

	Utah Task Force 1		
	Date: July 30, 2024	Time: 0900-1000	Meeting: E-BOARD
	Location: Board Conference Room		

Meeting Agenda

Attendees Invited:

Chief Burchett
Chief Robinson
Tony Hill
Captain Tho
Kalle Robertson

Chief Pilgrim
Chief Case
Brian Roberts
Lin Chen

Chief Russell
Chief Dern
Captain K Bevan
Shauna Lawrence

1. **Call to Order** – Chief Pilgrim
2. **Open Public Comment** – Chief Pilgrim
 - a. **No public comment.**
3. **April 2024 Minutes, review and approval**– Chief Pilgrim
 - a. Motion to approve: Chief Burchett
2nd the motion: Chief Robinson
All in favor.
4. **Single Audit FY2023 report, review and approval**– Chief Case
Guest: Steve Rowley with Keddington-Christensen

Chief Case: Steve is a partner with Keddington-Christensen. Welcomed Steve and gave him time to give the board a report on the audit.

Steve Rowley: I am happy to report out on the audit report for the financial audit. We find that it met the requirements.

Steve Rowley: Just to review, we audit based on standards. We test outside documentation, board members, staff, policies, and, of course, the financials. We do a random test on each of these areas throughout the audit to confirm. Along with that, we look at the responsibilities of management. This also includes ensuring the documentation is correct and within guidelines. Our test confirmed that items were followed and completed correctly.

Steve Rowley: We also are looking for things that could go wrong, are not working, and might fall into high-risk or low-risk areas. The second to last part of the audit is to look at the schedule of funds and how they are spent for the year. In the document provided, the last paragraph is about government standards and expectations. You can review page 12 of the document for information and a full breakdown of expectations and standards.

Steve Rowley: We did not have any findings. This is with a complete review of policies and procedures and confirming that everything is being followed.

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Steve Rowley: Marcus appreciates the compliance and diligence of the staff in following the guidelines.

Steve Rowley: The uniform guidelines on how the funds are awarded and how they are spent are documented well, and policies have been followed. The task force has spent \$1.7M and almost \$2M throughout the year. There are several areas that must be followed, and things went well with the audit. The staff ensures that spending is done appropriately. I am happy to report that there are NO findings for any of the second part of the audit. You will find a complete summary on page 19 of the single audit. Also reported no financial findings.

Steve: Any questions?
No questions from the Board.

- a. Motion to approve audit report: Chief Pilgrim
1st the motion: Chief Russell
2nd motion: Chief Burchett
All in Favor.

5. Utah Task Force 1 / FEMA Update- Chief Case

- a. Congressional push for \$56M-\$60M in FY25 (Monday Apr 29)

Lisa Barkovic is affiliated with CA-TF5 and works for a law firm in Washington DC. She is lobbying to help push additional funding which passed the House about a month ago. It still needs to go through the Senate. If funding is increased, we should see additional funding sometime in the next 2 years.

- b. SAC meeting, no dates

Chief Case: No update on the meetings as of now. Chief Case will follow up with Chief Burchett when that is published. This meeting is good to attend. We should know several months in advance.

- c. Advisory Workgroup meeting in Miami

Chief Case: This was hosted in Miami, Florida in June 2024. Captain Bevan will speak about the meeting and details.

Captain Bevan: This meeting involves several groups. We tried to host here in Salt Lake City but could not find a conference facility that would call us back or give us the size of space needed. We moved it to Miami Dade, Florida, which helped us host it. Overall, it was a successful meeting in Miami.

- d. Deployment Matrix

Chief Case: Utah is third due from the Central Division in August. September, we are number two. October, we are at number one. This puts us at the top of the list over the next few months during hurricane season.

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e. TFR meeting summary

Chief Case: Update from the April 2024 meeting. IST, CA-TF5 SAC Brian Fennessey, and Jeremy Greenberg (FEMA Leadership) spoke; system update on the lessons learned from the Hawaii Maui fire. Dr. Paul Doherty gave an update on SARCOP and the developing standard being used. Fred Endrikat spoke about the training ad hoc committee development and the need to review/update the system training program. I have been given an assignment regarding the training plan in the Adhoc group. There was some discussion on the drones and updates moving forward with the system. Embret Fossum is developing the next FEMA US&R multi-year strategic plan. They also spoke on Hurricane Dalia and lessons learned.

f. New Branch Chief

Ken Pagurek is the new Branch Chief. He comes from PA-TF1. Other staff positions are still waiting to be filled. They will continue with their process and updates will be released when they are completed.

FY24 budget: Base funding for FY24 is \$1.37M, which is a boost of about \$100K per task force. Our total is \$1.5M which includes additional funds for hosting classes, AO stipends, and the AO IT allowance. We have not received the budget yet, this is what we are expecting based on Branch guidance.

