



UNIFIED FIRE AUTHORITY BOARD MINUTES

October 20, 2020 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 7:31 a.m.

2. Public Comment

None

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

3. Approval of Minutes

Mayor Hale moved to approve the minutes from the October 20, 2020 UFA Board Meeting as submitted

Mayor Silvestrini seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush		Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

4. Consent Agenda

a. Review of September Disbursements

Mayor Silvestrini moved to approve the September disbursements as submitted

Mayor Overson seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y

		Westmoreland	Y
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5. Committee Updates

- Benefits & Compensation Committee
 - No meeting held
 - Discussion will begin on the status of compensation review for a market adjustment consideration for January 2021

- Governance Committee
 - Meeting Held 9/22/20
 - The Committee reviewed Board Policies that will be presented in more detail later in this agenda

- Finance Committee
 - Meeting scheduled 10/29/20
 - The Committee will be meeting to review amendments and adjustments to the budget

6. Resolution 10-2020A Discussion and Consideration to Approve Proposed UFA Board Policies

- The policies reviewed are based on current policies for UFA
- All policies were reviewed by the Governance Committee and all suggested changes and clarifications have been made
- CLO Roberts outlined the work done and changes made
- Mayor Silvestrini pointed out that a benefit included in the previous policy to past Board Members was a waiver of the cost if transported via ambulance
 - The Committee felt that this was not necessary or perceived as just
- Council Member Stewart asked that mention should be made in Section 3, Page 3, that the ILA has been amended
 - CLO Roberts will make that correction to specifically reference the ILA
- Chief Petersen stated that the intent is to keep these separate from the Operational Policies, the Board establishes the Policy and the Chief establishes the organizational policy that provides the details necessary to meet Board Policy
 - The Board can quickly review their intent through these policies and only the Board can make changes to these policies during a public meeting.

Mayor Silvestrini moved to approve Resolution 10-2020A UFA Board Policies as discussed and with the amendment that Council Member Stewart suggested regarding the ILA

Council Member Stewart seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

Resolution 10-2020B Authorizing Acceptance of an Annual Light the Night Donation

- The Board preliminarily accepted the donation from Home Depot in order to collect the equipment for the September 27-October 4 event
- This year's event kick-off took place at Riverton Station 124
- The intent of this resolution is to allow acceptance of the donation on an annual basis

Mayor Silvestrini moved to approve Resolution 10-2020B authorizing acceptance of an annual Light the Night Donation

Council Member Bailey seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

8. Quarterly Financial Report

- CFO Hill presented the 1st quarter report for UFA
- Member Fee revenue coming in as expected
- CFO Hill noted that the Salary/Benefit expenditures capture payroll through September 25
 - The fund is not 5% under-expended, this is just a timing issue
 - Maintenance for office equipment will be amended as the costs were budgeted to another line item moving forward
 - Mayor Sondak inquired as to the negative expenditure costs
 - CFO Hill stated that some encumbrances are carry overs from FY19/20
 - These amounts will be balanced once the audit completes and the year is closed out
- The WL Fund and EM Fund are awaiting reimbursements

Mayor Silvestrini moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Council Member Bailey seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

9. CARES Funding Update and Consideration to Recommend Municipalities Consider COVID-19 Expenditures for Substantially Dedicated UFA Employees

- CFO Hill discussed the memo presenting an option for use of CARES Funding received by the municipalities, for fire protection
 - 65.71% of the Member Fee can be attributed to Engine/Truck Staffing
- The US Treasury updated the guidance to define substantially dedicated employees, thereby allowing the option for municipalities to provide payroll/benefits for those employees
- Mayor Silvestrini expressed concern for those who belong to a taxing district as they are not paying directly for fire service, but through property taxes
 - Mayors Bush and Overson expressed the same concern with how to allocate funds when the fees have been collected through taxes
 - It was discussed that each entity should make their own decision
- Chief Petersen appreciates the dialogue, but pointed out that the service area has the same burden that CARES is provided to manage, however, CARES funding rules may not allow for this burden to be reduced
- CFO Hill believes the best way to manage the funds is for them to go into the fund balance to help the UFSA moving forward
 - This would help offset the Member Fee already paid and boost the fund balance moving forward
 - Council Member Stewart expressed concern with the fund balance for Riverton and Herriman if this were the case
- Conceptually this doesn't build fund balance, it is a mechanism for municipalities to use CARES Funding
 - Chair Perry stressed that this is just a guideline for funds, not a mandatory directive

