



UNIFIED FIRE AUTHORITY BOARD MINUTES

February 18, 2020 7:30 a.m.

UFA Headquarters – 3380 South 900 West SLC, UT 84119

Notice: Some Board members may participate by electronic means.

1. Call to Order
Quorum was obtained
Chair Perry called the meeting to order at 7:33 a.m.
2. Public Comment
None
3. Approval of Minutes
Council Member Stewart moved to approve the minutes from the January 21, 2020 UFA Board Meeting as submitted
Council Member Hull seconded the motion
All voted in favor
4. Merit Commission Appointment
 - AC Ziolkowski introduced the current members of the Merit Commission; Alan Rindlesbacher and Larry Meyer
 - AC Ziolkowski also introduced for appointment, Debra Alexander

Council Member Hull moved to approve the appointment of Debra Alexander to the Merit Commission as recommended by the Merit Commission Ad Hoc Committee
Mayor Dahle seconded the motion
All voted in favor
5. Consent Agenda
 - a. Review of January Disbursements

Mayor Overson moved to approve the January disbursements as submitted
Mayor Hale seconded the motion
All voted in favor
6. Committee Updates
 - Benefits & Compensation Committee
 - Meeting held 2/13/20

- Purpose of this meeting was to receive the data from Gallaher regarding variables that will result in a realistic recommendation to the UFA Finance Committee on benefits and Compensation
- Holding the top 3 Market wage along with the corresponding benefit increases appears to amount to a 4.5% increase to the member fee
 - \$750,000 of that is the carryover from the wage increase on January 1 that was added to the budget by the Board during the adoption of the FY 19/20 budget
 - Staff had presented a budget that did not include that aggressive a wage increase
- The Benefits and Compensation Committee is asking Chief Petersen to find a way to maintain Market, but build a budget that limits the overall Member Fee increase to 4%
 - There was overall consensus from Board Members that they want a Member Fee increase 4% or less this coming year
- Chief will be presenting a budget that identifies the things we will stop doing in order to meet the 4% target, with the idea that maintaining market wage is a priority to keep from getting behind again
- Chief reminded the Board that OT is about 83% spent after a little more than 50% of the year completed
 - This will require an increase of approximately \$500,000 or about 1% of the Member Fee to maintain minimum staffing levels
 - The, Staffing Work Group is working to determine the root cause and we plan to implement some policies that limit our liability in this area
 - To meet the 4% target, the Board may be forced to consider a cap on staffing overtime that would result in occasional reduction of staffing on four person heavy apparatus
- Mayor Dahle informed the Board that the Benefits & Compensation Committee approved the 2% COLA for both Chief Petersen and CLO Roberts
 - The Committee is extremely pleased with both Chief Petersen and CLO Roberts, and feel their market position is appropriate; therefore, there will be no market adjustment at this time
- Governance Committee
 - No meeting held
 - CLO Roberts stated that he is working with a few municipalities who have yet to submit their signed ILA's and resolutions
- Finance Committee
 - Meeting scheduled 4/16/20
 - Finance Committee Chair Stewart asked if any Board Members were interested in taking part on the committee to assess the renewal for the internal audit
 - Mayor Silvestrini stated that he was interested

7. Facility Use Policy

- CLO Roberts walked through the revised policy that addressed the concerns from Board Members last month
- Mayor Sondak inquired as to clarifications on responsibilities between UFA and UFSA
 - CLO Roberts will check for consistencies and clarifications
- Chief advised the Board that UFA is responsible to administer/manage station use, but will work with the municipalities once UFA has identified which stations are open for public use
 - Information Outreach(IO) will be responsible for scheduling the station calendar, this will be added to the policy as well

- CLO Roberts noted that UFSA will have station use input as the owner, recognizing UFA is the tenant

Council Member Stewart moved to approve the Facility Use Policy, with the understanding that CLO Roberts will revisit the UFSA portions as noted and add IO will be responsible for scheduling
Council Member Hull seconded the motion

