



UNIFIED FIRE AUTHORITY/UNIFIED FIRE SERVICE AREA JOINT MEETING MINUTES

April 21, 2026

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

1. Call to Order

UFA Chair Harris called the meeting to order at 8:50 a.m.

2. Public Comment

No public comments were received. Public comment remained available live and through the posted electronic option.

3. Open and Public Meetings Act Training

UFA CLO Roberts and UFA District Manager Anderson conducted the annual Open and Public Meeting Act (“OPMA”) training. DM Anderson indicated that she agreed with the presentation being provided by CLO Roberts and appreciated him leading the training.

CLO Roberts thanked board members for their attendance and noted the importance of the annual training requirement. He reminded the Board that the training materials had been included within the meeting packet and encouraged members to review the documents in detail.

CLO Roberts explained that the training is required annually by Utah statute and is also tied directly to the organization’s annual audit compliance. Failure to complete the training for all board members could result in audit findings against the organization. He emphasized that the purpose of the Open and Public Meetings Act is to ensure transparency in government and to require that the public’s business be conducted openly unless a specific statutory exception applies.

CLO Roberts reviewed the statutory definition of a “meeting,” explaining that a meeting occurs whenever a quorum of a public body gathers to discuss or conduct public business. He clarified that chance encounters are not considered meetings under the Act, provided they are not used to circumvent OPMA requirements. He cautioned board members against using informal gatherings or social settings to collectively deliberate on board business outside the public process. Examples discussed included avoiding situations where a quorum might unintentionally discuss pending matters during conferences, banquets, or community events.

Discussion followed regarding electronic meetings and the increasing reliance on virtual participation as a standard operational practice. CLO Roberts noted that electronic meetings are legally treated the same as in-person meetings under OPMA requirements. He further commented that UFA and UFA routinely conduct meetings electronically and that hybrid participation has become common practice.

CLO Roberts reviewed statutory notice requirements and explained that meeting agendas must be publicly posted at least 24 hours prior to the meeting. Clerk Micayla Dinkel coordinates agenda preparation and ensures that notices are properly posted both on the organization's website and on the Utah Public Notice Website. He emphasized that agenda descriptions must contain a reasonable degree of specificity so members of the public can understand what business will be discussed. CLO Roberts further clarified that items not listed on the agenda may be discussed if they arise organically during a meeting; however, no final action or vote may be taken on matters that were not properly noticed on the agenda.

The Board received instructions regarding the statutory criteria allowing public bodies to enter into closed session. CLO Roberts noted that UFA most commonly utilizes closed sessions for:

- Discussions regarding the character, professional competence, or physical or mental health of an individual; and
- Pending or reasonably imminent litigation matters.

CLO Roberts further clarified that certain closed sessions may also occur under the attorney-client privilege for legal consultation purposes.

CLO Roberts reviewed the formal procedures required to enter a closed session, including:

- Two-thirds vote of board members are present;
- Limiting the closed session discussion to statutorily permitted topics; and
- Recording and maintaining minutes of the closed session, except in limited circumstances involving competency evaluations.

CLO Roberts explained that competency-related discussions are the one statutory exception where a recording is not required, provided that an affidavit is completed documenting the reason no recording was made. CLO Roberts also discussed public records retention requirements and noted that official meeting minutes and recordings are maintained as part of the public record by the clerk.

Additional discussion occurred regarding UFA and UFSA's electronic meeting policy. CLO Roberts explained that the organizations maintain a formal policy governing electronic participation and that an official "anchor location" is established for each electronic meeting. The ECC Board Room serves as the designated anchor location to ensure public accessibility.

CLO Roberts reviewed voting procedures applicable during electronic meetings. He explained that voice votes are acceptable when votes are unanimous; however, if any dissenting vote occurs, the Board must transition to a formal roll call vote to ensure clarity and an accurate public record. He further noted that UFA and UFSA frequently utilize roll call voting for resolutions and significant actions to maintain a clear official record.

CLO Roberts addressed restrictions related to disruptive conduct during public meetings. He explained that individuals who intentionally disrupt meetings or fail to provide relevant comments may be subject to removal or limitation under the Act. He noted that UFA and UFSA historically have not experienced issues with disruptive public behavior during meetings.

The Board discussed potential consequences associated with violations of the Open and Public Meetings Act. CLO Roberts cautioned against “daisy-chaining” communications among board members outside of noticed meetings in order to create consensus or deliberate on public business. He explained that violations of OPMA can result in:

- Actions taken by the Board being voided or invalidated; and
- Criminal penalties, including classification as a Class B misdemeanor.

CLO Roberts stated that, based on his experience with the organization, he had not observed any concerns or patterns of noncompliance among UFA or UFSA board members.

CLO Roberts reviewed 2026 legislative changes related to OPMA. He explained that the recent amendments primarily involved:

- Expanded categories for certain legislative closed-session discussions; and
- Inclusion of a highway designation review committee within the statutory definition of a public body.

He noted that these changes were largely technical in nature and did not materially impact UFA or UFSA operations.

A board member requested clarification regarding quorum requirements for both the full Board and Board committees to help avoid inadvertent OPMA violations. CLO Roberts clarified that the quorum requirement for the full Board is half plus one, equating to nine members, and committee quorum sizes vary depending on committee membership, generally ranging between four and five members.

4. Possible Closed Session

No closed session was held.

5. Adjournment

Mayor Jackson made a motion to adjourn the meeting. Councilmember Stewart seconded the motion all voted in favor, none opposed.

BOARD MEMBERS IN ATTENDANCE

Mayor Cheri Jackson
Mayor Paul Fotheringham
Councilmember Sheldon Stewart
Councilmember Chrystal Butterfield
Councilmember Catherine Harris
Councilmember Kathleen Bailey
Mayor Scotty John
Mayor Kristie Overson

Councilmember Tyler Huish
Mayor Tish Buroker
Mayor Mick Sudbury
Mayor Dustin Gettel
Deputy Mayor Catherine Kanter
Mayor Jared Gray
Mayor Roger Bourke
Mayor Gay Lynn Bennion

BOARD MEMBERS ABSENT

Councilmember Jared Henderson
SLCo Assessor Stavros

STAFF IN ATTENDANCE

CFO Tony Hill

CLO Roberts

DA Rachel Anderson

Clerk Micayla Dinkel

Chief Dominic Burchett

ATTENDEES

AC Dern

Bill Brass

HRD Day

AC Russell

BC Torgerson

AC Russell

DC Widdison

OC Kay

FM Watkins

EM DC Behunin

DC Ayres

DC Fossum

BC Bogenschutz

Purchasing Agent Langenfass

Digital Media Specialist Samuel

DOC Easton