

January 21, 2025

**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 Overton
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	Debbie Cigarroa	Nathan Kay
AC Pilgrim	Embret Fossum	Nile Easton
AC Robinson	Eric VanDuren	OC Russell
Aaron Whitehead	Erica Langenfass	Patrick Costin
Adam Park	Jared Gerber	Paul Story
Amanda Lawrence	Jay Torgersen	Rian Andrus
Anthony Widdison	Jill Tho	Rob Ayres
Ashley Mirabelli	Jon Wilde	Sam Christensen
Bill Brass	Jubal Perez	Steve Prokopis
Bryan Case	Kate Turnbaugh	Steve Quinn
Chrystal Butterfield	Kiley Day	Tara Behunin
Courtney Samuel	Krystal Griffin	Val Greensides
Dan DeVoogd	Lana Burningham	
Dave Spatafore	Mike Greensides	
David C.	Molly McClellan	

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.