



## UNIFIED FIRE AUTHORITY BOARD MINUTES

November 17, 2020 7:30 a.m.

Electronically Via ZOOM Webinar Only, Due to COVID-19 Pandemic

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:0 a.m.

2. Public Comment

None

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

3. Approval of Minutes

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

Mayor Bush seconded the motion

Roll call vote taken

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

4. Committee Updates

• Benefits & Compensation Committee

- Mayor Dahle reported that he met with Chief Petersen regarding the wage analysis that will be addressed further into the meeting
- Once the ambulance fee increase is verified, Mayor Dahle feels this is the perfect time to maintain the Board commitment to the adopted market of the top three on the Wasatch Front
- Mayor Dahle stated that he supports the move to a 9-year step to reach maximum and the additional 1% for Paramedics in order to encourage Firefighters to pursue this specialty

• Governance Committee

- No meeting held

- Finance Committee
  - Meeting held 10/29/20
    - Chair Stewart stated that the audit report was reviewed
    - The audit was clean with no findings
    - Thanks to the Finance Committee and UFA Finance Division for all their hard work

5. Consent Agenda

- a. Review of October Disbursements
  - Reviewed disbursements
  - CFO Hill noted the uptick in disbursements due to the initiation of the station construction project
- b. Approval of Fiscal Year 19/20 Financial Audit

Mayor Silvestrini moved to approve the Consent Agenda items as presented  
Council Member Stewart seconded the motion

Roll call vote taken

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

6. Consider Resolution 11-2020A Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2021

- Reviewed spreadsheet outlining the time UFA staff conducts work on behalf of UFSA
- CFO Hill stated that staff has done a great job monitoring their time to ensure all time spent on UFSA work is accounted for
- Revenue to UFA will increase \$31,000 beginning in January with this approval

Mayor Hale moved to approve Resolution 11-2020A approving the proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for calendar year 2021

Mayor Bush seconded the motion

Roll call vote taken

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

7. Consideration of Market Wage Adjustment Effective January 1, 2021

- Chief Petersen explained the history of how this analysis evolved
  - Initially the IAFF did the research, it is now the domain of UFA Human Resources
- Much analysis takes place to ensure the information is verified and solid
- A summary plan was included in the packet as was the complete analysis
- HR Deputy Director Cal Ricotta explained the process that includes multiple steps to verify and ensure the data is compared and interpreted correctly
- Chief Petersen stated that rather than an overall application of increases, it is applied more surgically, with focus on each rank and their individual need to reach the Top 3
- Chief also explained the reduction of steps needed to reach the top, this will assist with recruitment and retention, and how an increase for senior Paramedics will help in recruitment for this specialty
- Chief reiterated what Mayor Dahle reviewed in the Benefits & Compensation Meeting overview and explained his intent to consider the use of increased ambulance revenue, however, he wants to wait until the December meeting to make sure this trend is accurate
- Chief wants to use a sustainable method to make this decision
- Mayor Dahle asked HR Deputy Director Ricotta if he has heard if any other agencies plan to make a mid-year adjustment
  - Cal stated that he had not, others are conducting the same process, but no indications as to where they will land
- Mayor Sondak supported this concept coming to the Board, but Alta cannot support this adjustment as it is unknown how their sales tax revenue will be affected by COVID
- Mayor Silvestrini feels there is no reason not to move forward with the adjustment if there is ample revenue
- Mayor Bush echoed this viewpoint and wants to get crews into competitive rates as this was the commitment made and a lot of work has been done to achieve this goal, the timing is right, and this needs to happen
- Councilman Steward indicated he also supports providing the market increase in January
- Chief explained that there will be no action taken today, this will come before the Board in December
  - Reminded the Board that by doing this now, it cuts the bill in half for next year
  - UFA has made a lot of progress from years past; we are as fiscally responsible as possible, and the process is more stable going forward, however, if we get behind in wages it is financially difficult to make it up

8. Approval of 2021 UFA Board Meeting Schedule

Mayor Overson moved to approve the 2021 UFA Board Meeting Schedule as presented

Council Member Hull seconded the motion

Roll call vote taken

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

		Westmoreland	Y
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9. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020/2021 Fiscal Year Budget

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

Mayor Hale seconded the motion

Roll call vote taken

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

- CFO Hill reviewed the amendments for consideration
- Mayor Knopp asked if there was anything else CARES Funding could be applied to
  - CFO Hill explained that at the last Board Meeting, new guidelines had been added that would allow funding to be applied to Substantially Dedicated Employees
  - This would allow application of the CARES Funds to help offset Member Fees

No public comment.

