



## UNIFIED FIRE AUTHORITY BOARD MINUTES

December 12 2023, 7:30 a.m.

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119

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1. Call to Order  
Quorum present  
Chair Weichers called the meeting to order at 7:32 a.m.
2. Public Comment  
None  
Public comment was available live and with a posted email address
3. Approval of Minutes  
Council Member Stewart moved to approve the minutes from the November 21, 2023, UFA Board Meeting as submitted  
Council Member Hull seconded the motion  
All voted in favor, none opposed
4. Consent Agenda
  - Review of November Disbursements
    - No discussion

Mayor Overson moved to approve the November disbursements as submitted  
Council Member Hull seconded the motion  
All voted in favor, none opposed
5. Committee Updates
  - Benefits & Compensation Committee – Chair Dahle
    - Next meeting 2/15/24
    - Mayor Dahle stated that all indications are that this once again will be a challenging budget year
    - A discussion arose last year regarding the Top 3 and the inclusion of Park City in comparisons
    - This is a fair conversation to be had and is something that must be discussed in order for the Board to give direction to staff before budget season begins
    - Mayor Dahle reminded all that the goal of reaching Top 3 began 8-9 years ago, this is not a policy but an aspiration
    - Being forced to align the UFA budget based on other agencies pay should not be binding and should be clarified prior to the February B&C Committee Meeting
    - A meeting in January will be scheduled
  - Governance Committee – Chair Silvestrini
    - No meeting held
  - Finance Committee – Chair Henderson
    - Meeting held 11/29/23
    - The annual audit was reviewed and will be addressed in the following agenda item

- Council Member Henderson stated that the Finance Committee has asked for a discussion on the Top 3 and wants to temper any fears or cuts
- There needs to be a more sustainable policy going forward so future boards are not bound with this Top 3 decision
- The goal is to have a discussion on keeping wages competitive long-term

6. Review/Approval of Fiscal year 22/23 Financial Audit

- Auditor Marcus Arbuckle presented the report
- A clean audit was given
- CFO Hill pointed out pages 18-26 which offer the management analysis and discussion
  - CFO Hill explained that this portion is the opportunity for UFA to provide an overview of the financial position of the organization
  - CFO Hill encourages all Board Member to read through this portion
- Auditor Arbuckle pointed out that state compliance did have a finding for Board Member compliance of Open Meetings Training
  - 3 Board Members did not attend the UFA Open Meetings Training and only 2 received the training elsewhere
  - Staff will put a process in place to ensure this is not a finding in the future
- Council Member Henderson pointed out that the purpose of the audit is not to approve decisions the Board is making, but that the information the Board uses to make decisions is accurate

Council Member Hull moved to approve the Fiscal year 22/23 Financial Audit as submitted

Council Member Perry seconded the motion

All voted in favor, none opposed

7. FY22/23 Insurance Recap

- Michelle Morse from Gallagher provided an update to insurance
- SelectHealth asked for a 6% increase to keep benefits as is
- The underwriting team worked on a solution and the result was the Contingent Funding Plan
- With this plan, UFA is fully insured, but takes more risk with the rate in the end
- The Contingent Funding Plan provides 5% either up or down, depending on plan use throughout the year
- As this year closed, there was a large claim that was outstanding and resulted in a huge swing in where the plan ended
- Gallagher is aware that going forward they will need to be watchful of any claims sitting out in the system that have not been accounted for and communicate with staff and Chief Burchett on what that contingency number looks like throughout the year
- Gallagher thought SelectHealth had taken into account the large claimant, but in fact they hadn't
- The amount is now \$170,000, 2.6% of premiums is owed
- In response to Mayor Silvestrini's question, Chief Burchett explained that 80% of this amount is the responsibility of UFA and 20% will be collected from personnel
  - Chief Burchett stated that working with Labor, it was decided to split the maximum of \$108 from each employee in 3 pay periods
  - The actual individual amounts are determined by which insurance each employee carries
- Council Member Kanter pointed out a lesson learned, while this is the right decision moving forward, work needs to be done to ensure the accounting is followed
  - Michelle Morse explained that Gallagher assumed that as claims came in, they were placed in the SelectHealth bucket, but it is actually where we are in the plan year, not what is sitting out in the system
  - Council Member Kanter asked if the decision UFA and the Board made was the correct one, in which Michelle Morse responded "yes"

- Mayor Dahle reiterated that this resulted in a net savings for UFA personnel and was the right decision
  - All personnel should hold some monies out in case this happens in the coming year
  - In actuality, UFA personnel still received a 2% reduction in costs with this plan and wants to make sure all personnel understand that this was the right decision

