



## UNIFIED FIRE AUTHORITY BOARD MINUTES

November 19, 2019 7:30 a.m.

UFA Headquarters – 3380 South 900 West SLC, UT 84119

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*Notice: Some Board members may participate by electronic means.*

1. Call to Order  
Quorum was obtained  
Chair Dahle called the meeting to order at 7:31 a.m.
2. Public Comment  
New Public Information Officer Patrick Costin introduced himself to the Board
3. Approval of Minutes  
Council Member Stewart moved to approve the minutes from the October 15, 2019 UFA Board Meeting as submitted  
Mayor Bush seconded the motion  
All voted in favor
4. Approval of 2020 UFA Board Meeting Schedule  
Mayor Silvestrini moved to approve the 2020 UFA Board Meeting Schedule as submitted  
Mayor Bush seconded the motion  
All voted in favor
5. Consent Agenda
  - a. Review of October Disbursements  
  
Mayor Hale moved to approve the October disbursements as submitted  
Mayor Peterson seconded the motion  
All voted in favor
6. Committee Updates
  - Benefits & Compensation Committee
    - No meeting held
    - Meeting will be scheduled at the first of next year
  - Governance Committee
    - No meeting held
    - The ILA will be discussed later on this agenda
  - Finance Committee
    - Meeting held 11/6/19
      - The audit has been completed and there were no findings

- All outstanding items from the previous audit have been addressed

7. Review and Approval of FY18/19 Financial Report and Audit

- As mentioned previously, the audit had no findings
- The Board extended their appreciation for all the work done to meet audit expectations

Mayor Silvestrini moved to approve the Fiscal Year 18/19 Financial Report and Audit as presented  
Mayor Overson seconded the motion  
All voted in favor

8. Consider the Date of December 17, 2019 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Council Member Perry moved to set the date of December 17, 2019 for a Public Hearing to receive and consider comments on the proposed amendments to the 2019-2020 fiscal year budget  
Mayor Hale seconded the motion  
All voted in favor

9. Consider Resolution 11-2019A Adopting the Revised Interlocal Cooperative Agreement to Revise and Restate the Creation and Governance of the Unified Fire Authority

- CLO Roberts described some last minute adjustments/requests/clarifications were submitted, these were discussed and were incorporated into the final version
  - These were mostly verbiage related
- CLO Roberts walked through the current draft of the ILA asking Board Members to discuss any issues prior to asking for the vote on this packet
- 9(a)ii: County Mayor Wilson requested the ability to assign an Associate Deputy as well as a Deputy Mayor
  - There was support to consider this change with the final vote
- 9(a)iv: There was much discussion regarding when and in what circumstances an alternate Board Member was allowed to represent a community and vote on their behalf
  - It clarifies in the ILA that the alternate must be appointed by resolution by the entities city council
  - Chief Petersen stressed the need for a primary contact, selected annually, who will be included in the monthly informational packet and who can share in the responsibility of representing the entity
  - Concern about the definition of “emergency circumstances”
    - Several suggestions for modifications of the language to allow for a planned vacation or other normal conflict allow members to be represented
  - Chief Petersen proposed striking the language “...due to emergency circumstances”
  - Chief described the difficulty in a shifting Board of Directors based on availability, however, with the requirement that another elected official must be designated and the last paragraph stating the importance of Board Members participating either in person or remotely first, then provide as much notice as possible will help with the ability for him to brief the Board effectively prior to a meeting
    - There was support to consider this change with the final vote
- 9(b)ii: CLO Roberts pointed out that the “50-50” weighted vote was incorporated in this document based on the perceived support from the October Board Meeting

