



## **UNIFIED FIRE AUTHORITY BOARD COMPENSATION & BENEFITS COMMITTEE AGENDA**

Monday, March 30, 2020 at 1:00 p.m.

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

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1. Call to Order – Chair Dahle
2. Public Comment  
Please limit comments to three minutes each
3. Minutes Approval –Chair Dahle
  - A. February 13, 2020  
I, (state name) move to approve the minutes from the February 13, 2020 Benefits & Compensation Committee Meetings as submitted
4. Update from Gallagher Benefits Regarding Current Health & Dental Benefit Utilization and Forecast for FY20/21 Renewal
5. Benefits and Compensation Concepts and Cost Worksheet for FY20/21 Budget  
– Chief Petersen/CFO Hill
6. 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.
7. 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 801-743-7220. 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 27<sup>th</sup> day of March 2020 on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://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**

### **BENEFITS AND COMPENSATION COMMITTEE MEETING MINUTES**

Thursday, February 13, 2020 at 11:00 a.m.

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#### **Committee Members Present:**

Council Member Hull  
Mayor Peterson  
Council Member Bowen  
Mayor Dahle

Mayor Overson  
Mayor Hale  
Council Member Stewart

#### **Committee Members Absent:**

Mayor Bush

#### **Staff:**

Chief Petersen  
CLO Roberts  
Cal Ricotta  
Sylvia Cardenas  
AC Ziolkowski

CFO Hill  
Arriann Woolf  
Cyndee Young  
Steve Quinn, Local 1696

#### **Guests:**

AC Pilgrim  
Darren Park, Local 1696  
Mayor Silvestrini  
Kate Turnbaugh

Greg Fisher  
Rebecca Norfleet-Gallagher  
Michelle Morse-Gallagher  
Lana Burningham

#### Call to Order

Meeting called to order by Chair Dahle at 11:01 a.m.

- ◆ Chair Dahle reminded all that the next Benefits & Compensation Committee Meeting is scheduled for 3/30, 1:00 p.m.
- ◆ During this meeting the final recommendation will be determined and forwarded to the Finance Committee
- ◆ The goal today is to receive the initial data on the areas that effect Benefits & Comp and to provide time for any needed clarifications before the final meeting on 3/30

#### Public Comments

None

#### Minutes Approval

Mayor Peterson moved to approve the minutes from the March 27, 2019 Benefits & Compensation Committee Meeting Minutes as submitted

Council Member Hull seconded the motion

All in favor, none opposed

Update Regarding Current Health Benefit Utilization and Forecast for 20-21 Renewal – Gallagher Benefits

- ◆ Overall, UFA is correctly funded and not leaving any monies on the table for SelectHealth
- ◆ UFA trends are lower in all categories relative to similar agencies
- ◆ Chair Dahle asked the timeline for the final proposal
  - ◆ By mid-March it will be known where the numbers are going to land
  - ◆ Gallagher will have options for adjustments to the plan at the next meeting
- ◆ The Committee discussed conducting a full market scan
  - ◆ This was decided against due to the low rate and unless UFA is looking to switch providers, the recommendation was to not conduct the scan
  - ◆ Chair Dahle agreed, and asked that Gallagher continue to be aggressive with SelectHealth on renewals
  - ◆ Chair Dahle also noted that a lot of what was achieved with the market pay increases was a direct result of employees controlling their health care costs
  - ◆ Much credit should be given to the employees for their mindful use of insurance & prescriptions
- ◆ Employee Health Benefit Survey
  - ◆ Cal Ricotta provided an overview of the survey given to UFA employees, asking as to the ease of accessing their benefits
  - ◆ Overall feedback was positive
  - ◆ This in-house created survey will continue to evolve with the goal of improving benefits and access to benefits for all UFA
  - ◆ The survey also looks to employee's to gauge interest in employee funded benefits such as pet insurance, all-life insurance, identity protection, etc.
- ◆ Overall, UFA employees are happy with the current SelectHealth offerings and plan
- ◆ UFA Human Resources received the Gallagher Best-In-Class Performance for HR Management Award