8. Insurance Contingency Funding

- This agenda item is a continuation of the previous
- Chief Burchett and CFO Hill explained that UFA will cover 80% of the shortage and personnel will be responsible for 20%
- The fund balance will be used to cover UFA's portion and is included in the upcoming budget amendments
- UFA personnel are good consumers of the health plan, and this contingent model keeps costs as low as possible for employees
- Chief Burchett explained that employees still realized a savings
- Working with Labor, it was decided to split up the reimbursement from three pay periods in January rather than during the holiday season
- Chief Burchett and Mayor Dahle both recommend that staff set aside funds in the event this happens next year
- Being aware of the tracking that Gallagher does, and the changes being made, the organization can be better prepared and know further ahead if this were to happen again
- Mayor Stevenson asked what options for collection were discussed with Labor
  - Chief Burchett explained that the discussion was more of looking forward and planning if this happened again
  - This will be a discussion in Benefits & Compensation meetings
  - Mayor Stevenson asked if there was a way this could be less impactful, possibly seeing less of an increase at the first of the year
  - Chief Burchett answered that COLA isn't until July and this is timed with the payment of OT, waiting until July is not an option
- CFO Hill clarified that the maximum responsibility on each employee is \$108.00, depending on their level of coverage

9. Consider Resolution 12-2023A Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2024

- CFO Hill explained that this is the work that UFA staff provides to UFSA throughout the year
- The costs have decreased due to the close of the station construction projects and the subsequent decrease in workload these required
- This exhibit has been approved and recommended by the UFA Finance Committee
- No further questions

Mayor Silvestrini moved to approve Resolution 12-2023A approving proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for calendar year 2024  
Council Member Stewart seconded the motion  
Roll call vote taken

Bailey	Y	Knopp	-
Bourke	Y	Overson	Y
Buroker	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Weichers	Y

Hull	Y	Westmoreland	Y
Kanter	Y		
Hartman	Y		

10. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 23/24 Fiscal year Budget

- CFO Hill reviewed the amendments to the budget
- No questions

Council Member Stewart moved to open the Public Hearing to receive and consider comments on proposed amendments to the 23/24 Fiscal Year Budget

Deputy Mayor Kanter seconded the motion

Roll call vote taken

Bailey	Y	Knopp	-
Bourke	Y	Overson	Y
Buroker	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Weichers	Y
Hull	Y	Westmoreland	Y
Kanter	Y		
Hartman	Y		

- In response to a question regarding the placement of IO in a different column than other Salary and Wages, CFO Hill stated that the cost for the staff member providing the service did increase, and this was where it should be, this was not a mistake

Council Member Stewart moved to close the Public Hearing to receive and consider comments on proposed amendments to the 23/24 Fiscal Year Budget

Deputy Mayor Kanter seconded the motion

Roll call vote taken

Bailey	Y	Knopp	-
Bourke	Y	Overson	Y
Buroker	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	-	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Weichers	Y
Hull	Y	Westmoreland	Y
Kanter	Y		
Hartman	Y		

11. Consider Resolution 12-2023B Approving the First Budget Amendments to the 23/24 Fiscal Year Budget

Council Member Stewart moved to approve Resolution 12-2023B approving the first budget amendments to the 23/24 Fiscal Year Budget

Council Member Perry seconded the motion

Roll call vote taken

Bailey	Y	Knopp	-
Bourke	Y	Overson	Y
Buroker	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	Y	Stewart	Y
Henderson	Y	Weichers	Y
Hull	Y	Westmoreland	Y
Kanter	Y		
Hartman	Y		

12. 2021-2023 Strategic Plan Final Report

- 2021/2023 Close-Out
  - AC Pilgrim provided an overview of the action items that Division's have been working through that help accomplish initiatives
  - Reviewed how the goals resulted from input both internally and from the communities UFA serves
  - Almost 90% of the action items have been completed this year and those not completed will be moved into the new Strategic Plan
  - AC Pilgrim provided an overview of the initiatives moving forward
- 2024-2026 Preview
  - 70 internal and external meetings were held in preparation for the new Strategic Plan
  - Thousands of data points and comments were gathered
  - Thank you to Captain Quinn and the Strategic Plan Committee for the work on this plan
  - AC Pilgrim reminded the Board that this plan is critical to the organization and provides guidance, and highlights the importance of accomplishments and goals

13. Approval of 2024 UFA Board Schedule

- The UFA Board Meeting will take place the third Tuesday of every month
- December 17, 2024 was moved to December 10, 2024 to accommodate Board Member holiday schedules

Council Member Hull moved to approve the 2024 UFA Board Meeting Schedule as presented

