

**JOINT UNIFIED FIRE SERVICE AREA AND  
LOCAL BUILDING AUTHORITY OF THE UFSA  
Meeting Minutes**

Meeting held at UFA Headquarters and electronically via ZOOM

**Board Members Present**

Council Member Tyler Huish  
Council Member Trish Hull  
Council Member Catherine Harris  
Council Member Kathleen Bailey  
Council Member Chrystal Butterfield

Mayor Kristie Overson  
Assessor Chris Stavros  
Mayor Dustin Gettel  
Mayor Tom Westmoreland

**Board Members Absent**

Mayor Jeff Silvestrini  
Council Member Sheldon Stewart  
Mayor Dan Knopp  
Mayor Roger Bourke

**Staff**

Chief Dominic Burchett  
Tony Hill, UFA CFO  
Rachel Anderson, UFSA Legal Counsel/District Administrator  
Cyndee Young, UFSA Clerk

**Guests**

AC Dern  
AC Pilgrim  
AC Robinson  
Aaron Whitehead  
Adam Park  
Amanda Lawrence  
Anthony Widdison  
Ashley Mirabelli  
Bill Brass  
Bryan Case  
Chrystal Butterfield  
Courtney Samuel  
Dan DeVoogd  
Dave Spatafore  
David C.

Debbie Cigarroa  
Embret Fossum  
Eric VanDuren  
Erica Langenfass  
Jared Gerber  
Jay Torgersen  
Jill Tho  
Jon Wilde  
Jubal Perez  
Kate Turnbaugh  
Kiley Day  
Krystal Griffin  
Lana Burningham  
Mike Greensides  
Molly McClellan

Nathan Kay  
Nile Easton  
OC Russell  
Patrick Costin  
Paul Story  
Rian Andrus  
Rob Ayres  
Sam Christensen  
Steve Prokopis  
Steve Quinn  
Tara Behunin  
Val Greensides

.....  
Chair Trish Hull Presided

.....  
Called to Order

Chair Hull called the meeting to order at 9:08 a.m. Quorum present.

Public Comment

None.

Public comment was available live and with a posted email address.

Board Elections – DA Anderson

- a. Chair
- b. Vice Chair

Mayor Gettel moved to reappoint Council Member Hull as the UFSA Board Chair and Council Member Harris as the Vice Chair.

Council Member Huish seconded the motion.

All voted in favor, none opposed.

Approval of Minutes – Chair Hull

Council Member Harris moved to approve the minutes from the October 3, 2024 UFSA Finance Committee Meeting, the November 19, 2024 Joint UFSA LBA Board Meeting and the December 10, 2024 UFSA Special Board Meeting as submitted.

Mayor Overson seconded the motion.

All voted in favor, none opposed.

Consider Resolution 01-2025A Approving Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2025 – CFO Hill

This exhibit comes before the Board annually and represents the time UFA staff do work on behalf of UFSA.

Mayor Gettel moved to approve Resolution 01-2025A adopting the proposed Exhibit A to the UFA/UFSA Interlocal Agreement for services for calendar year 2025 as presented.

Council Member Huish seconded the motion.

Roll call vote taken.

|             |   |              |   |
|-------------|---|--------------|---|
| Bailey      | Y | Hull         | Y |
| Bourke      | - | Knopp        | - |
| Butterfield | Y | Overson      | Y |
| Gettel      | Y | Silvestrini  | - |
| Harris      | Y | Stavros      | Y |
| Huish       | Y | Stewart      | - |
|             |   | Westmoreland | Y |

2024 Capital Project Roll-Forward: \$17,000 for Station 126 Roof/Gutter Repair – CFO Hill/DC Greensides

The request to roll-forward this monies is due to Logistics being unable to complete the repairs. The \$17,000 will be officially added to the budget and approved in June, but the intent is to get moving on the project. Roof repairs and the addition of snow bars will be done on the metal roof as well as repair of the rain gutter, addition of heat tape and the electrical to power the the tape.

In response to a question, none of the new stations have solar power due to the high cost, the complications to integrate the auxiliary systems and the warranties on the roofs.

Mayor Gettel moved to approve the 2024 Capital Project roll-forward of \$17,000 for Station 126 roof/gutter repair as submitted.  
Council Member Harris seconded the motion.  
All voted in favor, none opposed.

#### Quarterly Financial Report – CFO Hill

The final audit will take place May/June. CFO Hill provided a brief overview of finances. Revenue collected for the general fund is \$58M to date, 92.2% of revenue has been collected. There will be one more round of property tax to be collected and that will finalize the 2024 revenue.

There has been \$60M in total expenditures, and under expend has allowed less reliance on the general fund, this under expend is mainly the pause on construction of the temporary station garage.

As a reminder, \$4.2M is being held on the bond patiently waiting to see options for Station 112. There is no new information as to a timeline for the station.

Council Member Huish moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented.  
Council Member Harris seconded the motion.  
All voted in favor, none opposed.

#### Finance Committee – Chair Overson

No meeting was held. Membership on both the UFSA and the UFA Finance Committees was reviewed.

Council Member Harris moved to appoint Chrystal Butterfield as the UFSA representative on both the UFA Finance Committee and the UFSA Finance Committee.  
Mayor Overson seconded the motion.  
All voted in favor, none opposed.

Mayor Gettel asked to join the UFSA Finance Committee as well.

Council Member Harris moved to appoint Dustin Gettel as the UFSA representative on the UFSA Finance Committee.  
Council Member Huish seconded the motion.  
All voted in favor, none opposed.

#### District Administrator Report – Rachel Anderson

District Administrator Anderson discussed the new Conflict of Interest Form and requirements. The form has been emailed to all Board Members and must be filled out and returned each year by January 31.

#### Closed Session

None

#### Motion to Adjourn – Chair Hull

Mayor Gettel moved to adjourn the January 21, 2025, Joint UFSA/LBA Board Meeting.  
Council Member Huish seconded the motion.  
All voted in favor, none opposed.