



JOINT AGENDA OF UNIFIED FIRE SERVICE AREA AND LOCAL BUILDING AUTHORITY OF THE UFSA

July 15, 2025, 8:30 a.m.
(or immediately following the UFA Board meeting, if after 8:30 a.m.)

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE SERVICE AREA BOARD OF TRUSTEES AND THE BOARD OF DIRECTORS OF THE LOCAL BUILDING AUTHORITY OF THE UNIFIED FIRE SERVICE AREA SHALL ASSEMBLE BOTH ELECTRONICALLY AND IN-PERSON FOR A MEETING AT UFA HEADQUARTERS LOCATED AT
3380 SOUTH 900 WEST, SALT LAKE CITY, UT 84119

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:
<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTi9lSDIxMS96KzZXZz09>
Password: 123911

1. Call to Order – Chair Hull

2. Public Comment

Please limit comments to three minutes each and be germane to the agenda items or UFSA/LBA business. The UFSA/LBA Board typically will not engage directly but may direct staff to address comments following the meeting.

There are three options for comments during this meeting:

- a. In-Person.
- b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
- c. Email: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. July 14, 2025. Emailed comments submitted prior to 7:00 a.m. July 14, 2025, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFSA/LBA Board, but not read into the meeting record or addressed during the meeting.

3. Approval of Joint UFSA/LBA Minutes – Chair Hull

- a. June 11, 2025 UFSA Finance Committee Meeting
- b. June 17, 2025 Board Meeting Minutes

4. Finance Committee (Meeting held 6/11/25) – Chair Overson

5. District Administrator Report – Rachel Anderson

- a. SLCo Facilitator Discussion

6. Possible Closed Session

The Unified Fire Service Area or Local Building Authority of the UFSA may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as

provided by Utah Code Annotated §52-4-205 or 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.

- a. the character, professional competence, or physical or mental health of an individual
- b. pending or reasonable imminent litigation
- c. the purchase, exchange, or lease of real property as provided by Utah Code Annotated §52-4-205.

(If only discussing topic (A), character, etc., then you may move to not record that portion of the closed session per Utah Code § 52-4-206 (6).)

Re-Open the Meeting

7. Adjournment – Chair Hull

**The next Board meeting will be held August 19, 2025, at 8:30 a.m. both electronically and at
UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFSA MEETINGS.

In accordance with the Americans with Disabilities Act, UFSA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting will also be held electronically to allow members of the UFSA/LBA Boards to participate. This agenda is subject to change with a minimum 24-hour notice.

CERTIFICATE OF POSTING

The undersigned, does hereby certify that the above agenda notice was posted on this 14th day of July 2025, on the UFSA bulletin boards, the UFSA website <http://unifiedfireservicearea.com>, posted on the Utah State Public Notice website <http://www.utah.gov/prmn/index.html> and was emailed to at least one newspaper of general circulation within the jurisdiction of the public body.

Micayla Dinkel, UFSA Board Clerk



UNIFIED FIRE SERVICE AREA FINANCE COMMITTEE MEETING MINUTES

June 11, 2025

Meeting held both electronically via Zoom Webinar/UFA Headquarters

Committee Members Present:

Mayor Overson
Council Member Butterfield
Mayor Silvestrini

Council Member Bailey
Mayor Gettel

Committee Members Absent:

Council Member Hull

Clerk Young
District Administrator Anderson

Staff Present:

Chief Burchett
CFO Hill

Staff Absent:

AC Russell

Guests:

AC Robinson
Amanda O'Driscoll
Ben Porter
Chris Stavros, UFA Board
Courtney Samuel

Erica Langenfass
Kate Turnbaugh
Katherine Petersen
Ken Aldridge
Kiley Day

Marcus Arbuckle, Auditor
Nile Easton
Scott McNeil
Steve Quinn
Tyler Lintz

Call to Order

Meeting called to order by Chair Overson at 12:31 p.m.

Public Comments

None

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

Review/Approval of the 2024 Annual Financial Audit & Report – CFO Hill

- ◆ CFO Hill reported on highlights from the report.
- ◆ The Management Discussion & Analysis allows for management to provide an overview of the financial statements.
- ◆ The Financial Statements Balance Sheet provides the position of the organization.
 - ◆ The unassigned fund balance of \$10.1M becomes the beginning fund balance for 2025.
 - There is an anticipated reduction due to moving to 4-person crews and the new stations debt.
 - The reserve is 17.4%, which is over the board policy approved 15%.
- ◆ The property tax section provides the CRA projects approved by the Board.

- ♦ For budgetary comparison, revenue is \$800,000 more than was budgeted for and expenditures are \$969,000 under budget.
 - ♦ Revenues and expenditures are as expected.
- ♦ Marcus Arbuckle, Keddington & Christensen CPA.
 - ♦ Marcus Arbuckle provided a review of the responsibilities of the auditor.
 - ♦ UFSA was given a clean opinion on the basic financial statements.
 - ♦ The Governmental Auditing Standards requires review of the internal controls.
 - No opinion is given, but internal controls were reviewed.
 - While there is no payroll with UFSA, the internal controls are adequate.
 - The main concerns and review are to ensure that one person doesn't have the ability to take a process from start to finish.
 - ♦ The final report on State Compliance provides a guide on what to review during the audit.
 - This year, budgetary compliance, fund balance, fraud risk, government fees, and cash management were reviewed.
 - There were no findings related to those areas.
 - Last year there was one small finding, but it has been corrected for this year.
 - ♦ Marcus Arbuckle stated that this does not happen often, but there are no findings, UFSA has a reliable system with sound accounting policies.
- ♦ Chair Overson stated that UFSA is a sound organization with sound employees. Mayor Gettel agreed and thanked staff for doing things the proper way.