- There was clarification that any two Board Members “or their alternate” representing separate parties may call for the weighted vote
- There was also clarification that due to the language that the two member calling for a weighted vote must be from separate communities eliminates the opportunity for two SLCo Board Members to call for this option
- Councilman Bowen indicated that his Council has directed him to vote no on this version of the ILA if it maintains a weighted vote
- 9(c) I and ii: Discussion of striking “if necessary” from the sections related to the Fire Chief and CLS removal
  - CLO Roberts clarified that the employment agreement would define the obligations of the Board
  - There was support to consider this change with the final vote
- Mayor Dahle asked what happens if an entity refuses to sign the ILA
  - CLO Roberts stated this basically becomes a notice of withdrawal, but it is unknown exactly how this evolves as it depends on whether or not the entity is a contract member or UFSA
  - A UFSA member may simply lose their seat on the Board, however, the UFSA may need to review the impact of a decision not to sign the ILA by a municipality in the UFSA
  - Mayor Dahle asked that CLO Roberts review the Board process with regard to this issue and what takes place following this action
- CLO Roberts outlined what the Board can expect once the ILA is approved
  - The final ILA will then go out to the communities for approval
  - Mayor Dahle encouraged all to expedite the approvals prior to new changes in councils
  - Once all signatures are collected, the new ILA is in place
  - CLO Roberts will distribute the final version today to the Board Members and the attorney workgroup

Mayor Silvestrini moved to approve Resolution 11-2019A adopting the Revised Interlocal Cooperative Agreement to Revise and Restate the Creation and Governance of the Unified Fire Authority as presented, but incorporating the four changes approved today by the Board

Mayor Peterson seconded the motion

*Vote:*

- Council Member Bailey, Copperton – Yes
- Council Member Bowen, Emigration – No
- Mayor Wilson, SLCo – Yes
- Mayor Hale, Midvale – Yes
- Council Member Perry, White City – Yes
- Mayor Bush, Kearns – Yes
- Mayor Peterson, CWH – Yes
- Mayor Silvestrini, Millcreek – Yes
- Mayor Dahle, Holladay – Yes
- Council Member Stewart, Riverton – Yes
- Mayor Sondak, Alta – Yes
- Mayor Overson, Taylorsville – Yes
- Surveyor Demman, SLCo – Yes
- Council Member Hull, Magna – Yes
- Council Member Henderson, Herriman - Yes

Mayor Westmoreland, Eagle Mountain, arrived after the discussion, but signed the ILA with the understanding that he was signing his vote of approval as Yes

10. Facilities Usage Draft

- This draft addresses a specific list of community uses for the councils to consider, for the stations within their boundaries
- Mayor Sondak asked about the option of utilizing other stations beyond the city boundaries
  - This is fully acceptable, as long as the usage meets the wants of the city wherein the station resides
- CLO Roberts has asked that Board Members review this draft with their councils to determine what they would like to offer their public, work with UFA on possibilities of the asks, and tailor the station use for the needs of the community in which it resides

11. Consideration to Form an Ad Hoc Group for Merit Commission Appointment

- Arri Woolf shared the history of the Merit Commission, stating their role in reviewing grievances, appeals of discrimination or of the promotional process
- There are currently two members and another is needed
- There are three individuals for consideration and staff is asking for a committee to review the applicants and make a recommendation to the Board to fill the final seat
- Mayor Peterson, Mayor Dahle, Council Member Hull, all agreed to help with this process
  - Arri Woolf will send resumes to the committee members and a meeting will be scheduled in the near future
  - AC Ziolkowski asked that if any Board Members have further recommendations as to potential candidates for the position, please reach out to him

12. Fire Chief Report

- 2019 Accomplishments - Draft
  - Chief Petersen asked that the Board review the draft list and let him know if there is anything they feel should be added
  - Chief Petersen is especially interested in any Key Initiatives or Wicked Issues that the Board would like to comment on
- Assistant Chief Promotion
  - Chief Petersen introduced newly promoted Assistant Chief Riley Pilgrim
- Firefighter Hiring Update
  - Currently staff is moving through background checks
  - 15 final offers have been accepted
  - There will be close to 30 final offers made by Christmas
  - UFA currently has 90 members eligible for retirement, and has experienced 20 retirement each year for the last two years
  - Chief Petersen indicated he was planning to over-hire 6 Firefighters in this process as long as they can be supported within the budget now
    - This will insulate us from a few anticipated retirements after our camp begins
    - The Board was supportive of this concept
- Business Technology & Intelligence Manager
  - This position has been refocused and reopened to address the needs the UFA has today
  - 18 applicants to date
  - Interviews will be held December 13

