers and owners
  - To date, 180 apartments were identified for this program, 160 have been completed, construction continues on many more
  - Mayor Hale inquired as to the possibility of retrofitting older apartments
    - FM Larson stated that older apartments were constructed before code changes
    - Code does not allow retroactive requirements, that would take legislative action
- Continuity of Operations
  - COVID leave ended March 1, individuals must use their own Sick time moving forward
  - With the current CDC guidelines, 80% of staff having received the vaccination and an anticipated additional 10%, mask mandate inside stations has been lifted
  - Mask use in public and when family visits the stations will continue
  - Last positive COVID was January 22
  - Recently, two recruits recovered from COVID, but have discovered they are not able to continue with recruit camp
    - The offer to attend recruit camp will be extended to them for next year as long as they can meet our contingencies at the time
- Upcoming Community Event Season
  - Many communities are planning a full event season and are ramping up events and growing in scope
  - In the past, 4-5 EMT's were ample to cover events, now are needing 10-12
  - The crews miss these events and positive interactions
  - DOC Easton stated that the Board will see an increase to his budget to accommodate the increasing, May-September clustered, weekend influx of events
  - Please notify UFA Information Outreach if planning any events in order to get on the calendar

- Update on Closest Forces Response
  - March 1 a change was made on the Priority I and II
  - PI calls are the critical, time sensitive calls that permit the crossing of borders to send the closest resource
  - PII calls aren't as time sensitive and result in the first due agency responding within their zone
  - In the past two weeks, this new protocol has decreased the crossing of borders by approximately 30%
  - Taylorsville Station 117 has been a peak demand ambulance, beginning April 1 this will be converted to a 24-hour ambulance due to the increased call volume in this area
    - The change will also be included in the budget for FY21/22 with the remainder of this year covered within budget

11. Closed Session and Adjournment

Council Member Stewart moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205 or 78B-1-137 and, at the conclusion of the closed session, to adjourn this meeting

Council Member Bailey seconded the motion

Roll call vote taken

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

12. Conclusion of Closed Meeting

Mayor Knopp moved to conclude the closed session

Council Member Stewart seconded the motion

Roll call vote taken

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

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Mayor Kelly Bush  
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 Tom Westmoreland

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

**BOARD MEMBERS ABSENT:**

None

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Pilgrim  
AC Higgs  
Arriann Woolf  
Ashley Spatafore  
Dave Spatafore  
BC Fossum  
BC Russell  
BC Ascarte  
OC Dern  
Bill Brass  
Captain Park  
Captain Ayres

Captain Greensides  
Division Chief Case  
Division Chief Larson  
Division Chief Ball  
Division Chief Robinson  
Division Chief Torgersen  
Brandon Dodge  
Erica Langenfass  
Johnathan Ward, Zions  
Japheth McGee, Zions  
Kiyoshi Young  
Kate Turnbaugh

Lana Burningham  
Larson Wood  
Matt McFarland  
Nile Easton, DOC  
Patrick Costin  
Ryan Love  
Shelli Fowlks  
Steve Quinn  
Steve Bowen  
Tim Tingey, CWH  
Tua Tho  
Wendy Thomas