

	Utah Task Force 1		
	Date: Sept 18, 2025	Time: 0800-0900	Meeting: E-BOARD
	Location: ECC Policy Room, w/ Teams mtg option		

Meeting Agenda

Invitees:

Chief Burchett	BC Pilgrim	AC Russell
AC Robinson	DC Case	AC Dern
Tony Hill	Brian Roberts	Captain Keith Bevan
Captain Tua Tho	Lin Chen	Shauna Lawrence
Corina Powell		

1. **Call to Order** – BC Pilgrim
2. **Public Comment** – BC Pilgrim
 - a. **No Public Comment**
3. **December 2024 Minutes, review and approval**– BC Pilgrim

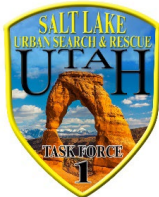
Motion to approve: Chief Dern
 2nd: Chief Robinson
 All in Favor

June Minutes Approval Due to not being able to vote in June.
 Motion: Chief Burchett
 2nd: Chief Dern
4. **UT-TF1 FY2024 Single Audit, review and approval** (Ben Bailey w/Keddington Christiansen, LLC briefed during June 2025 meeting). Audit was conducted April 21-25, 2025. – **DC Case**

DC Case: During the June meeting, we had the Audit firm representative, Ben Bailey, present the report and findings of the single audit conducted this spring for the year ending December 31, 2024. The results were positive with no findings. It was sent out in the June meeting for each of you to review. There were a couple of different pages for your focus. On page 13, regarding Internal Controls, there were no deficiencies under the Government Audit Standard. On page 15, regarding Compliance under the Major Federal Program Standards, found that we followed all standards for our organization. On Page 16, the results showed no deficiencies, and we're in compliance with the guidelines. Ben Bailey reported another clean audit. Considering we did not have a quorum at the last meeting, we were unable to vote to accept the audit. I would like to complete that at this meeting.

Motion to approve: Chief Russell
 2nd: Chief Burchett
 All in Favor

5. **Utah Task Force 1 / FEMA Update**- DC Case

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- a. US&R System Update
 - i. USR PD 2025-008 Survey related to supplemental (amendment) funding, \$2.44M in projected funds for UT-TF1 to recapitalize aging equipment and purchase new items on cache list.
 - ii. FEMA Review Council mtg Aug 28; very complimentary of the US&R System overall with many members having had direct experience with the System over the years.
 - iii. FY2025 CA budget, \$1.527M
- b. State of Utah / SUSAR Update
 - i. Funding proposal
 - ii. Cataloging ESF9 assets

DC Case: Directive PD 2025-008 – This pertains to a survey that went out to all the task forces. The survey identified the areas of the program that needed additional funds for various reasons. The system is anticipating receiving a larger sum of money with this supplemental funding. This could be \$1 million or \$2 million for each team. The funds come from other areas that have forfeited them or are no longer funded. We have identified roughly \$2.44 million in items we would like to replace. Approximately 10% of this amount represents the costs of new items on the cache list that we have yet to buy.

DC Case: Do you recall the average submission?

Captain Bevan: \$3.1 million.

DC Case: We have been doing well, especially with the focus on the fleet over the last few years. But we still have several items in the cache that are aging out, and that will be our focus. We do have a spending plan for any supplemental funding, which I can share with the board. We should know more next Monday about those funding amounts.

DC Case: At the end of August, the FEMA Review Council held its meeting in Oklahoma City. There were several high points that came from this meeting. Discussion on how funds are spent, what they are spent on, and how funding gets sent out. Focusing on the delay of funds for relief efforts and getting that accomplished in a more expeditious manner. Discussion on how long-term recovery and mitigation should be pushed more to state and local governments, and on making the process of obtaining funds and aid to states less burdensome. They spent a good portion of time discussing the recent large-scale deployments in Texas and North Carolina. Overall, Urban Search & Rescue was raised several times during this meeting and was viewed favorably. We had representatives there speaking on behalf of the system.

Some of the heavy hitters at this meeting included Kristi Noem, Pete Hegseth, Nim Kidd from the Texas Department of Emergency Management, and the Governor of Mississippi. There was also Robert Fenton FEMA administrator. It was good to hear that the system has favorable support.

DC Case: FY2025 FEMA Budget. The Executive Board approved this via email. We have submitted a \$1.527M Cooperative Agreement Readiness Grant for FY2025, which also includes funds for the Advisory Organization and System support/projects. It has been submitted, and we are awaiting approval of the budget.

