

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **UNIFIED FIRE AUTHORITY BOARD FINANCE COMMITTEE AGENDA**

Thursday, May 6, 2021 at 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE COMMITTEE SHALL ASSEMBLE BOTH ELECTRONICALLY VIA THE LINK BELOW AND IN-PERSON AT:  
3380 S. 900 W., SLC 84119

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:  
<https://zoom.us/j/91681046879?pwd=MEtoVmtwRG95ZFYrV0J3TUZtZUNBdz09>

Webinar ID: 916 8104 6879  
Passcode: 8675309

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1. Call to Order - Chair Stewart
2. Public Comments  
Please limit comments to three minutes each.  
There are three options for comments during this meeting:
  - a. In-Person
  - b. LIVE during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the que and invited to speak.
  - c. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 5:00 p.m. May 5, 2021. Emailed comments submitted prior to 5:00 p.m. May 5, 2021, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Finance Committee, but not read into the meeting record or addressed during the meeting.
3. Minutes Approval - Chair Stewart
  - A. April 15, 2021
4. Budget Message and Proposed Amendment – Chief Petersen

5. Budget Presentation

- A. Introduction and Profile – Chief Petersen
- B. Finance Budget Message – CFO Hill
- C. Strategic Plan – Assistant Chief Pilgrim
- D. Member Fee – Chief Petersen and CFO Hill
- E. Emergency Transport – Kate Turnbaugh
- F. Office of the Fire Chief – Chief Petersen
  - a. Information Outreach – DOC Easton
  - b. Emergency Management – Division Chief Mecham
- G. Administration & Planning – Assistant Chief Pilgrim
  - a. Administration – Assistant Chief Pilgrim
  - b. Human Resources – HR Director Woolf
- H. Finance – CFO Hill
- I. Emergency Services – Assistant Chief Higgs
  - a. Emergency Operations – Assistant Chief Higgs
  - b. Special Operations – Division Chief Case
  - c. Fire Training – Division Chief Watkins
  - d. Emergency Medical Service – Division Chief Torgersen
  - e. Urban Search & Rescue – Division Chief Case
  - f. Wildland and Camp Williams – Division Chief Widdison
- J. Support Services – Division Chief Burchett
  - a. Logistics – Division Chief Robinson
  - b. Information Technology – Ginger Watts
  - c. Fire Prevention – Division Chief Larson
  - d. Special Enforcement – Division Chief Ball
- K. Capital Replacement – Chief Petersen and CFO Hill
- L. Closing – Chief Petersen

6. Deliberation – Chair Stewart

7. Consensus on Recommendation to Full Board of Directors – Chair Stewart

8. 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

9. 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 electronically 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 5<sup>th</sup> Day of May, 2021 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  
FINANCE COMMITTEE MEETING MINUTES**

Thursday, April 15, 2021 at 7:30 a.m.

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**Committee Members Present:**

Council Member Stewart  
Council Member Perry  
Mayor Hale  
Mayor Sondak  
Mayor Dahle

Mayor Silvestrini  
Mayor Peterson  
Council Member Henderson  
Council Member Bailey

**Staff:**

Chief Petersen  
CFO Hill  
Cyndee Young

CLO Roberts  
AC Pilgrim

**Guests:**

Arriann Woolf  
Bill Brass  
Brad Larson  
Brian Child  
Bryan Case  
Calogero Ricotta  
Chad Simons  
Clint Mecham  
Dominic Burchett  
Dustin Dern  
Erica Langenfass

Ginger Watts  
Greg Fisher  
Greg Schulz  
Jay Torgersen  
Kate Turnbaugh  
Larson Wood  
Lee Ascarte  
Local 1696  
Matthew McFarland  
Michael Greensides  
Nile Easton

Nyla Benedict  
Richard Rich  
Riley Pilgrim  
Ryan Love  
Scott Jurges  
Shelli Fowlks  
Stephen Higgs  
Wade Russell  
Zach Robinson

Meeting called to order by Chair Stewart at 7:33 a.m.

