



## UNIFIED FIRE AUTHORITY BOARD MINUTES

May 17, 2022, 7:30 a.m.

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

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1. Call to Order  
Quorum was obtained  
Chair Dahle called the meeting to order at 7:30 a.m.
2. Public Comment  
None  
Public comment was made available live and with a posted email address
3. Approval of Minutes  
Council Member Stewart moved to approve the minutes from the April 19, 2022, UFA Board Meeting as submitted  
Mayor Knopp seconded the motion  
All voted in favor, none opposed
4. Consent Agenda
  - a. Review of April Disbursements
    - No discussion

Council Member Perry moved to approve the April disbursements as submitted  
Mayor Overson seconded the motion  
All voted in favor, none opposed

  - Benefits & Compensation Committee
    - No meeting held
  - Governance Committee
    - No meeting held
  - Finance Committee
    - Reviewed presentations from Division Leaders
    - Items being presented for discussion by the Board include the COLA, Fee Schedule, Fleet Mechanic position, and \$2M capital improvements to the training grounds
    - Budget Message
      - Chief's Budget Message was updated to reflect the recommendations from the Finance Committee to the Board of Directors
      - The three adjustments (\$2M capital improvements, COLA, mechanic position)
      - The adjusted Member Fee with these recommendations was reduced from 7.49% to 6.83%

- Fleet Mechanic Discussion
  - The question posed was if the position was added, would it pay for itself in savings with the reduced need to send the apparatus to vendors for repairs and downtime of apparatus
  - The Board realized the potential/perceived savings, but was unsure how it directly impacts the budget
  - The budget would increase by \$20,000 and a capital improvement cost of \$135,000 for a service vehicle would be incurred
  - Mayor Dahle asked if the Board saw value in the investment
    - Calculations for the outyears have not been done, Council Member Stewart felt it was important to have this information to make a better decision
    - AC Robinson stated that there is reserve apparatus, however, having front line apparatus out of service does cause a ripple effect in response as it can take hours to transfer equipment to the reserve apparatus
      - Chief Burchett clarified that the reserve apparatus have only hoses and ladders, all other equipment must be transferred, which takes a couple hours
    - Council Member Hull inquired as to how often this happens
      - The number of hours spent on fleet work is 5500 hours per year
      - Each mechanic currently spends 1,352 hours on fleet work
      - There is ample work for the additional mechanic
  - AC Robinson replied to questions from the Board regarding the preventative maintenance, the aging fleet, vendor increased costs, and the wage currently offered for the position and the trouble filling the current open mechanic position
  - The Board discussed options to utilize the Lead Mechanics service vehicle to save the \$135,000 capital improvement cost
  - It was suggested to possibly hold off on the hiring of another mechanic seeing that the current mechanic position has been difficult to fill as of yet
    - The need to possibly adjust the pay rate to a more competitive wage was also discussed, however, this would require increasing the wages for the current mechanics as well
  - Mayor Dahle summarized the overall discussion, suggesting that the Board consider holding off this fight and get as much into COLA and revisit this position in the future, asking if the position would be nice to have or is it a need
    - Council Member Stewart feels this isn't a need and would like more analysis done on the value of the investment in the position and focus on hiring the current mechanic for now
  - Council Member Harris reiterated that the directive to the Divisions was to cut all fat from their requests and asked Chief if this request is critical
    - AC Robinson stated that with the aging fleet, we are still behind the curve
    - Postponing the purchase of apparatus heavily impacted the fleet and the new apparatus lead-time is up to 2-years
    - More and more issues are popping up on a regular basis and as the transition out of this older fleet is made, the plan for the additional mechanic is to be more preventative rather than reactive, to help develop a more robust repair program
    - Chief stated that the fat was cut and what remains does not provide much wiggle room
      - Overall, Support Services is 15% of the budget and all Divisions feel the need for more staff to accomplish the mission

- With the need for mechanics and an aging fleet, more and more work is being pushed to the vendors which computes to more down-time
- Chief feels this position is a critical need, 5-6 other positions throughout the organization were cut, but the mechanic position is critical
- Mayor Knopp agrees this position pays for itself, but questions if this is the right year