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DC Case: Funding proposal. I spoke with Chief Burchett about seeking legislation to request \$250k in annual funding from the State. This would support training such as full-scale training, along with other rescue disciplines. This would also be used for additional cache purchases. Alternatively, I will seek a one-time funding ask of \$400k. This one-time request would help round out the cache equipment.

DC Case: ESF9 – We have been reaching out in earnest to various fire departments across the state to expand the ESF9 catalog in the State. If there were an incident within the State, we would have a reliable list of resources to call.

6. Training Update – Captain Keith Bevan

- a. AO Workgroup Meeting in June 2025, Miami, FL
- b. Additional funding to support large multi-TF exercises, system-wide
- c. Feb 2026 exercise at TEEX
- d. SCS pre-req courses with valley and SUSAR agencies

Captain Bevan: I am the Chair of the Advisory Organization. We manage 19 subgroups. We met in June, in Miami, Florida. Again, we could not host this meeting in Salt Lake because the hotels here struggle to provide us with space/room block under the government rate. The meeting was successful.

Captain Bevan: Multi-Task Force training system wide. If the supplemental funds come through in the amount they are throwing around, this will help substantially.

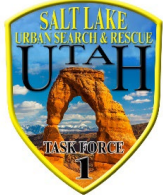
Captain Bevan: Kristi Noem has denied several funding requests across FEMA and the government at large, thereby increasing the amount available to the task forces. If the next few days go well, the System could be looking at \$60M for the task forces to use; we hope this will work out in our favor. In addition, that would raise annual funds for the teams from \$40 million to \$56 million. As of now, this looks like it is moving forward. For our team, it will open opportunities to train at places like the Muscatatuck Training Center, Guardian Center, Disaster City, and other larger training events. Adding opportunities will make the system much stronger. We currently have an invitation to attend another ORE in Texas this upcoming February, which is a standing invitation. This is due to the relationship between Texas and Jeff Saunders. This will include Type 3, Region 6, IST, and inviting SUSAR to attend.

Captain Bevan: We don't want to spend a lot of money until we find out what the system funding may look like. We have paused moving forward with the pre-req and training of the large events. I will push trainings out once the dust settles.

7. Finance Update – Grants Manager Chen

- a. FEMA US&R CA grants summary (FY22, FY23, FY24) & expenditure reports
- b. Supplemental funds summary
- c. Deployment reimbursements
- d. SUSAR grants summary (FY22, FY23, FY24)

Open grants

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Chen: FY22, this one was to be closed by August 2025. This is in progress and will soon be submitted for closeout.

Chen: FY23 – We have spent 99% of this grant. We have only \$13k, which is the Advisory Organizational Stipend. We also have approximately \$49k in supplemental funding planned for spending. We will be on time to spend these funds.

Chen: FY24 – This is the current Grant. We are spending these funds in the areas that are budgeted. The closeout of this Grant is scheduled for August 2027—we have plenty of time to continue using these funds. Attached to this Grant we also have FEMA funds to host the ISTCE and the Plans Team Training. We have plans for this to be spent.

Chen: Supplemental Funding: As Chief Case said, we have several that have already been spent. If we receive additional supplemental funds, we have a proposal for how to spend them.

Chen: We had seven deployments, and two of them were the large ones, and five were IST deployments. The two large events are under review at FEMA. We have received 75% of the large deployments reimbursed, totaling \$ 338k for the UFA Helene deployment. Overall, the deployments totaled \$1.9M. FEMA has not fully reviewed the TC Helene and Milton reimbursement packages, so we continue to wait for the remaining funding.

Chen: The IST deployment for Severe Weather has been paid.

Chen: For the larger 2025 deployments to Texas/New Mexico, we are preparing the final package expenses for submission. Good news: We have been approved for the 75% advance payment. The funds have been received in the amount of \$1.2M. Once we have some numbers, we can send these funds to the departments for 2025 deployment reimbursements.

Chen: SUSAR, we get \$100k for each grant year. FY22 SUSAR has been fully spent. FY23 SUSAR has about \$25k spent, and we have not spent anything on FY24 SUSAR Grant.

Chen: We also got \$49,500 from the state supplemental funding. This was to help with uniforms. This has been spent.

Chief Dern: When will we see the closeout for the FY22 Grant?

Chen: You should see that towards the end of November.

Chief Burchett: At the bottom of the sheet, the Period of Performance for FY23 and FY24 is the same. Is this correct?

DC Case: This is a typo. Every grant is a 36 period of performance.

Chief Burchett: Training funds on FY24 – can you explain the amounts?

Captain Bevan: We hold money for events for FEMA. These could be classes or meetings. In this case

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it is the IST Continuing Education Training and the Plans Training.