Mayor Silvestrini moved to approve the 2024 Annual Financial Report and Audit as Submitted.

Mayor Gettel seconded the motion.

All voted in favor, none opposed.

Closed Session

- ♦ None

Adjournment – Chair Overson

Mayor Silvestrini moved to adjourn the June 11, 2025 UFSA Finance Committee Meeting.

Mayor Gettel seconded the motion.

All voted in favor, none opposed.

**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
Mayor Dan Knopp
Council Member Sheldon Stewart
Council Member Catherine Harris
Council Member Kathleen Bailey

Council Member Cheri Jackson
Council Member Chrystal Butterfield
Mayor Kristie Overton
Assessor Chris Stavros
Mayor Dustin Gettel
Mayor Tom Westmoreland

Board Members Absent

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 Robinson
AC Russell
Aaron Whitehead
Adam Park
Amanda Lawrence
Anthony Widdison
Ben Porter
Ben Reeves
Bryan Case
Calogero Ricotta
Chet Ellis
Chris Cawley
Courtney Samuel
Dave Ulibarri

Debbie Cigarroa
Embret Fossum
Erica Langenfass
Erik Van Duren
Jared Gerber
Jay Torgersen
Jill Tho
Jon Wilde
Kate Turnbaugh
Katherine Petersen
Kelly Bird
Kenneth Aldridge
Kiley Day
Kiyoshi Young
Krystal Griffin

Meisha Marriott
Micayla Dinkel
Mike Greensides
Molly McClellan
Nile Easton
OC Kay
Rob Ayres
Station 125
Steve Bowen
Steve Quinn
Tara Behunin
Tony Barker
Tyler Lintz
Val Greensides
Wade Watkins



Chair Trish Hull Presided

Called to Order

Chair Hull called the meeting to order at 8:38 a.m. Quorum present.

Public Comment

None.

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

Approval of Joint UFSA and LBA Minutes – Chair Hull

Mayor Gettel moved to approve the minutes from the May 20, 2025, Joint UFSA LBA Board Meeting as submitted.

Council Member Harris seconded the motion.

All voted in favor, none opposed.

Administer Oath of Office for New Board Member – Clerk Young

Millcreek Council Member Cheri Jackson was sworn in to replace Mayor Silvestrini.

Finance Committee – Chair Overson

Chair Overson provided an overview of the meeting that took place June 11, 2025. This meeting was to review the UFSA audit. UFSA was given a clean audit with no findings or concerns from Marcus Arbuckle, Keddington & Christensen CPA. No questions.

Review and Approval of the 2024 Annual Financial Report and Audit – CFO Hill/Chair Overson

Mayor Overson moved to approve the 2024 Annual Financial Report and Audit as presented.

Council Member Harris seconded the motion.

All voted in favor, none opposed.

Property Tax Review – CFO Hill

CFO Hill provided an overview of the property tax position. New growth accounts for \$865M with the average residential value of \$560,000. Collection rates are at 97.7% for SLCo, and a collection rate of 96.0% for Utah County.

The property tax rate is .001650 and will generate just over \$62M in property tax revenue for 2025. There are no judgement levies for this year. No questions.

Consider Resolution 06-2025A Adopting a 2025 Ad Valorem Tax Rate at 23% Above the Certified Rate on the Taxable Property in the Unified Fire Service Area – CFO Hill

Mayor Gettel moved to adopt Resolution 06-2025A adopting a 2025 Ad Valorem Tax Rate at 23% above the certified rate on taxable property in the Unified Fire Service Area.

Council Member Harris seconded the motion.

Roll call vote taken.

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

Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2025 Fiscal Year Budget – CFO Hill

With the new tax rate adopted and the UFA budget approved, these amendments will align the budget with the new tax revenue and the UFSA Member Fee. CFO Hill provided a brief overview of the amendments. An additional \$419,434 will be added to the Fund Balance. The estimate for SLCo was too high and was reduced by \$439,000 with an increase in the Utah County side of property tax by \$535,000, this results in a net increase of \$95,324.

Council Member Harris moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2025 Fiscal Year Budget.

Council Member Jackson seconded the motion.

Roll call vote taken.

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

No public comments.

Mayor Overson moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2025 Fiscal Year Budget.

Mayor Gettel seconded the motion.

Roll call vote taken.

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

Consider Resolution 06-2025B Approving a Budget Amendment for the 2025 Fiscal Year Budget – CFO Hill

Mayor Overson moved to approve Resolution 06-2025B amending the 2025 Fiscal Year Budget as presented.

Mayor Knopp seconded the motion.

Roll call vote taken.

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

District Administrator Report – Rachel Anderson

SLCo Facilitation Discussion.

- » As a reminder, this is an initiative that SLCo began with the focus on two public safety districts. A survey request was distributed to Board Members, and the initial facilitator workshop is scheduled for next week. DA Anderson feels that the main issues are the recreation areas with some disagreements on revenues and their use.

Closed Session

None

Motion to Adjourn – Chair Hull

Council Member Harris moved to adjourn the June 17, 2025, Joint UFSA/LBA Board Meeting.

Mayor Gettel seconded the motion.

All voted in favor, none opposed.

DRAFT