



UNIFIED FIRE AUTHORITY BOARD MINUTES

September 17, 2019 7:30 a.m.

Emergency Operations Center – 3380 South 900 West SLC, UT 84119

Notice: Some Board members may participate by electronic means.

1. Call to Order
Quorum was obtained
Chair Dahle called the meeting to order at 7:30 a.m.
2. Public Comment
None
3. Approval of Minutes
Council Member Stewart moved to approve the minutes from the August 20, 2019 UFA Board Meeting as submitted
Mayor Silvestrini seconded the motion
All voted in favor
4. Consent Agenda
 - a. Review of August Disbursements

Mayor Silvestrini moved to approve the August disbursements as submitted
Mayor Wilson seconded the motion
All voted in favor
5. Committee Updates
 - Benefits & Compensation Committee
 - No meeting held
 - Governance Committee
 - No meeting held
 - CLO Roberts is hoping to have the Interlocal ready for the October Board Meeting
 - Is working with Cottonwood Heights and SLCo currently
 - Has yet to hear from Alta and Eagle Mountain Legal Counsel
 - The goal is to have the document ready to present for a vote in October and for final approval in December
 - The October vote would be for the final version ready to present to all members municipal bodies
 - This provides each legislative body up to 60 days to discuss the agreement with the intent to sign the final version at the December meeting

- Finance Committee
 - Meeting scheduled for November 6, 2019
 - The meeting will be noticed and all members of the Board are welcome to attend

6. Deployment Staffing Challenges

- AC Higgs presented a memo on the staffing challenges long-term injuries, EMAC Deployments, Vacations, retirements and Sick Leave present to daily operations
- On average each shift is requiring more overtime than currently budgeted for
 - Last year with vacancies causing the increased OT, we were able to offset the cost by the vacancies
 - With the increasing long term injury, there is no offset to the cost of overtime
- The Chief feels it will be important to have a discussion in the near future on the value to the community of minimum staffing
 - This cost is increasing and if we cannot reduce our long term injuries, we either need to increase the budget for personnel or begin to operate with a reduced minimum staffing to meet budget restrictions
- Discussion was had as to why the spike in non-work related injuries and how can the Department deal with this
 - Historically, long-term injury leave fluctuates, but it has been increasing over the last two years. We are looking at strategies to address this, however about 80% of them are personal injuries
 - Mayor Wilson asked as to whether UFA can refuse a FEMA request for resources and if we are reimbursed
 - Chief Case stated that yes, we can refuse or reduce our support
 - Chief Petersen stated that the cost to backfill/replace those individuals deployed is reimbursed, however it is finding people to come back to work that is the challenge
 - The OT demand on personnel becomes an issues as well
 - Mayor Dahle stated that we should do all we can to support a request for help, but bottom-line, if it effects our ability to do the job here, we can pull back
- The intent of this memo is for Board awareness at this point, there may come a time when the Board needs to address this further
- AC Higgs stated that UFA is working aggressively to identify issues/causes and to find a solution to staffing
 - Local 1696 is also fully involved with staff in finding a solution to staffing challenges

7. Review of Facility Use and Management Policy

- Currently, the UFA Policy on Facility Use and Management states that only Governmental Entities or government sponsored events may use community rooms within the stations
- Chief Petersen feels that the community funded the spaces (currently only 7-8 stations have adequate space for public gathering) and he would like to make them accessible
 - He does not like to tell a community based group that they cannot use a public facility
- CLO Roberts states that the policy can be broadened to include Non-Profit, but currently the policy is easy to apply and does not enter into a public forum
- Mayor Wilson questioned the ability for the policy to differentiate between those stations that can accommodate public gathering, separate from those with more challenges
 - Feels UFA should move forward in exploring the use of the rooms by the public and pursue altering policy

- Possibly allow the municipality to determine how they wish to offer the space in stations within their jurisdiction
- Council Member Stewart worries that this will result in diminishing opportunities for facility use by the municipalities, who already are challenged with access within their other facilities
- Council Member Hull, Librarian, stated that the libraries are always an option, however they are subject to Freedom of Speech allowances whereas UFA is not
 - She feels that UFA should limit usage, it will open a can of worms otherwise
- Mayor Sondak is against changing the policy, it can become contentious very quickly, he asked that thought and caution be applied to this decision
 - The public has other options, let those options deal with the controversy that will come rather than UFA
- Captain Robertson approached the Board and stated that with some logistical forethought, he feels the stations can accommodate additional use to lessen the impact on crews
 - Noted that other agencies deal with gatherings within their facilities with success as long as the parameters have been put in place
 - Mayor Petersen asked what if the crews were unavailable at the station
 - This varies between stations, however, many can be accessed without the crew present and they will not have access to the living quarters or apparatus bay
- Brent Wood, Herriman City Manager stated the challenges faced at Station 123 which is used extensively as the city donated property to enlarge the station to accommodate public use
 - He has noted the influx of traffic/parking and the impact it has on the crews, not only are they responsible for clean up, but entering/exiting and the ability to do either is dangerous with the engines
 - At what point are you unable to operate as an emergency facility due to access to the station?
 - Council Member Stewart echoed this sentiment; he has concern that these stations are our emergency network and they must be able to continue to respond
 - There is an influx of outside agencies/individuals requesting the space
 - Wood cautioned to opening up all stations to what he has witnessed at Station 123
- Mayor Dahle acknowledged that the current policy is in need of “cleaning up”, but wants the Board to decide how far, if at all, it wants to broaden station access
 - Three options:
 - Keep the policy narrowly focused
 - Explore taking to a more public forum
 - Look at the stations individually and explore the options
 - Mayor Dahle pushed this decision to the October meeting to allow staff to gather more information about creating a policy that excludes some stations, and to clarify some issues that may arise with a change in policy for those allowing public use

