



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

May 6, 2022, 9:00 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

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR:  
<https://us06web.zoom.us/j/91681046879?pwd=MEtoVmtwRG95ZFYrV0J3TUZtZUNBdz09>

Meeting ID: 916 8104 6879

Password: 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 7:00 a.m. May 5, 2022. Emailed comments submitted prior to 7:00 a.m. May 5, 2022, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Board, but not read into the meeting record or addressed during the meeting.
3. Minutes Approval - Chair Stewart
  - A. April 15, 2022
4. Budget Presentation
  - A. Introduction and Profile – Chief Burchett
  - B. Finance Budget Message – CFO Hill
  - C. Strategic Plan – Assistant Chief Pilgrim
  - D. Member Fee & Weighted Voting – Chief Burchett & CFO Hill
  - E. 911 Emergency Transport – Assistant Finance Director Turnbaugh
  - F. Office of the Fire Chief – Chief Burchett
    - a. Information Outreach – PIO’s Costin & Love
    - b. Emergency Management – Division Chief Mecham
  - G. Administration & Planning – Assistant Chief Pilgrim
    - a. Administration – Assistant Chief Pilgrim
    - b. Human Resources – HR Director Day

- H. Finance – CFO Hill
- I. Emergency Services – Assistant Chief Higgs
  - a. Emergency Operations – Operations Chief Dern
  - 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 – Assistant Chief Robinson
  - a. Logistics – Assistant Chief Robinson
  - b. Information Technology – IT Manger Bowden
  - c. Fire Prevention – Division Chief Larson
  - d. Special Enforcement – Division Chief Ball
- K. Capital Replacement – Chief Burchett & CFO Hill
- L. Closing – Chief Burchett

5. Deliberation – Chair Stewart

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

7. 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

8. Adjournment – Chair Stewart

**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 Finance Committee 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, 2022 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**

April 15, 2022

Meeting was held both electronically via Zoom Webinar/UFA Headquarters

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### **Committee Members Present:**

Council Member Stewart  
Council Member Perry  
Mayor Dahle  
Council Member Harris

Mayor Silvestrini  
Mayor Stevenson  
Mayor Weichers

### **Committee Members Absent:**

Council Member Henderson  
Council Member Bailey

### **Staff:**

Chief Burchett  
CFO Hill  
Cyndee Young

CLO Roberts  
AC Pilgrim

### **Guests:**

Aaron Lance  
Anthony Widdison  
Bill Brass  
Bryan Case  
Calogero Ricotta  
Dan Brown  
Darren Park  
Erica Langenfass

Jared Wayman  
Kiley Day  
Mayor Overson  
Krystal Griffin  
Lana Burningham  
Michael Greensides  
Mike Watson  
Nyla Benedict

Nile Easton  
Paul Story  
Rachel Anderson  
Ryan Love  
Shelli Fowlks  
Steve Ball  
Steve Quinn  
Mayor Westmoreland

Meeting called to order by Chair Stewart at 9:02 a.m.

### Public Comments

None

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

## Minutes Approval

Council Member Perry moved to approve the minutes from the December 17, 2021 Finance Committee Meeting as submitted

Mayor Dahle seconded the motion

All voted in favor, none opposed

## Budget Message – Chief Burchett

- ◆ The COLA remains the focus as it is currently 10.4% in the mountain region
- ◆ Chief Burchett pointed out that all Division requests were critically reviewed with the prioritization being the wages, COLA, as some critical needs based on the Strategic Plan
- ◆ The Benefits & Compensation Committee has passed a recommendation to the UFA Finance Committee of a 7% COLA and market adjustment for both civilian and sworn staff
  - ◆ With the recommendation that 5% of the COLA in July 2022 and the remaining 2% of the COLA be deferred until January 2023
  - ◆ This will result in an estimated overall Member Fee increase of 7.5%
    - As is apparent in the budget, much is still being accomplished with a relatively low increase
  - ◆ Much of this savings is attributed to decreasing health care costs, URS reductions and increased ambulance revenues
- ◆ A snapshot of the General Fund was reviewed with approximately \$2.5M returned as a Member Fee Credit
  - ◆ Surplus fund balance will return the ending fund balance back to 8.5%
  - ◆ \$1,030,850 being transferred to the Capital Fund
- ◆ Chief Burchett reviewed the key impacts to the budget
  - ◆ The highlight being the conversion of a peak-load in Eagle Mountain to a FT Firefighter Paramedic ambulance which was proposed last year
  - ◆ Also proposed this year was the addition of 12 FT Firefighters to help with the OT demand
    - Adding the 12 FTE's costs an additional \$240,000 by reducing the \$600,000 OT line item
  - ◆ The overall market held well for sworn "Top 3rd"
  - ◆ Chief Burchett also pointed out that fuel costs are not included in the Key Budget Impact list
    - \$170,000 will be added to this budget to help manage these costs
- ◆ Capital Replacement Fund identifies all equipment, apparatus, lifespan, and cost
  - ◆ Council Member Stewart inquired as to the warranty on the new vehicles and how that works with the mechanics
    - Stating that the warranty repairs and bill rate should be returned to UFA
    - Council Member Stewart would like to see how the costs are offset with the extra mechanic
    - Chief Burchett stated that this question will need to be taken to Division Chief Robinson and that much of the fleet is in some portion of a warranty period
      - ◆ There is however, the majority that is not under warranty and there is a lot of preventative maintenance that can be done to stay ahead and keep the fleet healthy
    - Also working toward setting up to allow for in-house repairs to be done and covered by warranty
  - ◆ Conversation was had regarding the practice in other municipalities of leasing vehicles
    - Chief Burchett stated that Division Chief Robinson has done research on both selling and leasing of vehicles and continues to do so

- ◆ Mayor Dahle inquired as to what was included in the cash purchase expenses
  - CFO Hill explained; FFE for the new fire stations, updating of the fire station alerting system, network/IT devices (firewall replacement), woodchipper, and the equipment installed on the apparatus (hose, axes, etc.).
- ◆ Member Fee Review
  - ◆ The proposed 7.49% overall increase was displayed for each member
- ◆ Council Member Stewart appreciates the transparency and the ease of navigating and understanding the budget.
- ◆ Mayor Weichers asked for more specifics of what was cut from the Division budgets in order to arrive at this proposal.

#### Budget Document Overview – CFO Hill

- ◆ CFO Hill reviewed the Table of Contents for the budget book and distributed copies
- ◆ Any questions that arise while reviewing the budget, CFO Hill welcomes them ahead of the next meeting in order to allow the Division Leaders to be prepared with answers.
- ◆ An online version of the budget will be distributed to all Board Members as well.

#### Budget Schedule – CFO Hill

- ◆ April 19 – Update at UFA Board Meeting
- ◆ May 6 – Division Budget Presentations to Finance Committee, Recommendation to Board
- ◆ May 17 – Board Adopts Tentative Budget
- ◆ June 21 – Board Adopts Final Budget
- ◆ CFO Hill stated that the full budget will be emailed to all Board Members

#### Closed Session

- ◆ None

Mayor Dahle moved to adjourn the April 15, 2022 UFA Finance Committee Meeting  
Council Member Harris seconded the motion  
All voted in favor, none opposed