Council Member Henderson arrived

- Mayor Overson asked for clarification of whether the addition of a mechanic would help response time during the time when the apparatus is being replaced with a reserve and the time required to move the equipment
  - Chief Burchett explained that there are surrounding resources due to the AVL capability for response
- Council Member Perry stated that he sees value in the mechanic positions as the average time for apparatus out-of-service for repair is 30-35 days
- The difficulty filling the current open position and the potential need to raise the pay was discussed further
- Mayor Dahle summarized that the Finance Committee recommendation is fair, but the Board should wait and keep the budget as lean as possible, recommending that this position be revisited next year
- Council Member Stewart reiterate his desire for staff to compile an analysis on the possibility of the position paying for itself, forecast the savings and hold off on the position for now
- Council Member Harris stated that the intangibles are unknown and are of greater concern that what the Board is recognizing, she is opposed and doesn't feel the Board is making the right decision on this
- Council Member Hull stated that with the increases, the Board will be in the same position next year with vendor costs, at some point the decisions must be made
- Mayor Silvestrini wants to keep an eye on the maintenance of physical assets, but wishes to focus on the human assets
  - Motioning to defer the mechanic position this budget year
  - Council Member Stewart seconded the motion
  - All voted in favor, none opposed
- Fee Schedule
  - Council Member Stewart stated that the schedule had not been updated for years and that he feels the fees are too low, recommending that any \$75.00 fee should be increased to \$125.00
  - CFO Hill stated that the methodology behind the fees has been added to the schedule, but will take direction from the Board as to what they want to do
    - It was noted that the fees were reviewed in 2020, but due to COVID and the potential impact to businesses, they were never adopted
  - Mayor Silvestrini feels it is important to cover our costs, not make a profit
    - Council Member Stewart feels we are supplementing and not doing enough with the rates
    - Mayor Dahle stated that increasing the rates will not make a significant impact to the budget and doesn't feel it necessary to update this year's budget
  - Council Member Stewart asked that the Board adopt pre-COVID rates and move to \$125.00 per hour for any \$75.00 fees, effective August 1, 2022, and direct staff to construct a new Fee Schedule for the June Meeting

- CLO Roberts clarified that these motions are simply directions to staff as official motions must be incorporated into the agenda for approval and will be done so for next month
- Council Member Stewart recommends the application of 40% to all fees
- Chief Burchett directed a more surgical approach to ensure that costs are covered and with research into what other agencies are charging as well
- CLO Roberts stated that additional processes must take place for fee changes and will gather more information in preparation to address the changes
- Mayor Dahle state that there is no need for this to be approved for this year's budget, and asks that staff review the fees, look into all issues, and return with a proposal to the Board
- Council Member Stewart withdrew his motion
- Mayor Silvestrini withdrew his second

5. Discussion and Approval of the 2022-2023 Tentative Budget

- Mayor Weichers discussed the \$1M excess fund balance and its movement into the Capital Fund
  - Stating that a dollar amount threshold in the Capital Fund was never identified and wants the Board to consider removing the \$1M in the budget that was to be transferred to the Capital Fund
  - This would decrease the Member Fee by \$500,000 while allowing for cash purchases to continue
- Chief Burchett clarified that this is two issues
  - The first is strength in that the General Fund and the Capital Fund work together and both are pretty lean as \$8.5M doesn't allow for much spending power in a time of need
    - If an apparatus was to be disabled, there would be a need to utilize the cash as a lease would not be an option
    - Mayor Weichers stated that he knows there to be 7-12 reserve apparatus
  - The second is that this is one-time monies, and he believes that one-time monies should not be used for operating expenses as there will always be a need to come up with the funds in the future
  - Chief Feels there isn't ample spending power in the reserve fund as is, he has seen in the past that it is easily spent with a lawsuit, apparatus, etc.
  - Mayor Weichers stated that this is decreasing the balance in the Capital Fund, not delaying purchases, the reserve apparatus is available if needed for day-to-day response and in a catastrophic event
    - Chief Burchett clarified that UFA must retain the ability to not wait until the 3-year lease term to purchase apparatus and also that the organization is already lean on reserves
    - Mayor Silvestrini echoed Chief's comment, the reserves are older serviceable engines for temporary use, may don't even have air conditioning, and explained to Mayor Weichers to not think that there is great, extra equipment waiting to be used
    - Chief stated that they work temporarily, but are not frontline apparatus and that security is needed if anything were to happen beyond the lease years
    - Mayor Silvestrini explained that the reason for using the Capital Replacement Fund for resources is to even out the need to increase the Member Fee annually where there are equipment issues/needs, this results in a more level budget
    - Mayor Silvestrini feels it is a short-sided decision and is nervous whenever the future is cheated by raiding the Capital Replacement Fund