All voted in favor

Military Leave and Military Leave Without Pay Policy

- Arriann Woolf and Captain Park came before the Board with a review of changes to the policy
- Most changes are a streamlining of the previous policy and is a result of a collaborative work with both UFA military personnel and Local 1696
- The biggest change is an increase from 120 hours to 168 hours for pay, this results in covering the 24 hour shifts cleanly and evenly
 - With the previous policy, the additional time caused the employee to utilize vacation time to make up the difference of time off
 - This new policy is similar to how other agencies treat military leave, this also fits the Guard schedule better
 - There is actually minimal cost to UFA, as filling of the vacancies is already covered, the resulting cost is the liability of the vacation time that was utilized for deployment under the prior policy
- Council Member Stewart stressed the need to require that orders be produced and kept
 - Arri Woolf stated that this is already the practice, other than for regular weekend Guard duty
 - Bill Brass noted that orders are not required by law, nor does USARA require them
- Mayor Dahle asked if those taking military leave get paid for deployment and from UFA
 - Arri Woolf stated that “yes” this is the benefit, and is common practice
 - Chief Petersen asked if Mayor Dahle was asking if he meant for the employees pay to be offset
 - Mayor Dahle stated not, but just wanted clarification
- Chief Petersen asked that the policy be revisited and validated then be brought before the Board next month

Council Member Stewart moved to defer this agenda item until the March 17, 2020 UFA Board Meeting

Mayor Dahle seconded the motion

All voted in favor

8. Fire Chief Report

- VECC Update
 - Introduction of Director Scott Ruf
 - His goal is to not drive Operations, but to respond to what Operations needs moving forward
 - Mayor Hale addressed the issues with software
 - Ruf hopes to unify the county so emergency communications can perform flawlessly, and feels confident that this will take place
 - Recognizes that there are different needs within public safety, but plans to consolidate into one unified communications center

- Legislative Update
 - Chief Petersen commented on a few bills currently being watched
 - HB98, Carry-over bill regarding the theft of items rather than monies
 - HB101, Distracted driving
 - HB105, Transparency of records
 - SB56, Tier 2 Retirement
 - Asked the Board if there were any concerns with the position UFA is taking on any of them, or if there are any that the Board wants added to the watch list, none were added
- Recruit School Update
 - 33 recruits, one resigned this week
 - Beginning week 3, looking good
- Introduction of Business Technology & Intelligence Manager
 - AC Pilgrim introduced Ginger Watts
 - Chief Petersen reminded the Board that this position is critical and will provide the technical experience to ensure software is integrated and priorities can now be established to the data and technological needs of UFA
- GFOA Budget Award
 - UFA was again awarded this prestigious award
- Gallagher Best-In-Class Performance for HR Management Award
 - This award is a national benchmark survey of over 4,500 employers and identifies high performing employers
 - This award recognizes the Board in all that they do in recognizing and providing benefits for UFA employees

9. Closed Session
None

10. Adjournment
Council Member Stewart moved to adjourn the February 18, 2020 meeting
Mayor Silvestrini seconded the motion
All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini
Mayor Kristie Overson
Council Member Gary Bowen
Mayor Robert Dahle
Council Member Richard Snelgrove
Council Member Jared Henderson

Council Member Allan Perry
Council Member Sheldon Stewart
Mayor Harris Sondak
Mayor Robert Hale
Mayor Dan Knopp
Council Member Trish Hull

BOARD MEMBERS ABSENT:

Mayor Jenny Wilson
SLCo Surveyor Reid Demman

Mayor Tom Westmoreland
Mayor Mike Peterson

Mayor Kelly Bush
Council Member

Kathleen Bailey

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Jay Ziolkowski
AC Riley Pilgrim
AC Stephen Higgs
Alan Rindlesbacher
Arriann Woolf
BC Anderton
BC Watkins
Bill Brass
Brett Wood, Herriman
Cal Ricotta
Captain Bogenschutz

Captain Glover
Captain Park
Captain Simons
Debra Alexander
Division Chief Case
Division Chief Torgersen
Erica Langenfass
Ginger Watts
Kate Turnbaugh
Kiyoshi Young
Larry Meyer

Larson Wood
Mario Naujoks, Public
Matt McFarland
Mike Reberg, SLCo
Nile Easton, DOC
Patrick Costin
Rachel Anderson, UFSA
Ryan Carter, Riverton CLO
Scott Ruf, VECC
Tim Tingey, CWH

DRAFT