Chief Burchett: Can you do something on paper format for the deployment? I can't follow the explanation. I would like something in written form. What deployments are outstanding, what has been paid, and what funds are we awaiting?

DC Case: We will get something together and send it over.

8. Logistics Update – Captain Tua Tho

- a. Fleet Update
- b. US&R Equipment Subgroup Meeting, Jan 27-30, 2025

Captain Tho: Late last year, we were given supplemental funding in the amount of \$145k within the FY23 budget. The PO should have crossed your desks for the fleet replacement. All of this has been spent, except for \$16k, which we have sought approval to use \$16k towards the replacement of a hazmat monitor. We purchased a box truck, trailers, and the UTV/mules with this funding. UFA Logistics has been assisting us in selling the items that needed to be auctioned. Once that is finalized, we will have spent the full \$145k from the supplemental package.

Captain Tho: We hosted the US&R Equipment Subgroup Meeting in January 2025 at Logistics. We had about 18 members in attendance. We focus on the equipment list and areas of concern for the 28 teams. It was an overall successful meeting.

9. New Business – DC Case

- a. Continued discussion on proposal to partner with the University of Utah Body Donor Program, and request for approval to conduct this training at the UFA Magna Fire Training Facility.

DC Case: My ask is to finalize this discussion to host this training at Magna Fire Training. This is in partnership with the University of Utah. They are calling it thermal training, but it is training to burn cadavers at the Magna facility. Prior to the last Exec Board meeting, Chief asked me to get the group's consensus on it. The questions about visibility were discussed, and I appreciate the feedback and concerns. I would like us to formalize it here in this meeting—approve it or shoot it down altogether. Either way, that will be okay. I am looking into other locations, such as Tooele, as an alternative for hosting the training. I have a meeting next week with the Tooele Emergency Manager to discuss some sites and other areas that would be secure, private, and not open to the public.

AC Russell: I don't think we have enough information to say yes or no.

Chief Burchett: I have had in-depth discussions with Chief Case about this. My concern is that if the public found out about this, it could be a PR nightmare. I could support training taking place outside Magna.

AC Dern: I would agree with that. The impact of having this hosted at our facility would be a large

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event. I can't support it in Magna.

AC Robinson: The main setback is that this might be highly visible in Magna, which is not a great option with the fencing and no privacy.

DC Case: I can support your decision. I can continue pursuing the possibilities in Tooele and get additional information on what the training would look like.

AC Russell: We just don't know the process and how that will work.

AC Dern: Considering we can't even burn flags, I don't see how we can get away with this type of training. I think it is best to look for other locations.

Motion to approve: Denied using the UFA training Facility.
2nd:

b. Task Force p-cards. Discussion and request approval to initiate and maintain additional P-Cards for deployment purposes.

DC Case: In speaking with UFA Finance, I learned that the current P-Card system will now allow us to issue cards to positions rather than individuals. I would like to propose that the task force be granted an additional 10 P-Card accounts to issue and use during deployments. These new cards would ideally be created for issue as follows: three TFL, three Rescue/Search Managers, and four Logistic Specialists/Managers. They would be set at a \$1.00 spending limit until deployment, at which point the spending limits would be increased.

AC Robinson: Is there a limit on these cards for normal use.

DC Case: We monitor this and are aware of fraud concerns with our current CCs. We would keep the cards limited to \$1 each and adjust them as needed during a deployment. We have expected spend limits based on positions. For example, logistics would typically carry a larger spend limit than a rescue manager. We have not had any issues with doing that.

AC Dern: Case has been working with Kate.

AC Russell: Will they all be UFA employees?

DC Case: No, we currently have Captain John Maddux (SLCFD) as a TFL. Regardless of the personnel involved, we follow our P-Card policy and procedures. When a member is issued a card to use, they receive a packet with our policy and the forms they need. They are also instructed on how to handle the responsibilities and report back with receipts. They meet with me and, typically, Shauna to review the expenses upon their return. This would be used only for our vetted members, who understand the Code of Conduct and the responsibilities that come with these cards.

Tony Hill: So, they will go out with a person and a delegator who will keep that check-in balance and process it formally.

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DC Case: Yes. I think I misunderstood you. Shauna and Lin are listed as delegates for other TF members that use our P-Cards. They would work with the card holder to capture expenses/receipts and reconcile charges in the P-Card system.

Tony Hill: If you are requesting an additional 10 cards, will we be closing out any of the other cards so there aren't too many? How many cards will your department be using?

DC Case: No, this would be in addition to the members that already have cards. If we haven't already, the card for Chief Greensides will be recalled/cancelled. For most users, these cards would remain secured in the TF office until a deployment requires their use.