There is also discussion of staging cache in Puerto Rico. Keith can talk about this later during his update.

g. Recognition of UT-TF1 personnel/accomplishments

Chief Case: I want to recognize the work of some of our task force leadership/members and bring to the attention of the Executive Board, the work of Embret Fossum, Keith Bevan, Wade Russell, and Tua Tho. They are notable members that are actively taking on additional responsibility on behalf of the greater FEMA US&R System and have been recognized by FEMA leadership for their efforts. I am proud of them and wanted to share this.

h. Additional SHSP funds from State of Utah

Chief Case: We have a strong history of acquiring additional funding from the State of Utah, and we were again awarded an additional \$100k, which will be used to buy additional cache items. Captain Tho does a great job in spending those funds within the short time frame asked by the State.

Chief Case: Intelligence – misinformation/disinformation: Per the FEMA Branch, the Republic of China is continuing its practice of generating and injecting disinformation through various social media platforms. This has the potential to impact our response, our people and our operations when a disaster happens. Generated images, and misleading news, are intended to confuse and mislead affected communities and the US at large. False information also delays response because of the need for US officials to reply and respond to the information. FEMA is aware of this and will continue to monitor for the upcoming hurricane season.

6. Training Update -- Keith Bevan

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Captain Bevan: Thank you to Kalle and Shauna for getting things reset in the task force database. We were a little behind in getting the database up to date. We currently show 169 deployable members, and 16 members are in training status.

Captain Bevan: Prior to now, we had several members in a training/hold status. We have been working through this. We were able to get several members through SCS (Structural Collapse Specialist) and additional trainings which then moved a large number of members from an “in-training” to a deployable status. We also have greater depth in the positions of doctors, engineers and canine. We were able to send nine members to med spec training in June; we usually only get two spots.

a. SCS completion

Captain Bevan: We had a successful course. We trained additional Rescue Squad Officers and Rescue Specialists. The course is expensive which is why we offer every 2-3 years. We had outside agencies from Utah SUSAR group along with other FEMA teams, Hawaii, and Canada.

Captain Bevan: We will be hosting other courses moving forward. Kalle has reviewed the membership and the training that is needed to progress the members. We have gone back to the third Wednesday training. The attendance is still low but growing. We will be working on increasing attendance for these monthly trainings for all 19 positions.

Captain Bevan: We are also looking at attending another full-scale training event in Texas in February. Our goal will be to budget a modified Type IV or a Type III to attend this training. It is a good opportunity, and we have an open invitation to attend.

Captain Bevan: We have been invited to attend a training that is being designed around the implosion of the Tropicana Hotel this October. There are some concerns with timing, scheduling squads, funding, and how many members we could support in attending.

Chief Case: We also wanted to introduce Kalle Robertson to the Board. She is doing a great job and stepping up to help in many ways as the training assistant.

7. Finance Update – Lin Chen

a. Open FEMA US&R CA grants summary (FY22, FY23)

Chief Case: Everyone should have received the financials via email.

Lin Chen: The summary was passed out. We have three open grants: FY21, FY22, FY23. We also are in closeout status of the grant for FY21. You can see that the FY22 grant has almost been spent completely as well. This grant does not expire until August 2025. Supplemental funding is the only item left; \$31k of AO funds that need to be spent.

Lin Chen: Our primary focus is to continue to spend grant FY23. We have spent 53% of this grant. This grant has an AO budget amount of \$65k.

We should be receiving the FY24 grant shortly.

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b. Deployment reimbursements

Lin Chen: We have received all the reimbursements for deployments. We currently have one deployment outstanding, which is the New Mexico Wildfire response. We sent out members with the IST and one canine single resource.

c. Open SUSAR grants summary

Lin: We currently have grants: FY21, FY22, and FY23. I will be submitting for reimbursement to the State of the funds that have been spent.

Any questions?

None asked.

8. Logistics Update – Captain Tho

a. Fleet purchase update

Captain Tho: We are in the process of gathering required quotes for a new box truck. We are also working to get a stated value of box truck UT-03, which we plan to sell at auction. The supplemental funding provided by FEMA and the funds from the sale of UT-03 will be used to pay for the new box truck. We will not be seeking support from the UFA to help us complete this purchase. We have appreciated the support in the past.

b. Cache update

Captain Tho: We have completed the full rehab from SCS (Structure Collapse Specialist Course). On Thursday, we are going to start loading the trucks with equipment for the upcoming deployment season.

Captain Bevan: We (FEMA) are discussing a deployment package (cache) to be placed in Hawaii, Alaska, and Puerto Rico to have equipment needs in place and avoid airlift issues during deployments. This is because we had caches that did not arrive, which caused problems in the past. There has been a lengthy discussion on how we obtain cache and equipment in these areas. Airlift continues to be a problem that is not yet resolved. Purchasing cache as a package and having them staged in these areas might be the solution. Additional information will be shared as they continue discussing what will be included in these caches, their maintenance, and where they will be located.

9. New Business – Chief Case

- a. **Review and approval of proposal to increase affiliate pay rates** to keep pace with CPI or other similar metrics
 - i. 5yr average calculated and updated every 2 yrs
 - ii. Other repeatable and understandable method moving forward

Chief Case: Affiliate Pay Scale handout. On page 1 you will review a summary of what is being discussed. On page 2 you will find our matrix and pay scale. We increased the affiliates pay 2 years ago.