- Council Member Henderson questioned if there was ever a time when a shortage has occurred, what is the right number that provides us with security, what is the issue we are trying to solve, and what is the risk factor we are trying to mitigate
- Chief Burchett stated that the minimum in the Capital Fund has yet to be determined, he recommends \$2-2.5M range and stated that historically the General Fund has been large
  - Each fund needs to be healthy to work together and a conscious effort was made to reduce the General Fund and the problem with volatility
- Mayor Silvestrini stressed not running too lean which will ultimately effect response times and cautioned against reducing the Capital Fund
- Council Member Stewart stated the need to define the Capital Fund and develop a policy to address the maintenance of the fund
- Mayor Dahle stated that 8.5% for a \$60M budget is not much and is uncomfortable going below this threshold in the General Fund, but reminded Board Members it is a matter of risk tolerance
  - The Capital Fund balance should not put the General Fund in a precarious way
- Conversation continued regarding the purchasing of non-capital items and the pushing of excess fund balance for non-capital items and the lack of accountability this presents
- Mayor Dahle feels this is a fair discussion for the Finance Committee to address and recommend a proper fund balance in the Capital Fund and how much protection is needed
  - The UFA shouldn't be accumulating un-needed fund balance
  - Reminding the Board that the lease number is fixed, but the other numbers are an anticipation of risk beyond the lease obligation, how much is appropriate
  - Mayor Silvestrini stated that with the volatility of financing, it may be nice to get away from leasing and financing
- Council Member Henderson stated that the fundamental question is what is the risk that is being mitigated
- Mayor Dahle stated that the goal is to determine the risk tolerance for funds, begin working on a policy, the Finance Committee can begin looking at a fund cap and identify what needs moving over for the next budget season (February/March 2023)

Council Member Hull moved to approve the 2022/2023 Tentative Budget as presented  
 Mayor Silvestrini seconded the motion  
 Roll call vote taken

Bailey	Y	Overson	Y
Bourke	Y	Perry	Y
Butterfield	-	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Theodore	-
Hull	Y	Weichers	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

- 6. Consider the Date of June 21, 2022 for Two Public Hearings to Receive and Consider Comments on:
  - a. Proposed Amendments to the 2021/2022 Fiscal Year Budget
  - b. Final Budget for the 2022/2023 Fiscal Year

Council Member Stewart moved to set the date of June 21, 2022 for two Public Hearings to receive and consider comments on the proposed amendments to the 2021/2022 Fiscal Year Budget and the Final Budget for the 2022/2023 Fiscal Year as presented  
 Mayor Silvestrini seconded the motion  
 All voted in favor, none opposed

8. Fraud Risk Assessment

- CFO Hill reviewed the document
- Noting that with the Annual Ethical Commitment item, Command Staff is comfortable with not requiring an annual statement of ethical behavior from personnel
  - Ethics are a part of the culture, swearing in, promotions, etc. all involve an oath and Command Staff feels that requiring this annually in order to check a box would lessen the commitment
- Council Member Hull asked as to why there is no internal auditor
  - CFO Hill stated that there is a cost associated and the Board has chosen not to incur this expense, noting that in the past the Board has been fine with the risk
  - The cost is not worth the gain and there are ample risk mitigators in place