Motion to approve: AC Russell
2nd: Tony Hill
All in Favor.

c. Shares account closure. UT-TF1 is proposing to close our FFCU account and requesting approval.

DC Case: For many years, the task force has maintained a savings account/checking account with firefighter's credit union. We have kept \$50k in that account for insurance and to handle unexpected issues. We also have additional unrestricted funds in this account, but I would like to close this account for several reasons. First, we rarely use this account, and it's another account to track. Secondly, this account has experienced fraudulent activity resulting in approximately \$2500 in losses due to an unauthorized online purchase on the East Coast.

DC Case: We don't often transfer funds to Wells Fargo, our primary banking institution. Leading up to August 2020, our FFCU balance was \$125K; from September 2020 to August 2025, it was \$75K; and after a recent transfer, we now have \$31k in the account. The most recent transfer is to temporarily cover deployment costs from 2025. We are seeking to consolidate everything to the Wells Fargo account.

AC Russell: We used this account because we didn't have UFA support like we do now.

Captain Bevan: We also used this to avoid co-mingling.

BC Pilgrim: Any additional questions?

DC Case: Lin, will you share how we keep the unrestricted funds and state funding?

Chen: At Wells Fargo, we use sub-accounts to keep funds separate. In the savings account, we earn a little interest on those funds. We use the checking account to issue checks for vendors and payroll. We do not keep the funds together. They are broken into sub-accounts; for example, the unrestricted funds are in their own sub-account. This is allowable. We also have a sub-account for the donations accepted by the canine group.

Motion to approve: Robinson
2nd: Chief Russell

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All in Favor

d. Business Line of Credit (BLOC). Consideration and approval of UT-TF1 to secure a \$150K line of credit.

DC Case: This topic has been discussed at the Executive Board Meeting previously. The TF struggles to pay our affiliates for the work they perform on a deployment. TF unrestricted funds are used during deployment to cover deployment expenses and support the task force until FEMA reimburses us. Unlike our firefighter members, the affiliate pay is delayed and subject to the TF receiving reimbursement from FEMA. Because the TF lacks sufficient unrestricted funds, our affiliates sometimes wait up to 12 months for payment. This can result in issues for them regarding taxes (spanning a tax/calendar year), and so on. A BLOC could provide us with an avenue to pay these affiliates in a timely manner.

The drawback is that the TF would be using unrestricted funds to pay interest on the line of credit, as cooperative agreement grant funds cannot be used to pay interest or fees, per federal regulations. I discussed this with Chief Peterson years ago. At that time, the TF had not been on a large or lengthy deployment, so affiliate pay issues were not an immediate concern. Peterson was opposed to the BLOC and offered that the UFA cover the affiliates' pay and then be reimbursed.

DC Case: We now have the Sep/Oct 2024 Helene/Milton deployments for which some affiliate members are still awaiting outstanding pay (final 25% of what they earned). A BLOC might help the TF solve this issue.

AC Dern: Where does the risk land on the UFA if you draw out a line of credit?

Brian Roberts: Depends on how the loan is written.

AC Russell: Is the option of what Peterson proposed not available anymore?

Captain Bevan: As the Sponsoring Agency, it would be their responsibility to support those affiliates. That is what has been done in the past.

Chief Burchett: So, would we invest \$100-\$200k in the affiliates' pay? Then we would just follow the reimbursement for those funds as well.

AC Russell: Should we hold on to this for now?

Chief Burchett: I think we need to hold getting the Line of Credit and get additional information.

DC Case: I can gather information and estimated figures for you to review and share with the balance of the Executive Board.

Tony Hill: Could you review the Type 1 deployment in the analysis? Include what the 75% up front. Then we can review the affiliates' 25% for their remaining period. Include the length of the last 3-4 deployments and the timeframe for the funds to make the UFA whole.

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Motion to approve: **TF Executive Board requesting additional information from DC**

Case.

2nd:

- e. Possible need for dissolution of Salt Lake Urban Search & Rescue non-profit. Anticipatory, pending federal agency funding review/status, actionable items, effects at the task force, and sponsoring agency. Utah Code, equipment, employees, timing, and rescission.**

*This item is tabled, pending information/direction from FEMA

Case: Leading up to the NOFO and process to develop the FY2025 FEMA US&R System CA, this was a concern. I have spoken to Brian Roberts at length about this topic. If Sec. Noem signs/approves the (grant) budget, then this is no longer a concern. Tabled.

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:

Motion: Chief Dern

2nd Motion: Chief Robinson

Next Meeting:

Date: December 18, 2025

Time: 1000-1100

Policy Room

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