Mayor Silvestrini moved to the recommended the numbers provided to municipalities to consider COVID-19 expenditures for substantially dedicated UFA employees

Mayor Dahle seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	N
		Westmoreland	Y

10. Consider the Date of November 17, 2020 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget

Mayor Silvestrini moved to set the date of November 17, 2020 for a Public Hearing to receive and consider comments on the proposed amendments to the 2020-2021 Fiscal Year Budget

Mayor Knopp seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

11. Discuss Process for Fire Chief and Chief Legal Officer Job Performance Review

- Mayor Silvestrini suggested that the same process as was used in the past be used again.
- Direct reports will be invited to provide feedback to the Board in a closed session
- Chief Petersen also requested the Board consider IAFF Leadership feedback during the closed session
- Mayor Knopp asked who determines which direct reports are invited
- The Organizational Chart shows who the direct reports are
- The Board agreed to continue the process as was done in past years, staff will arrange for these meetings in November

12. Fire Chief Report

- Closest Unit AVL Response
 - Chief Petersen explained how the responses are working
 - While only a few weeks into the program, the CAD seems to be doing well and all local Chiefs remain committed to the six-month trial period
 - Chief plans to make himself available to all the municipalities in November to discuss the specific impact for each municipality
 - Councilman Steward mentioned that Riverton would be very interested in this discussion
- Mutual Aid Report
 - This report is designed to capture the unit hours, personnel hours and number of times a unit is committed to a neighboring area
 - The report should be available in November and will be delivered to Fire Chiefs each month
 - This information will be tracked and reported monthly
 - Chief reminded the Board that this is a huge community “win”
 - Imbalances will need to be accounted for with those areas impacted
 - Currently the AVL Response is on a 6-month trial
- Versaterm Update
 - Very few problems thus far
 - BC Ascarte, Ginger Watts, OC Dern, Justin Watters, Captain Cunningham, and Les Olson staff, have done a great job staying in front of any anticipated issues and with preparing for implementation of the CAD
 - We have leaned forward on this difficult project, in no way have we been reactionary or been a victim to this project, in no way have we been reactionary or been a victim to this project
- Staffing Overtime
 - The Staffing Office has done a great job in maintaining staffing
 - Mandatory Staffing has been implemented more often than desired; however, seats have all been filled with relatively few exceptions

- Mandatory Staffing has been an impact for several Firefighters, it is a difficult thing to affect their personal plans on short notice with the potential of discipline if they refuse the call
- Chief plans to over hire by 9 this year and will consider proposing time and a half for all extra hours worked in Operations to help reduce the times Mandatory Staffing is utilized
- COVID leave and personnel assignments to EM have been a larger impact this year than normal

13. Closed Session

A Closed Session was held, due to the electronic nature of the meeting, the meeting was adjourned prior to holding the closed session

No actions were taken following the session

14. Adjournment

Mayor Silvestrini moved to enter into a closed session and adjourn the October 20, 2020 meeting
Council Member Stewart seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson		Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

BOARD MEMBERS IN ATTENDANCE:

Associate Deputy Mayor Mike Reberg
Council Member Allan Perry
Council Member Gary Bowen
Council Member Kathleen Bailey
Council Member Richard Snelgrove
Council Member Sheldon Stewart
Council Member Trish Hull
Mayor Dan Knopp

Mayor Harris Sondak
Mayor Jeff Silvestrini
Mayor Kelly Bush
Mayor Kristie Overson
Mayor Mike Peterson
Mayor Robert Dahle
Mayor Robert Hale
Mayor Tom Westmoreland

BOARD MEMBERS ABSENT:

Council Member Jared Henderson

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett
AC Higgs
AC Pilgrim

Alan Rae
Arriann Woolf
Bill Brass

Chase Andrizzi
Dan Yates
Darren Park

DC Case
DC Larson
DC Widdison
DOC Easton
Dominic Burchett
Dustin Dern
Erica Langenfass
Jay Torgersen
Jen Andrus, Alta

Jordan Terry
Kate Turnbaugh
Ken Aldridge
Kiyoshi Young
Lana Burningham
Larson Wood
Matt McFarland
Michael Greensides
Nate Bogenschutz

Pat Costin
Rachel Anderson, UFSA Counsel
Ryan Love
Shelli Fowlks
Steve Ball
Steve Quinn
Susie Becker
Wade Russell

DRAFT