13. Closed Session

Council Member Stewart moved to temporarily recess the meeting to convene in a close session to discuss matters as provided by Utah Code Annotated §52-4-205

Mayor Silvestrini seconded the motion

*Vote:*

Council Member Bailey, Copperton – Yes

Council Member Bowen, Emigration – Yes

Mayor Wilson, SLCo – Yes

Mayor Hale, Midvale – Yes

Council Member Perry, White City – Yes

Mayor Bush, Kearns – Yes

Mayor Peterson, CWH – Yes

Mayor Silvestrini, Millcreek – Yes

Mayor Dahle, Holladay – Yes

Council Member Stewart, Riverton – Yes

Mayor Sondak, Alta – Yes

Mayor Overson, Taylorsville – Yes

Surveyor Demman, SLCo – Yes

Council Member Hull, Magna – Yes

Council Member Henderson, Herriman – Yes

Mayor Westmoreland, Eagle Mountain – Yes

Mayor Wilson left the meeting

Re-Open the Meeting

Mayor Silvestrini moved to re-open the meeting to the public

Council Member Stewart seconded the motion

All in favor

Council Member Demman left the meeting

14. Executive Employees Performance and Compensation Review

- The Board chose to approve the COLA increase and retain contractual employment with Chief Petersen and CLO Roberts
- Due to time constraints, Chief Petersen's direct reports were unable to provide feedback as to his performance to the Board, but will be granted this opportunity at the December 17, 2019 Board Meeting

Mayor Silvestrini moved to approve the UFA's Fiscal Year 2019 COLA increase of 2% to the compensation of the Fire Chief and Chief Legal Officer effective as of their respective hiring anniversary

Mayor Peterson seconded the motion

All voted in favor

15. Adjournment

Mayor Silvestrini moved to adjourn the November 19, 2019 meeting

Mayor Bush seconded the motion

All voted in favor

**BOARD MEMBERS IN ATTENDANCE:**

Mayor Jeff Silvestrini  
Mayor Kristie Overson  
Mayor Tom Westmoreland  
Mayor Mike Peterson  
Council Member Gary Bowen  
Mayor Robert Dahle  
Council Member Allan Perry  
Council Member Sheldon Stewart

Mayor Jenny Wilson  
SLCo Surveyor Reid Demman  
Mayor Harris Sondak  
Mayor Robert Hale  
Mayor Kelly Bush  
Council Member Kathleen Bailey  
Council Member Trish Hull  
Council Member Jared Henderson

**BOARD MEMBERS ABSENT:**

Council Member Richard Snelgrove

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Jay Ziolkowski  
AC Mike Watson  
AC Stephen Higgs  
Arriann Woolf  
BC Anderton  
BC Dern  
BC Watkins  
BC Russell  
BC Pilgrim  
BC Ascarte  
Bill Brass  
Brett Wood, Herriman  
Captain Bogenschutz

Captain Park  
Captain Rich  
Captain Conn  
Captain Fossum  
Dan Knopp, BCC  
District Chief Woolsey  
Division Chief Case  
Division Chief Larson  
Division Chief Rhoades  
Division Chief Robinson  
Division Chief Torgersen  
Dan Knopp, Brighton  
Ifo Pili, UFSA

Keith Zuspan, BCC  
Lana Burningham  
Larson Wood  
Matt McFarland  
Mike Reberg, SLCo  
Nile Easton, DOC  
Patrick Costin  
Rachel Anderson, UFSA  
Ryan Love  
Steve Quinn  
Tim Tingey, CWH