



**UNIFIED FIRE AUTHORITY BOARD  
FINANCE COMMITTEE MEETING MINUTES**

Tuesday, May 7, 2019 at 8:00 a.m.

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**Committee Members Present:**

- ✓ Councilmember Stewart
- ✓ Councilmember Perry
- ✓ Mayor Silvestrini
- ✓ Mayor Hale
- ✓ Mayor Sondak
- ✓ Mayor Dahle
- ✓ Mayor Peterson

**Staff:**

- ✓ Chief Petersen
- ✓ CLO Roberts
- ✓ CFO Hill
- ✓ Cyndee Young

**Guests:**

- ✓ AC Higgs
- ✓ AC Watson
- ✓ AC Ziolkowski
- ✓ Arriann Woolf
- ✓ Beth Farmer
- ✓ Bill Brass
- ✓ Captain Bogenschutz
- ✓ Captain Conn
- ✓ Captain Park
- ✓ Carolynn Keigley, BCC
- ✓ Councilmember Bowen
- ✓ Dan Knopp, BCC
- ✓ Division Chief Ball
- ✓ Kiyoshi Young
- ✓ Lana Burningham
- ✓ Matt McFarland
- ✓ Nyla Benedict
- ✓ Steve Quinn
- ✓ Trent Martin
- ✓ Todd Freeman
- ✓ Division Chief Burchett
- ✓ Division Chief Case
- ✓ Division Chief Mechem
- ✓ Division Chief Rhoades
- ✓ Division Chief Robinson
- ✓ Division Chief Torgersen
- ✓ DOC Easton
- ✓ Fire Marshal Larson
- ✓ Greg Fisher
- ✓ Jenna Malone, BCC
- ✓ Kate Turnbaugh
- ✓ Keith Zuspan, BCC

Meeting called to order by Mayor Dahle at 8:00 a.m.

Public Comments

FF Todd Freeman extended his and all Firefighters appreciation for all the Committee and Board has done to support UFA employees.

## Minutes Approval

Mayor Sondak moved to approve the minutes from the April 15, 2019 Finance Committee Meeting as submitted  
Mayor Silvestrini seconded the motion  
All in favor, none opposed

## Review of the FY19/20 Proposed Budget

- ◆ Chief Petersen reviewed the memo regarding the impact to member fees with the various options up for discussion
- ◆ **Division Budget Presentations**
- ◆ Administration – AC Ziolkowski
  - ◆ Noted that the food purchased for the annual Fire School 101 had not been included in his budget, this is UFA’s part to help Local 1696 in hosting this event
    - \$2,500 must be added
  - ◆ Human Resources – Arri Woolf
    - All HR related duties
  - ◆ Special Enforcement – Division Chief Ball
    - Bomb, explosives, arson, background investigations for all employees
  - ◆ Information Outreach – DOC Easton
    - Responsible for marketing UFA, social media, media, community event coordinators, station tours
  - ◆ Mayor Dahle asked if there was an “All Administration” budget that recaps all of these individual Divisions within Administration
    - CFO Hill indicated there was not, each Division is their own budget
- ◆ Finance – CFO Hill
  - ◆ Increased interest revenue by \$100,000 due to changes in how we do our sweeping of accounts
  - ◆ Increased our fraud protection as well, found we really weren’t protected as well as we could have been
  - ◆ Councilmember Perry asked if any comparisons with other agencies was researched, or only Wells Fargo
    - CFO Hill stated that “no”, no other financial institutions were researched, is happy to look into this for the future
  - ◆ Mayor Dahle clarified that the comparisons are beginning budget (18/19) to beginning budget (19/20)
- ◆ Emergency Operations – AC Higgs
  - ◆ Two primary proposed initiatives are affecting the budget directly
    - 9 new Firefighter positions
    - Additional Peak-Load Ambulance in Eagle Mountain
      - Both stations in Eagle Mtn. are 3 person crews, when transport is necessary, that takes one crew out of service
      - The additional ambulance will allow both station crews to stay in service while transport of the patient is made
      - This request will be covered with existing PT budget