8. Health & Wellness Grant Acceptance

- AC Ziolkowski informed the Board that UFA was awarded a \$464,000 grant for Health and Wellness
 - Asking the Board to allow using budgeted line item funds to cover the 10% match, there will be no additional cost to UFA with this acceptance
 - The existing line item budget is consistent with the intent of the budget and can be used to cover the 10% share

Mayor Silvestrini moved to approve acceptance of the Health & Wellness Grant and allow for the support of the required 10%
Mayor Peterson seconded the motion
All voted in favor

9. Light the Night Donation Authorization

- UFA has received a donation from Home Depot for equipment/supplies to participate in the Light the Night event to honor fallen Firefighters
- Facilities Manager Wood requested and received supplies with a value of just under \$2,600
- UFA is requesting the Board approve the receipt of these items

Council Member Stewart moved to approve acceptance of the supplies for the Light the Night event
Mayor Westmoreland seconded the motion
All voted in favor

10. Board Approval of Hiring Policy Amendments

- Arriann Woolf, as the Merit Commissioner, proposing changes to the policy for Filling Job Vacancies
- The main changes being:
 - The addition of a Purpose Statement
 - Clarifying when on-going promotional registers will be established and when recruitment and selection will be conducted at the time of the vacancy
 - Changing the parameters for selection of individuals by the Fire Chief for entry Firefighter and Paramedic registers
 - Standardizing the certification rule for all promotional merit registers, establishing the “Rule of 3” for all promotional registers
- Mayor Wilson questioned who was involved in this collaboration
 - A work group of about 15 individual’s representative of all ranks, Divisions, fields within UFA, in addition to Local 1696
 - The plan has also been published two separate times allowing all employees the opportunity to provide comments, which were reviewed by the work group
 - The Board was provided the full document during those review periods as well
 - IAFF 1696 Representative Paramedic Vander Werff approached the Board and supported Woolf’s explanation of collaboration for all decisions/processes
 - Vander Werff stated that the Union is in support of these changes
 - The collaboration with UFA Staff has been great, there were ample opportunities for IAFF to review, propose solutions, and discuss the plan during the process
 - Chief Ziolkowski was exceptional in his collaborative efforts with the IAFF and all employees
- Surveyor Demman asked what happens to the individual currently working an executive exempt position, if an exempt person is returned to their position
 - Woolf stated that it is a carryover from the SLCO policy and similar steps take place when an elected/appointed individual returns to their previously held merit position
 - A person hired from the outside into these positions would not have that option
 - CLO Roberts also noted that the system has enough slack that this becomes a non-issue and a RIFF would be unlikely
- Mayor Sondak inquired as to any effort to validate the interview process

- There is concern, but a structured Oral Board Interview, consisting of internal and external individuals takes place
- The panel is a diverse group and they receive training on a more experiential method of interviews
- Background investigations have been implemented as well, thereby allowing the decision to be based on more than just the interview
- This balances the ability for a candidate to perform well in the interview with how well they perform in real life
 - We have seen some interviews that score them low, but the background demonstrates they are an exceptional person
 - This policy change allows staff to address weaknesses in the interview process

Council Member Snelgrove left the meeting due to other commitments

Mayor Wilson moved to approve the amendments to the policies as submitted

Mayor Hale seconded the motion

All voted in favor

11. Facilities Manager Introduction

- AC Watson introduced Larson Wood to the Board
 - Wood was hired from an applicant pool of 91
 - Has replaced Cynthia Matthews

12. Closed Session

None

13. Adjournment

Council Member Stewart moved to adjourn meeting

Mayor Silvestrini seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini

Mayor Kristie Overson

Mayor Tom Westmoreland

Mayor Mike Peterson

Mayor Robert Dahle

Council Member Allan Perry

Council Member Sheldon Stewart

SLCo Surveyor Reid Demman

Mayor Harris Sondak

Mayor Jenny Wilson

Mayor Robert Hale

Mayor Kelly Bush

Council Member Kathleen Bailey

Council Member Trish Hull

Council Member Richard Snelgrove

BOARD MEMBERS ABSENT:

Council Member Gary Bowen

Council Member Nicole Martin

STAFF IN ATTENDANCE:

CFO Tony Hill

Chief Petersen – Phone in

CLO Roberts

Cynthia Young, Clerk

OTHER ATTENDEES:

AC Jay Ziolkowski

AC Mike Watson

AC Stephen Higgs

Arriann Woolf

BC Watkins

Brett Wood, Herriman

Captain Conn

Captain Robertson

Dan Knopp, BCC

District Chief Prokopis

Division Chief Larson

Division Chief Case

Division Chief Mecham

Division Chief Robinson

Division Chief Torgersen

Greg Van DerWerff

Ifo Pili, UFSA

Keith Zuspan, BCC

Kate Turnbaugh

Larson Wood

Matt McFarland

Mike Reberg, SLCo

Nile Easton, DOC

Rachel Anderson, UFSA

Ryan Love

DRAFT