Public Comments

None

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

Minutes Approval

Mayor Peterson moved to approve the minutes from the October 29, 2020 Finance Committee Meeting as submitted

Mayor Hale seconded the motion

All voted in favor, none opposed

## Budget Message – Chief Petersen

- ◆ Chief shared some highlights from his budget message
  - ◆ Proposal of a 3.5% overall Member Fee increase
  - ◆ Reviewed several key impacts
    - A recommendation from the Benefits & Compensation Committee of a 2% COLA contribution to a VEBA account for all employees
    - Full-time ambulance in Eagle Mountain
    - Carryover wage costs from FY20/21
    - Reduction in health insurance by 4%
  - ◆ Shared the proposed budget spreadsheet for FY21/22
    - Considering all revenue and expenditures
    - Isolating the one-time funding and ongoing revenue to ensure sustainability
    - Transferring of \$862,443 to the Capital Fund
    - Anticipated \$2.5M under expend to be returned to members as a discount in Member Fee
  - ◆ One-time use of Fund Balance
    - Reviewed several one-time projects with a portion of the excess fund balance generated from the pause of spending at the beginning of the pandemic
    - These have no impact to future budgets
  - ◆ Capital Replacement Fund
    - All apparatus and equipment needs have been identified for the next 10-15 years
    - Outlined the major purchases this year
  - ◆ Member Fee
    - Discussed some changes to the Member Fee for both direct members and the UFSA
- ◆ Chief stressed the work that continues to ensure the sustainability of the UFA
  - ◆ Managing growth, goals, and initiatives, all while keeping value to municipalities served
- ◆ Finance Committee members expressed their appreciation for the detail and the work to keep the Member Fee at a manageable level

## Budget Document Overview – CFO Hill

- ◆ CFO Hill shared the Table of Contents to the budget
- ◆ The budget document will be distributed later today to all Board Members

## Budget Schedule

- ◆ April 20 – UFA Board Meeting
  - ◆ Update from this meeting
- ◆ May 6 – Finance Committee Meeting
  - ◆ Division budget presentation
    - Chair Stewart asked that all come prepared with questions regarding the budget
    - If possible, please forward any questions to Chief Petersen and CFO Hill
  - ◆ Determine recommendation to the Board
- ◆ May 18 – UFA Board Meeting
  - ◆ Adoption of Tentative Budget
- ◆ June 15 – UFA Board Meeting
  - ◆ Adoption of Final Budget

Closed Session

- ◆ None

Mayor Dahle moved to adjourn the April 15, 2021 Finance Committee Meeting

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

DRAFT





# UNIFIED FIRE AUTHORITY

TO: UFA Finance Committee  
FROM: Dan Petersen, Fire Chief  
SUBJECT: Adjustments to proposed Budget  
DATE: May 4, 2021

Two adjustments are proposed that have a total impact to expenditures of \$32,546.

- Advanced EMT Training - \$22,500
- Civilian Wage increase - \$10,046

Utah Bureau of Emergency Medical Services (BEMS) recently approved an increase to ambulance rates, staff is comfortable that we can increase the anticipated revenue for ambulance fees by \$35,046 to fund these amendments without impacting Fund Balance or the Member Fee for FY21/22.

I am requesting that the Finance Committee consider these amendments during deliberation and to include them in the recommendation to the Board of Directors.

## **ADVANCED EMT TRAINING: \$22,500**

UFA is promoting the partnership between our Advanced EMT's and our Paramedics to assist with the quality of patient care. In preparing the budget, it was assumed that Tuition Reimbursement would be appropriate for covering the cost for our Firefighters who wish to attend this training. From recent discussions, we are recommending funding the cost for training and certification separate from Tuition Reimbursement. We are anticipating 15 Firefighters will take advantage of this opportunity at a cost of \$1,500 each.

## **CIVILIAN WAGE INCREASE: \$10,046**

During the Benefits and Compensation Committee meetings, I proposed to provide a 2% COLA increase into VEBA for Civilian employees effective on July 1, 2021 and for Sworn on January 1, 2022. Civilian employees did not receive a wage increase in FY20/21 and the goal of reviewing the market for all positions every three years has not been achieved. This drove my initial request to apply the 2% for Civilian employees effective July 1, 2021, however, after meeting with several Civilian groups and discussing the failure to address their position in the market effectively, I am proposing the following adjustment to the Civilian Wage Proposal for FY21/22 which has a net impact to the budget of \$10,046.

- Provide a 1% wage increase for all Civilian employees effective July 1, 2021. Total Cost \$48,770
- Move the 2% VEBA contribution from July 1, 2021 to January 1, 2022. Total Savings \$38,724.

Civilian employees will appreciate this issue being addressed now, and the ability to increase the capacity to conduct the Civilian market reviews with the budget proposal for an additional HR Analyst in FY21/22.

Sworn employees received a mid-year increase in January 2021 (which brings a carryover cost to the FY21/22 budget of \$617,533), I felt it would be reasonable to delay the increase for Sworn to January 2022 and allow UFA to achieve some other goals such as the additional Fire Inspector, HR Analyst, and the full-time Firefighter ambulance in Eagle Mountain.

The Benefits and Compensation Committee was given the opportunity to review this request via email and the four members who responded supported the adjustment, as of yet there is no opposition.