Review Sworn Wage Comparable Data – HR Director Woolf

- ◆ The comparable wage packet was distributed and follows the same format as in past years
- ◆ The packet displays all ranks in a consistent pattern throughout, with a summary page benchmark on how UFA relates to the average
- ◆ Throughout all ranks, the location in the market fluctuates from being ahead of the market to trailing the 3<sup>rd</sup> position, however, the increases last year have moved every position very close to top three with the exception of the Battalion Chief/Division Chief rank
  - ◆ It appears that comparables provided some generous increases for their personnel at this rank
  - ◆ Last year, the Chiefs received 2.75% less than other ranks based on their position in the market
- ◆ Chair Dahle stressed that six years ago the wages were in the bottom third of these comparables and there has been considerable movement up in the Market in the last 6 years
- ◆ Chief Petersen stated that for the meeting in March, the data charts will also provide rank and step and increased perspective with the number of individuals within each step
- ◆ Chief Petersen also noted that it looks to be about a 3% average wage increase to stay in position (1.2% Market and 1.8% cpi) for a total new cost estimated at \$1.3 million
  - ◆ Each position is different, some will not see a market adjustment and others may see a larger than 1.2% market, this is dependent on that positions comparison to the Market
- ◆ Council Member Stewart questioned the Senior FF incentive, doesn't everyone promote out of this rank?
  - ◆ Chief Petersen shared that there are currently 69 personnel at the Firefighter Rank with nine more planned for next fiscal year. There are limited opportunities for advancement; We are interested in more Firefighters becoming Paramedics, however, Specialist positions are filled as vacancies occur
  - ◆ Currently UFA is budgeting to send 6 individuals to PM School, we currently have the right number of Medics, however we anticipate a need to fill these positions due to retirements and promotions in the future

- ◆ Chief Petersen estimated that it would be a 4.5% increase to the Member Fee to cover the increases in Liability Insurance, Health Insurance, the carryover wage increase from this fiscal year, and the anticipated cost to maintain the top three status
- ◆ Chief indicated that he will not know what the base budget will be until mid-March
  - ◆ Chief Petersen shared that the state has approved an increase in ambulance billing and that there is no capital increase proposed for FY20/21 as this was pushed off to FY21/22 as part of the budget discussion in FY19/20 to reduce the impact to the budget while the Board considered the market increase
- ◆ Chief reviewed the increasing overtime cost and its impact on the budget
  - ◆ We are currently at 83% of budget with only a little more than 50% of the year complete
  - ◆ A Staffing Work group is identifying the root causes of this increase to see what we can address to reduce our liability and the Chief has instructed all Divisions to review any program/project in this year's budget that can be deferred to future years
  - ◆ He is looking to cut up to \$500K from this year's budget to cover the overage in the overtime line item
  - ◆ The Chief is not proposing to consider a reduction in the commitment to four person staffing at this time, however, this will be a topic of conversation during the budget process to make sure this commitment is sustainable
- ◆ Mayor Peterson inquired as to the Merit Increase impact
  - ◆ Chief Petersen stated that with the number of retirements it has been budget neutral over the last few years
  - ◆ As a top step Tier 1 employee retires they are replaced by a step 1 Tier 2 employee and that transition has been funding the merit increases
  - ◆ Finance conducts an audit this each year to be sure this remains the case, it is not simply assumed that this will continue
- ◆ Mayor Peterson reminded the Committee that by agreeing to take a large bite out of the apple last year, this year will see a more conservative result
- ◆ Chair Dahle asked the members of the committee to return to their boards and get a feel for where they are, however, he stressed that his recommendation would be to focus on a Member Fee increase no greater than 4%
  - ◆ He wants to be sure that what is presented to the Finance Committee from Benefits and Compensation is feasible, not just a number that is unachievable
  - ◆ Chief Petersen appreciated the target and shared that he has met with all Divisions on their "Big Asks" with formal budget meetings with the Chief, Finance and the Divisions to begin Feb 24<sup>th</sup>
  - ◆ The Chief is comfortable that staff can present a simple picture of the priorities for the Board to consider as we move into the budget process

#### Discuss Cost Estimates to Maintain Market Status for Sworn Personnel – CFO Hill

- ◆ This agenda item was addressed in the previous agenda item and will be detailed further at the 3/30 meeting

#### Discuss Performance and Compensation for Both Chief Petersen and CLO Roberts for Recommendation to the Board – Chair Dahle

- ◆ Chief Petersen and CLO Roberts left the meeting
- ◆ Arri Woolf distributed sheets comparing both positions within and beyond the SL Valley
  - ◆ Both Chief Petersen and CLO Roberts have received the COLA
- ◆ Chair Dahle stated that UFA is a different entity, unique, and comparisons are difficult since other than SLC and Park City, they are out of state
- ◆ The Committee agreed that the conversation needs to begin if having to hire beyond an internal replacement, and if we would have the right market rate
  - ◆ Arri stated that there will need to be some focus on retirement offerings and the focus on future wage, as we are a bit low with regard to those items

- ◆ Council Member Stewart pointed out that Chief Petersen is preparing successors and the need to go beyond the organization can only be dealt with at that point
- ◆ The Committee is happy with both and comfortable with where they stand
- ◆ The decision was to hold their wages

Council Member Stewart moved to maintain compensation as it currently stands  
Mayor Peterson seconded the motion  
All voted in favor, none opposed

Closed Session

None

Adjournment

Council Member Stewart moved to adjourn the February 13, 2020 Benefits & Compensation Committee Meeting  
Council Member Hull seconded the motion  
All voted in favor, none opposed

Recorded by Board Clerk Cyndee Young

DRAFT