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At that time we increased all of these numbers by 6% to keep pace with inflation. Thanks to Tony Hill for his guidance and reviewing the option of a wage increase. We could adopt a wage increase plan that can be reviewed and followed into the future. This would prevent us from coming back for future approval if we could follow the matrix plan. I would like to open a discussion on how this would look moving forward. On page 1 you will see a summary of what has been discussed with Tony. There are really 2 options in which could be reviewed for increases. The first which would average over a 2-year adjustment cycle would average the CPI to increase and overall with an average increase of 6.15% The second would be over the previous 5 years increase the CPI with the next 5 years and add the last 2 years to an average increase of 8.4%.

Tony Hill: I don't know I have a preference on what we prefer to follow.

Chief Case: No complaints from any of our affiliates as of today. We have the pay scale matrix currently for our affiliate members. Although there is no complaint that the pay is too low from our members. It is a big part for the recruitment tool and retention tool moving forward. Keeping pace with inflation issues. This is not applicable to our sworn FD members.

Tony Hill: How do they move through the steps?

Chief Case: They would move through the years. Step 5 would year 5. It would not be based on deployments. The member does have be deployable and keep their files in good standing.

Captain Bevan: We are audited with the pay scale. We got in trouble a few years back due to the fact we did not have this in place. Chief Robinson might remember that.

Chief Russell: Our affiliates are some of the lowest paid in the system.

Chief Case: Annually, each task force is expected to review and report to FEMA what it would cost to send out a Type I or a Type III based on wages. Which also includes doctors, engineers, canines, and sworn member pay scales.

Tony Hill: This mark is higher than our current market.

Chief Russell: We don't have any backfill for certain affiliates. Example Robert Conder the Structure Engineer.

Brian Roberts: There has been a discussion with the Legal Subgroup on the CFR and the pay rates.

Chief Case: I have spent hours going through the CFR to review how to get the pay tables and amounts.

Brian Roberts: We have had several discussions in meetings on how this gets handled for deployments or setting that up for the teams across the system.

Captain Bevan: There are some doctors that get paid more based of some of their areas and approvals for their markets.

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Chief Burchett: Are we proposing the review this affiliate pay scale every 2 years? Then we would approve every 2 years? What are you looking for today?

Chief Case: We reviewed this last 2020. We did and increased rate of 3%.

Chief Burchett: What is the wage increase for each step in this plan as of now?

Tony Hill: It is a 3% increase. Just to clarify the affiliate with 10 years would be paid more than a fire Captain or Chief?

Captain Bevan: Just to make note we should also add this to our admin manual and make a note to review this every year moving forward.

Chief Russell: How do you retain a firefighter that retires that is fully trained and of benefit to the system with the wage rate?

Chief Case: Full global market. We need to look at the missed opportunity and the reason to shop the markets.

Chief Burchett: I appreciate you would like to get this market down. I would still like to approve this each year. I would like to have the consideration for the Board to approve and review it.

Chief Case: I think that is great. I would also like to review and adopt a method to calculate and compare to other teams and markets for the rates.

Tony Hill: Seems like there is a need to be surgical with your review and bump up rates to get those skilled members to stay and be available.

Chief Case: I will take this back and review and update the matrix to be approved at a later date. Table this item for now.

b. NSGP project update. Gate reimbursement received; camera contractor selected

Chief Case: The gates are installed and active. The contractor for the cameras has been selected. They are expected to get that started over the next few weeks. The period of performance is 36 months for this grant, which means we should have it completed by July 2025. We have one year to complete the project; no reason that we can't have that completed.

c. UT-TF1 Executive Board makeup; recommend replacing AC Robinson with AC Dern

Chief Case: I would like to propose a change in Executive Board members. The change from AC Robinson over to AC Dern.

Chief Riley: Do we need to amend the Board members if we just add him? Instead of changing them.

Chief Case: If we add Chief Dern then we have equal numbers, which might not work for tie breaker

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votes.

Captain Bevan: If you have an even number, the Chief could be the tie breaker.

Brian Roberts: The bi-laws and Board members would need to be modified.

Chief Burchett: I would be happy to be a tie breaker.

Brian Roberts: This will need to be brought to the next board meeting to approve and adopt the changes.

Chief Case: I have a Purchase Order that will need to be brought before the board. It is not on the agenda, but we can send it out for email approval once it is completed. Please watch for that.

10. Possible Closed Session:

The Board may consider a motion to enter Closed Session. A closed meeting described under Utah Code Section 52-4-205 may be held for specific purposes including, but not limited to:

- a. discussion of the character, professional competence, or physical or mental health of an individual;
- b. strategy sessions to discuss pending or reasonably imminent litigation;
- c. strategy sessions to discuss the purchase, exchange, or lease of real property;
- d. discussion regarding deployment of security personnel, devices, or systems; and
- e. investigative proceedings regarding allegations of criminal misconduct.

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Adjournment: Chief Pilgrim

Motion: Chief Russell

2nd Motion:

All in Favor.

Next Meeting:

TBA - December 2024

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Meeting ID: 215 399 042 786

Passcode: SBLKaz