7. Approve Resolution 05-2022A Amending the Holiday Board Policy to Include Juneteenth

- The Board approved the concept at the April 19, 2022 meeting
- The official policy change is now before the Board for approval

Mayor Silvestrini moved to approve Resolution 05-2022A amending the Holiday Board Policy to include Juneteenth as discussed  
 Council Member Hull seconded the motion  
 Roll call vote taken

Bailey	Y	Overson	Y
Bourke	Y	Perry	Y
Butterfield	-	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Theodore	Y – Texted via Zoom
Hull	Y	Weichers	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

9. Seismic Retrofit Update

- Division Chief Robinson provided an update to the seismic work
  - 2 structural retrofits are underway
    - Station 110
      - On schedule for completion 6/3
    - Stations 107
      - Seismic bracing is being installed
      - Estimated completion 7/15

10. Fire Chief Report

- Recruit Camp Graduation
  - Graduation is this Thursday at the JATC, 6:30 p.m.
  - 22 recruits will be graduating
- Wildland Update – Division Chief Widdison
  - Seeing severe to extreme drought conditions throughout jurisdictions
  - Crews have been training on wildfire preparedness
  - Continue to staff Duty Officer, this is a delegation from the State of Utah and allows our officers to order aircraft and federal resources
    - These resources quickly help in keeping fires small
  - The Hand Crew recently finished critical training and will go available today
  - It is anticipated that the Engine Program staff will be available this weekend
  - Fuels Crews began project work within the municipalities
    - They are also a force multiplier for the Operations Crews which allows them to return from wildfires to 911 response
- Fireworks Update – FM Larson
  - Update on the process for the coming season
  - Working with city managers to update requirements and maps
  - Reminded the Board that the maps and restrictions can change if conditions worsen, contact should be made through the municipality liaisons
  - Planning on having a heavy patrol presence for both the 4<sup>th</sup> and 24<sup>th</sup>
- Municipality Patch Update – PIO Lance
  - Copies of the patch proofs were distributed to Board Members
  - Final decisions on the designs must be made and the order placed this week
- Chief Burchett introduced Zachary Robinson as the new Assistant Chief

11. Closed Session

None

12. Adjournment

Council Member Stewart moved to adjourn the May 17, 2022 meeting

Council Member Hull seconded the motion

All voted in favor, none opposed

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Catherine Harris  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Marcus Stevenson  
Mayor Dan Knopp  
Mayor Kristie Overson  
Mayor Mike Weichers  
Council Member Jared Henderson

Council Member Allan Perry  
Deputy Mayor Catherine Kanter  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini  
Mayor Roger Bourke  
Mayor Tom Westmoreland  
Council Member Dea Theodore

BOARD MEMBERS ABSENT: Council Member Chrystal Butterfield

STAFF IN ATTENDANCE:

Chief Burchett  
CFO Tony Hill

CLO Roberts  
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Higgs  
AC Pilgrim  
AC Robinson  
Aaron Lance  
Amanda Lawrence  
Anthony Widdison  
Brad Larson  
Bryan Anderton  
Bryan Case  
Calogero Ricotta  
Cliff Burningham  
Clint Mecham  
Courtney Samuel  
Dan Brown  
Dave Banner

David Chipman, public  
Debbie Cigarroa  
Dustin Dern  
Embret Fossum  
Erica Langenfass  
Jay Torgersen  
Jill Tho  
Kate Turnbaugh  
Kiley day  
Kiyoshi Young  
Krystal Griffin  
Larson wood  
Mike Greensides  
Nathan Cherpeski, Herriman  
Nile Easton

Patrick Costin  
Rachel Anderson, UFSA  
Riley Pilgrim  
Rob Ayres  
Ryan Love  
Shaunie Marshall  
Shelli Fowlks  
Station 118  
Steve Ball  
Steve Quinn  
Tara Behunin  
Tim Tingey, CWH  
Tua Tho

DRAFT