Mayor Westmoreland seconded the motion

All voted in favor, none opposed

14. Operations Report

- Assistant Chief Dern presented the response report for the previous month
- Medical Response Advisory Committee (MRAC) Update
  - The purpose of the committee is to evaluate future response needs and changes in communities and to address future gaps resulting from growth
  - Operations needs to remain proactive to the changing needs in response
  - Concepts discussed were response to low acuity calls, possibly in a smaller vehicle with less personnel

- This would free up heavy apparatus for critical calls
- Many options are being explored by different agencies of similar size
- The topics this committee discusses are an extension of the Standards of Cover
- The committee is currently on pause following the initial six meetings, and will resume again to continue work on future solutions
- AC Dern highlighted the structure fire in Herriman that took place this past week
- Wildland Season
  - Recruitment for the next season is out and closes at the end of December
  - Thus far there are 115 applicants who will begin work May, 1, 2024

## 15. Fire Chief Report

- Community Risk Reduction
  - Chief Burchett stated that with November being a month with a high incident of cooking fires, Fire Prevention is now collecting data to begin a proactive approach to community risk reduction
  - The tracking of the highest risk will be targeted and communicated out to the community through the Information Outreach Division
  - This will also include partnering with other agencies to begin an all-resource approach to risk reduction
- Legislative Update – Dave Spatafore
  - UFA Lobbyist Dave Spatafore provided an update as the session prepares to begin
  - Work on rule changes on coverage for supplies and medicine on ambulances is being addressed as well as working toward payment certainty for providers
  - Work has begun on appropriating the \$6.5M grant for behavioral health programs
    - Hoping to fund a statewide program for all agencies
  - Foam in fire stations grant has administrative work remaining
  - Fireworks bill to change aerial allowances
  - Retirement bill dealing with retire-rehire time requirements
  - Asking for \$500,000 for statewide Bomb squad equipment
- Mandatory Staffing Update
  - Chief Burchett had stated that he was going to work with labor and return with ideas on how to address and reduce mandatory staffing
  - Reviewing the data, there is an average of .7 mandatory shifts per day with the Paramedic rank being impacted the most
  - Recruit camp begins in February, and they hit the field in June, another process will be held in the fall
    - These hires should address the shortage
  - Administration is working on policies to address hiring options such as the lateral hire approach
  - Chief is committed to filling vacancies and believes that in the coming year the shortage will be addressed with current hiring practices and changes
- Firefighter Physical Ability Test (FPAT)
  - UFA has been working toward a minimum fitness standard
  - A company, Social Sciences, was hired to validate the standard
  - Social Sciences has submitted a 45-page report and Command Staff will now work through how best to implement the recommendations



16. Closed Session  
No closed session
17. Adjournment  
Council Member Stewart moved to adjourn the December 12, 2023 meeting  
Mayor Silvestrini seconded the motion  
All voted in favor, none opposed

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
Council Member Chrystal Butterfield  
Council Member Catherine Harris  
Mayor Robert Dahle  
Council Member Trish Hull  
Mayor Marcus Stevenson  
Mayor Kristie Overson  
Mayor Mike Weichers

Council Member Allan Perry  
Deputy Mayor Catherine Kanter  
Council Member Tish Buroker  
Mayor Jeff Silvestrini  
Mayor Roger Bourke  
Mayor Tom Westmoreland Council Member  
Sheldon Stewart

Council Member Jared Henderson

**BOARD MEMBERS ABSENT:**

Mayor Dan Knopp

**STAFF IN ATTENDANCE:**

Chief Dominic Burchett  
CFO Tony Hill

CLO Brian Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

Aaron Whitehead  
AC Dern  
AC Pilgrim  
AC Robinson  
Anthony Barker  
Anthony Widdison  
Bill Brass  
Brad Larson  
Brian Anderton  
Calogero Ricotta  
Chad Simons  
Chet Ellis  
Courtney Samuel  
Dan Brown  
Dave Spatafore

David Chipman  
Debbie Cigarroa  
Embret Fossum  
Erica Langenfass  
Jay Torgersen  
Jill Tho  
Kate Turnbaugh  
Kelly Bird  
Kenneth Aldridge  
Kiley Day  
Kimberly Ruesch  
Kiyoshi Young  
Krystal Griffin  
Kyle Maurer, City of  
Herriman

Lana Burningham  
Marcus Arbuckle, Auditor  
Michelle Morse, Gallagher  
Mike Greensides  
Rachel Anderson  
Rebecca Norfleet, Gallagher  
Scott McNeil  
Shelli Fowls  
Steve Quinn  
Sylvia Cardenas  
Tara Behunin  
Tim Tingey, CWH  
Tyler Lintz