



UNIFIED FIRE AUTHORITY BOARD MINUTES

June 15, 2021 7:30 a.m.

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

1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:32 a.m.

2. Public Comment

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

David Chipman

- Expressed his disappointment in Information Outreach for not completing the weekly series following the latest recruit camp on social media
- With regard to the budget document, he appreciates the amount of information, but took issue with the presentation such as typographical errors, sentence fragments, and a general lack of explanation on various charts/data in the Operations Section, feeling that it reflects unprofessionally upon UFA

3. Approval of Minutes

Council Member Stewart moved to approve the minutes from the May 18, 2021 UFA Board Meeting as submitted

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

4. Consent Agenda

a. Review of May Disbursements

- No questions

Mayor Silvestrini moved to approve the May disbursements as submitted

Council Member Stewart seconded the motion

All voted in favor, none opposed

5. Committee Updates

- Benefits & Compensation Committee
 - No meeting held
- Governance Committee
 - No meeting held
- Finance Committee
 - No meeting held

6. Public Hearing to Receive and Consider Comments on Proposed Amendments To the 2020/2021 Fiscal Year Budget

- CFO Hill presented the amendments for the final budget

Mayor Silvestrini moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2020/2021 Fiscal Year Budget

Mayor Overson seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	-	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

No comments

Mayor Silvestrini moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2020/2021 Fiscal Year Budget

Mayor Dahle seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	Y	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

7. Consider Resolution 06-2021A to Approve a Budget Amendment for the 2020/2021 Fiscal Year Budget

Council Member Stewart moved to approve the Budget Amendment for the 2020/2021 Fiscal Year budget as presented with the addition for Wildland fund transfers as presented

Mayor Silvestrini seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	Y	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

8. Storage Area Network (SAN)

- As was mentioned at the meeting last month, this is the main storage device for UFA
- The cost to replace is \$212,000 as the service contract has expired, but has been extended until the end of December
- Per the contract, Les Olson was responsible for monitoring these systems
- Mayor Silvestrini asked as to why there was no notification of the expiration of service
 - AC Burchett stated that the manufacturer tracking system did not work as it should have
 - The SAN was purchased prior to the contract with Les Olson, therefore, they had no record
 - AC Burchett has been working with IT Manager Watts to develop processes to ensure something such as this never happens again
- Council Member Stewart had mentioned a cloud option at the May meeting and inquired as to the status of that idea
 - AC Burchett stated that for UFA, a hybrid model is what is needed, some programs are cloud based, others on premise
 - Each program is reviewed to determine what works best
 - There will always be infrastructure on premise and some in the cloud
 - Council Member Stewart wants to understand the “why” and wants the Board to have a broader discussion to include network owner security
 - Chief Petersen stated that this is good dialogue and will be added to the agenda for next month

9. Consideration of Adjustments to FY21/22 Tentative Budget

- Chief Petersen reviewed his memo regarding the following:
 - Replacement of SAN as mentioned above
 - The addition of a 4-week orientation for Lateral Paramedic/Firefighters
 - A reduction of beginning and ending fund balance by \$510,519 to fund the resolution of liability claims
 - Reducing the unassigned ending fund balance to 7.8% doesn’t impact the Capital Fund or Member Fee and covers the cost of the liability with monies set aside for purposes such as this
 - During budget discussions in 2022, the Board can consider staying at 7.8% or slowly growing back to the 8.5%
 - Chief Petersen reminded the Board that the target is 8.5%, however, the authority lies with the Board for flexibility with this percentage

- These proposed adjustments will not impact the Member Fee and more than \$800,000 of excess fund balance will still be added to the Capital Fund

Mayor Silvestrini moved to approve the recommended adjustments to the FY21/22 budget as discussed

Council Member Stewart seconded the motion

All voted in favor, none opposed

10. Public Hearing to Receive and Consider Comments on the Final Budget for the 2021/2022 Fiscal Year

- CFO Hill presented the final budget for any discussion
- Chief Petersen stated that the numbers will not change, but the budget message and overall document will be reviewed with the Public Comments considered

Council Member Stewart moved to open the Public Hearing to receive and consider comments on the Final Budget for the 2021/2022 Fiscal Year

Mayor Overson seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	-	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

No comments

Council Member Stewart moved to close the Public Hearing to receive and consider comments on the Final Budget for the 2021/2022 Fiscal Year

Mayor Silvestrini seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	Y	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

11. Consider Resolution 06-2021B to Adopt the Final Budget for the 2021/2022 Fiscal Year
- Board Members commended staff on the work, transparency, ease of use, and the ability to remain within a budget while continuing to reach goals
 - Mayor Dahle stated that the goal to reach the “Top 3” has been achieved, and congratulates the UFA and the Board on this achievement
 - Chief Petersen stated that the Divisions have really stepped up to prepare a quality budget and are well prepared to share the value of their proposals
 - Chief further asked that Board Members follow a trust, but verify behavior and ask pointed questions during these processes
 - He cautioned everyone does not slip back into the “trust mode”, this is the only way to ensure long-term sustainability and full trust of the process
 - This is a partnership and the Board must continue to challenge and question the budget

Council Member Stewart moved to approve the Final Budget for the 2021/2022 Fiscal Year including the adjustments approved today by the Board

Mayor Silvestrini seconded the motion

Roll Call Vote Taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale Glover	Y	Sondak	-
Henderson	Y	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	Y
Knopp	Y		