- Councilmember Perry asked if any information was obtained to judge the effectiveness of the canyon peak-load ambulances this past season
      - AC Higgs stated that the impact was minimal, since they were put into the canyon late in the season and staffing was a challenge and inconsistent
      - Will run some data and provide more detail in the coming weeks
      - The 9 positions within this budget will allow the addition of 3 more FT ambulances, by this time next year, 6 of the 9 ambulances within the service areas, would be staffed with FT
      - The intent is to finish this conversion the next budget year, resulting in all 9 ambulances having FT personnel
    - Mayor Dahle asked if there was any accommodation within the budget for the impending VECC situation
      - There currently is none, we will not yet see the full impact from this, and it is currently unknown how this will affect UFA
      - These fees were moved to the Operations budget, from the IT budget, since the service they provide directly supports Operations
  - Councilmember Stewart requested that a comment section accompany any noted changes
- ♦ Special Operations – Division Chief Case
  - Hazmat, Heavy Rescue, Swift h20 Rescue, in addition to regular calls
  - Special Ops will become its own stand-alone budget
- ♦ Fire Training – Division Chief Rhoades
  - Goal of 25,000 training hours, new and existing sworn personnel
  - Same budget
- ♦ EMS – Division Chief Torgersen
  - Support Emergency Operations and delivery of patient care
  - Initial and continued medical training
  - Mayor Peterson inquired about the narcotics program
    - Our licensure allows UFA to distribute narcotics, the ask is for an electronic tracking system, currently it is done with pen and paper
- ♦ Wildland – Division Chief Burchett
  - WL is almost entirely funded with an Enterprise Fund
  - The \$100,000 ask is to cover salaries for both Burchett and an AA
- ♦ Support Services – AC Watson
  - ♦ Logistics – Division Chief Robinson
    - No questions
  - ♦ Councilmember Stewart suggested that the asks in the message be displayed in a bulleted list
  - ♦ Information Technology – AC Watson
    - Personnel no longer assigned to IT, the percentage reflects the contract with Les Olson and personnel movement
    - Les Olson will be making recommendations to build a stable environment for growth in the future
  - ♦ Fire Prevention – Fire Marshal Larson

- Proactive services provided to municipalities to solve problems while helping new construction and development move forward, with the goal of safety for citizens and Firefighters
- ♦ US&R – Division Chief Case
  - Federal disaster response team consisting of approximately 200 members from various agencies, the majority being from UFA
  - Vast majority of funding provided by FEMA
  - Event types: Hurricanes, flood, terrorist, earthquakes
  - Councilmember Stewart, once again, asked for the requests to be bulleted
  - Mayor Sondak asked how frequently we have the opportunity to send the taskforce to earthquake events
    - More often it is a hurricane
    - FEMA uses a rotation matrix
    - Chief Petersen stated that there are many similarities since they encounter building collapse
  - Mayor Dahle asked how much of the cost to oversee UTTF1 is borne by members of UFA
    - The net impact is \$30,000
    - Division Chief Case is working to share this cost with neighboring agencies, to date, WVC contributes \$10,000
    - Will see more contributions from neighboring departments to help offset the costs
- ♦ Emergency Management – Division Chief Mecham
  - SLCo contracts with UFA to provide EM, since it is a county function
  - Fully funded by SLCo
- ♦ Capital Replacement – CFO Hill
  - ♦ Chief Petersen stated that about \$1million will be needed to buffer against a capital spike
    - The intent is to allocate \$1 million in a one year window to get us into the 3 year payment cycle
    - Keeping the General Fund at 8.5%, with this additional balance, the lease payments will be smoothed out
      - 3.5% provides the option to weather a storm one or two years and is within Board Policy to adjust
      - 8.5% was proposed as a comfort number to operate with cash (state requirement is 5%)
    - This will help avoid becoming dependent on one time money or sales of surplus
  - ♦ This is an off year for capital replacement
  - ♦ Asking Board to roll over IT purchases, servers, network devices, etc. \$63,900
  - ♦ Asking for \$250,000 to be appropriated this year for Hazmat Id and upgrade to mobile data computers (Paramedic tablets)
  - ♦ Councilmember Stewart clarified that all monies from lite and heavy fleet apparatus sold will be deposited into the Capital Replacement Plan
  - ♦ Chief Petersen also noted that another item not included in this budget is the AV components for the Board Room; however, we plan to have the final numbers in time for the May Board Meeting for consideration out of this fund
  - ♦ These will not impact the member fee

