



UNIFIED FIRE AUTHORITY BOARD GOVERNANCE COMMITTEE MINUTES

September 22, 2020, 8:00 a.m.

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

Committee Members in Attendance:

Chair Silvestrini
Mayor Westmoreland
Councilmember Snelgrove
Mayor Overson

Committee Members Absent:

Mayor Bush

Staff:

Chief Petersen
Cyndee Young
CLO Roberts

Guests:

Mayor Hale
Mayor Dahle
Council Member Bailey
Council Member Bowen
AC Burchett
AC Higgs

CFO Hill
DOC Easton
AC Pilgrim
Lana Burningham
Bill Brass

Call to Order

Chair Silvestrini called the meeting to order at 8:09 a.m.

Public Comment

No Public Comments

Public comment was made available live and via posted email

Approval of Governance Committee Minutes from March 13, 2019

Mayor Overson moved to approve the Governance Committee Minutes from March 13, 2019

Mayor Hale seconded the motion

All voted in favor

Consideration of Proposed UFA Board Policies – CLO Roberts

- The purpose of these particular policies is to create a Board Policy Manual providing direction to UFA Administration
- The policies were taken from existing framework and reformatted with a more Board Centric focus
- CLO Roberts proceeded to address each policy in the packet, providing a brief explanation as to the reason and purpose of each
- All policies were introduced with Committee suggestions for the following policies only, all others were accepted as written
 - Chapter 1 Section 13: Political Offices of Appointed and Executive Staff
 - The Committee expressed its support for this new requirement
 - Chapter 1 Section 21: Board Code of Ethics
 - Staff was asked to review the modifications to this policy discussed at the last Board Meeting
 - CLO Roberts will incorporate these changes in red line version
 - Chapter 4 Section 4: Full Cost Recovery
 - The Committee supported the new \$3,000 discretion for the Fire Chief
 - Chapter 4 Section 6: Gifts to the UFA
 - Discussion was had regarding the minimum donation amount required to go before the Board for approval
 - Chief suggested that the number not be above \$5,000, but not so low that it becomes a burden to the Board, the number should not create a perception of undue influence
 - Mayor Silvestrini appreciates the notification of all donations
 - It was decided to recommend to the Board that donations of less than \$5,000 require notification to the Board, but allow UFA to accept without approval
 - Donations above the \$5,000 limit requires Board approval prior to acceptance
 - Chapter 4 Section 8: Fund Balance Reporting
 - The Board had adopted 8.5% as the requirement and Chief wishes this to be memorialized
 - Committee Members agreed and suggested that it be explained in the policy that the 8.5% is the target, in order to provide clear direction
 - With Board approval, the budget process may dip below this
 - Mayor Silvestrini asked if policies addressing finances are consistent with current pro-audit policies
 - CLO Roberts stated that “yes”, they are consistent
 - Chapter 4 Section 14: Ambulance Service Collections
 - The policy is currently written to provide reduced transport costs for Board Members
 - Mayor Overson asked to remove that portion
 - Mayors Hale and Silvestrini agreed that there is no need for Board Members to be included in this benefit that otherwise applies to employees of UFA and other fire/law enforcement employees
- CLO Roberts will make the changes as discussed and present them at the October 20, 2020 UFA Board Meeting
- Chief Petersen asked as to the process to present these policies at the Board Meeting next month
 - Mayor Silvestrini suggested that CLO Roberts address the highlights rather than walk through the whole packet as was done today
- Chief Petersen thanked the Committee and feels that implementing these policies will ensure that future administrations will not get off-track as they did in the past

- These are long-term solutions that provide clear expectations from the Board to the Chief and Department

Mayor Dahle moved to recommend to the UFA Board of Directors, approval of the policies as amended and discussed

Mayor Westmoreland seconded the motion

All voted in favor

Closed Session

None

Adjournment

Mayor Overson moved to adjourn the meeting

Mayor Hale seconded the motion

All voted in favor

No further meetings scheduled until requested by the UFA Board