12. Fraud Risk Assessment
- CFO Hill presented the results of the State Auditor report
 - UFA scored 355, low risk category
 - Some of the items are not in practice as suggested, but mitigative processes have been put into place
 - Council Member Stewart revisited his “ask” for employees to sign an ethics statement annually
 - His challenge is for 690 employees to sign an ethics document annually
 - He believes this is an important issue and one his organization has no problem achieving
 - Chief Petersen stated that oaths are taken when hired and when promoted
 - Chief feels that it would be difficult and on the verge of offensive to force all personnel to re-sign this document annually
 - They currently have numerous LMS assignments they are required to sign for and the Chief does not want the act of taking an oath to be reduced to a check box each year
 - Personnel are aware and always reminded of their oath, role, and responsibilities, the culture of the Department is ethics based and they are all held accountable
 - Holding our people accountable in this area reinforces more commitment to ethics and overall adopted values
 - Forcing a signature would show a lack of trust within this culture, signing a form is not the only way to make a commitment

- Chief Petersen noted that Board Members themselves do not take their oaths annually and feels that signing an ethics statement isn't what makes personnel behave ethically, however, he would like this to be put to the Board for a consensus at the July meeting
- Discussion was had as to the requirement of this annually and it was suggested that staff reach out to the Auditor for possible removal from the assessment
- Board Members expressed their thoughts regarding this idea and will have the opportunity to make a final decision on July 20
 - This need for this requirement is not understood
 - The need to check a box should not be the basis for a process, the performance of the oath is what is important
 - Taking an oath just to check a box diminishes the intent

Mayor Silvestrini moved to approve the fraud Risk Assessment as discussed with the ask to forward the suggestion to discuss the need for the ethics requirement with the state auditor
 Council Member Stewart seconded the motion
 All voted in favor, none opposed

13. Fire Chief Report

- Fireworks
 - Board Members are hearing a lot of concerns regarding the current dry conditions and the upcoming firework season
 - Chief Petersen clarified that the legislation combines the historical and current risk consideration for restriction
 - Municipalities are limited to the statute for additional restrictions, UFA can identify the hazard and the Municipality can decide how their area can be restricted
 - Board Members did not realize they had further leverage as long as they can justify expanding the restriction
 - CLO Roberts stated there is flexibility within the rubric and amendments to the code allows for additional restrictions beyond the June 1 map deadline
 - Chief noted that enforcement of restrictions and areas is the challenge
 - If municipalities wish to expand their restriction boundaries, more enforcement would be necessary and some commitment from PD would be needed
 - The Board decided to expand the restriction boundary to align with 1300 e. and will work together for a unified message and easily identifiable boundary for restriction
- Maintaining Consistent Staffing
 - Chief reported that the UFA is seeing a shift to more staff desiring time off vs more OT
 - The goal is to offer enough OT for those wishing to take it while accommodating those who prefer their time off
 - Working OT does not define the quality of the employee
 - Chief Petersen proposes shifting OT costs to FTEs to reduce OT demand
 - This year and moving forward, UFA will over hire more than in previous years
 - Anticipating 5-6 OT shifts daily is a good number that allows the flexibility to manage the peaks/valleys in staffing
 - Removing 1 position per shift reduces 300 shifts of OT annually, however, this will cost an additional \$50,000 to accomplish

- Paramedic Lateral Hiring Update
 - In order to attract more Paramedics to UFA, the normal recruit camp will be reduced to a 4-week orientation and a 30-day on-shift requirement for these individuals
 - Quality personnel standards will not be reduced, the intent is to get a larger pool to draw from by placing a higher priority on hiring PM's to increase their numbers within the Department

- PT EMS Employee Recruitment and Retention
 - It has become more difficult to hire and retain staff with the increasing competition with pay
 - When PT EMS employees are not available to fill vacancies, they are filled with FT employees on OT
 - Chief Petersen is considering a \$3.00/hr. increase to PT EMS hourly wage
 - While this is a \$90,000 impact to the budget annually, it is a savings from what would be spent with FTE OT
 - Chief is asking the Board to be aware of this while he continues to work to make this adjustment in wages
 - If finding and retaining PT staff continues to be a challenge, consideration may be given to continue to convert PT positions to FT
 - The Board acknowledged the Chiefs request and several offered support for the plan

- Human Resources Director - Introduction
 - AC Pilgrim introduced new HR Director; Kylie Day

14. Closed Session

None

15. Adjournment

Council Member Stewart moved to adjourn the June 15, 2021 meeting

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey
 Council Member Chrystal Butterfield
 Council Member Gary Bowen
 Mayor Robert Dahle
 Council Member Trish Hull
 Mayor Dan Knopp
 Mayor Kristie Overson
 Mayor Mike Peterson

Council Member Allan Perry
 Deputy Mayor Catherine Kanter
 Council Member Sheldon Stewart
 Mayor Jeff Silvestrini
 Council Member Jared Henderson
 Mayor Tom Westmoreland
 Council Member Paul Glover – Midvale Alternate

BOARD MEMBERS ABSENT:

Council Member Dea Theodore
 Mayor Robert Hale
 Mayor Harris Sondak

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett
AC Pilgrim
AC Higgs
Arriann Woolf
Andrew Ridd
Alan Rae, Herriman
OC Dern
Bill Brass
Captain Bogenschutz
Captain Fossum
Captain Park
Calogero Ricotta

Captain Greensides
David Chipman (public)
Division Chief Case
Division Chief Larson
Division Chief Case
Division Chief Robinson
Division Chief Torgersen
Erica Langenfass
Ginger Watts
John Guldner, Alta
Kiyoshi Young
Kylie Day

Keith Zuspan, Brighton
Lana Burningham
Larson Wood
Matt McFarland
Nile Easton, DOC
Patrick Costin
Rachel Anderson, UFSA
Rob Ayres
Ryan Love
Shelli Fowls
Steve Bowen
Tim Tingey, CWH

DRAFT