- ♦ This work will allow people attending the meeting to hear all the speakers and will provide audio and video streaming capability in the Board Room
  - Emergency Management also utilizes this room and would commandeer it in the event of an emergency
  - The percentage of cost covered by UFA and the percentage by EM through the County has yet to be determined
  - CFO Hill stated that there will be some EM work taking place within the building at the same time, that will not impact member fees
- ♦ Member Fee Review – CFO Hill
  - ♦ Member Fee chart has been updated with service demand
  - ♦ This is a 3 year history of service demand to help apportion the member fees between entities when crossing borders

Deliberation – Chair Stewart

- ♦ Chief Petersen mentioned that all Divisions are prepared to demonstrate the value they are and are not giving
  - ♦ The wage memo was presented and reviewed to simplify the conversation
  - ♦ Benefits & Compensation Committee asks the Finance Committee to consider Option 1c
  - ♦ There are also additional positions requested within a few Divisions, Command Staff has prioritized these positions for consideration by the Committee
    - These positions are not included in the base budget
    - UFA is committed to the wage discussion prior to any positions being approved
  - ♦ Councilmember Stewart spoke for the Committee as to their position, that being, they would like to spend the emphasis of time on wage options
    - There was no consideration or review of positions, focus was directed to the wage discussion
  - ♦ Mayor Sondak clarified that the deferred costs displayed are in today's dollars
  - ♦ Mayor Peterson stated that a percentage increase compounds concerns within municipalities, but understands and is supportive of Option 1c
  - ♦ Mayor Sondak was concerned that the wages are banking on the assumption that other fire service salaries are raising to the cost of living, but if we keep the goal of “top 3” we will have to keep adjusting to their movement
    - Chief Petersen stated that if we address the gap, we are starting in a better place right off the top
  - ♦ Mayor Dahle asked if the 10.7% was blended across the board
    - The 10.7% is what the individuals at the top step receive, steps 1-4 receive 2%, 5-8 receive 4.8%, 9-11 receive 7.7%, and 12 receives 10.7%
  - ♦ Longevity and merit are embedded, thereby removing any instability
  - ♦ Mayor Dale also asked what is the point of the 1% longevity
    - Chief Petersen clarified that the longevity is part of the wage package that was used as a comparable and has value to employees who are at the top step
      - All benefits (including longevity) were examined; ours and theirs, in the comparison of wages
    - If the longevity is not included, you will be 1% off of the market, resulting in not reaching your desired goal of “top 3”
    - Chief believes that we should avoid using longevity as a negotiating tool, as it has been in the past

- Local 1696 prefers the option of leaving longevity in the formula, believes this is appealing for the organization
- If you give longevity sporadically, then it cannot be used for wage comparison
- ♦ Mayor Sondak questioned how quickly we want to go to get to the “top 3”, remember
- ♦ Chief Petersen stated that there has been no commitment by the Board for the pace, the decision on pace is in the Boards hands
- ♦ Councilmember Stewart pointed out that this year has been prosperous, the General Fund is good, this is the year to make a move, quick and fast
- ♦ Mayor Peterson noted that some cities are land locked, with limited growth
- ♦ Mayor Sondak is fine with any option, the view from the Local 1696 was that Option 3c was attractive
- ♦ Mayor Dahle supports Option 1c; because this has been a joint effort agency-wide (health insurance costs low, top-level reorganization, support services review, etc.)
  - These things have created a unique opportunity
- ♦ Chief Petersen expressed that UFA would love to see Option 1c, but all personnel appreciates this dialogue and that all the options are being considered
  - Choosing Option 1c this year will reduce the impact next year by 1%
- ♦ Mayor Peterson applauded UFA for the process, the work and all the documentation and will put a placeholder within the CWH budget
- ♦ Mayor Sondak appreciates Chief Petersen’s leadership

Mayor Dahle moved for the Finance Committee to recommend Option 1c to the Board as presented

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

Mayor Sondak moved to approve the Fiscal Year 19/20 Budget as submitted

Mayor Peterson seconded the motion

All voted in favor, none opposed

Mayor Hale moved to adjourn the May 7, 2019 Finance Committee Meeting

Councilmember Perry seconded the motion

All voted in favor, none opposed