Mayor Hale moved to close the public hearing to receive and consider comments on the proposed amendments to the 2020/2021 Fiscal Year Budget and approve Resolution 11-2020B approving the budget adjustments for the 2020/2021 Fiscal year Budget as presented

Council Member Stewart seconded the motion

Roll call vote taken

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

10. Determination of Multiple Member Surplus Vehicle Requests

- A surplus mobile command trailer was available to members for purchase
- Both Taylorsville and Riverton expressed interest
- CLO Roberts explained that policy allowed for a silent auction or a drawing (no specificity) if a tie presented itself

- Taylorsville expressed interest in the trailer first, therefore, Mayor Overson was offered the choice as to which hand AC Burchett held the key
  - Mayor Overson chose the hand with the key and was awarded the purchase of the trailer

#### 11. Fire Chief Report

- Chief Petersen asked for a moment of silence to honor retired Paramedic Doug Robison
  - PM Robison worked for SLCo/UFA for 30 years
- Wildland Season Close-Out – Division Chief Widdison
  - This past WL season was very busy
  - The crews did a great job managing the extreme WL firefighting conditions with the restrictions of the Pandemic
    - Crews maintained health and safety with minimal exposures
  - 5,600 man-hours of fuel reduction work was completed within our municipalities
  - \$2.7M in revenue allows for the replacement of the \$250,000 borrowed from the UFA General Fund
    - Chief Petersen noted that DC Widdison intends to build up the WL Enterprise Fund to prevent the need for another loan from the UFA General Fund
  - Council Member Snelgrove inquired as to the increased risk from fallen timber in the canyons
    - DC Widdison explained that partnerships with State Forestry allow for identifying the hazards and working together to reduce this fuel loading
- Standards of Cover (SOC) Update – AC Higgs
  - Work continues to ensure the data is accurate and reliable
  - The first rough draft of the SOC is being prepared for Board review
  - The intent of this document is to describe the delivery of service, identify and establish goals, expose gaps and needed improvements, and to overall improve service delivery
  - Chief stated that this document gives the Board the reality of the performance of UFA
    - The Board then determines the comfort level of performance and the risk tolerance communities are willing to accept
    - Utilizing this data helps to understand what is being provided for the cost
- Staffing Overtime Update
  - COVID Leave has increased
    - September saw 1.4 vacancies daily due to COVID, October 2.2, November to date 4.4
    - There have been no exposures from delivering service, all have been from outside of work
  - Staffing has been maintaining all seats. Mandatory staffing has only been applied four times since November 1<sup>st</sup> and a total of 22 times in October.
  - Chief remains concerned about the need for mandatory and has approved and encourage day sworn staff to fill vacancies during their regular work days, to help avoid additional mandatory staffing
  - CARES Funding has helped contain the costs for OT through this calendar year, however, beginning January 1 this will be an impact on the operating budget if there is not additional CARES funding available

- Strategic Plan Update
  - All community input is being compiled
  - The workgroup is developing the initiatives and goals
  - The Board should see a draft at the January meeting
  - Chief reminded the Board that this document drives the budget priorities for the coming 3 years

12. Closed Session  
Yes

Mayor Hale moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205

Council Member Bailey seconded the motion

Roll call vote taken

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

Council Member Bailey moved to re-open the meeting to the public

Council Member Hull seconded the motion

Roll call vote taken

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

13. Discussion on Performance of the Fire Chief and Chief Legal Officer
- The Board extended their appreciation for both
  - Chief Petersen received commendation from the Board for his leadership, succession planning, mentoring and creating an overall culture of leadership, inclusiveness, and growth

14. Adjournment

Mayor Overson moved to adjourn the November 17, 2020 meeting

Mayor Knopp seconded the motion

All voted in favor, no roll call taken

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Mayor Kelly Bush  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Robert Hale  
Council Member Jared Henderson  
Mayor Harris Sondak  
Council Member Richard Snelgrove  
Mayor Tom Westmoreland

Mayor Dan Knopp  
Mayor Kristie Overson  
Council Member Allan Perry  
Associate Deputy Mayor Mike Reberg  
Council Member Sheldon Stewart  
Mayor Jeff Silvestrini

**BOARD MEMBERS ABSENT:**

Mayor Mike Peterson

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

Ken Aldridge  
Brian Anderton  
Chase Andrizzi  
Steve Ball  
Susie Becker, Zions  
Bill Brass  
AC Dominic Burchett  
Lana Burningham  
Bryan Case  
Patrick Costin  
OC Dustin Dern  
Brandon Dodge

Nile Easton  
Shelli Fowlks  
AC Stephen Higgs  
Erica Langenfass  
Brad Larson  
Vern Losh  
Ryan Love  
Matthew McFarland  
Darren Park  
AC Riley Pilgrim  
Steve Quinn  
Calogero Ricotta

Zach Robinson  
Chad Simons  
Jordan Terry  
Tua Tho  
Wendy Thomas  
Tim Tingey, CWH  
Jay Torgersen  
Kate Turnbaugh  
Anthony Widdison  
Larson Wood  
Arriann Woolf  
Kiyoshi Young