

Tuesday, April 16, 2019

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**UNIFIED FIRE SERVICE AREA**  
**Meeting Minutes**  
**9:37 a.m.**

**Board Members Present**

Mayor Kristie Overson  
Mayor Jeff Silvestrini  
Councilmember Sheldon Stewart  
Mayor Tom Westmoreland

Mayor Robert Hale  
Surveyor Reid Demman  
Councilmember Richard Snelgrove  
Councilmember Gary Bowen

**Board Members Absent**

Councilmember Kathleen Bailey  
Councilmember Eric Ferguson  
Councilmember Allan Perry

Councilmember Nicole Martin  
Mayor Kelly Bush

**Staff**

Tony Hill, UFA CFO  
Chief Dan Petersen  
Brian Roberts, UFA CLO

Cyndee Young, UFSA Clerk  
Ifo Pili, UFSA District Administrator  
Rachel Anderson, UFSA Legal Counsel

**Guests**

Assistant Chief Mike Watson  
Fire Marshall Brad Larson  
Division Chief Zach Robinson  
Division Chief Jay Torgersen  
Captain Darren Park

Captain Eric Holmes  
Nile Easton, UFA Director of Communications  
Keith Zuspan – Brighton Community Council  
Talsan Schulzke, UFA Strategic Data Manager



Chair Jeff Silvestrini Presided



Called to Order

Chair Silvestrini called the meeting to order at 9:37 a.m. Quorum present.

Public Comment

None.

Approval of Minutes

Mayor Overson moved to approve the minutes from the March 19, 2019 UFSA Board Meeting as submitted.

Mayor Hale seconded the motion.

All voted in favor.

Consider and Approve Resolution No. 04-2019A Adopting UFSA Board Members, Management, and Meetings Policy – Legal Counsel Anderson

Rachel Anderson reminded the Board that she has been working through the policies for clean up and simplifying, and explained the purpose of the Board Members, Management, and Meetings Policy.

Councilmember Stewart moved to approve Resolution No. 04-2019A adopting UFSA Board Members, Management, and Meetings Policy as presented.

Mayor Hale seconded the motion.

All voted in favor.

Consider and Approve Resolution No. 04-2019B Adopting UFSA Tax and Disclosure Compliance Policy – Legal Counsel Anderson

Rachel Anderson explained that a similar policy to this was adopted by the UFSA Board previously around the time of the issuance of the last bond. This is a new and updated form provided by UFSA's new bond counsel, Gillmore Bell.

CFO Hill has reviewed and accepted the document, as it places certain responsibilities on him as the Chief Financial Officer.

Mayor Overson moved to adopt Resolution 04-2019B to adopt the UFSA Tax and Disclosure Compliance Policy.

Councilmember Stewart seconded the motion.

All voted in favor.

Quarterly Financial Report – CFO Hill

CFO Hill presented the quarterly financial report, explaining that there is not a lot of activity on it.

Hill also explained that the UFSA is in the process of working on the Sandy City contract, and calculating the payout for services from January to June.

Councilmember Stewart moved to approve the quarterly financial report, including the list of District expenditures for the last quarter, as presented.

Mayor Westmoreland seconded the motion.

All voted in favor.

Request Use of Office Space at Station 108 for Brighton Town – Chief Petersen

Chief Petersen explained that a member of the Brighton Community Council—a potential member of the new and to-be-elected Brighton Town Council, asked about the possibility of renting space in Station 108 for the use for Town offices. Councilmember Bowen asked if the request was for free use of the space, and Chief Petersen explained that the intention was for the town to pay fair market value for the lease.

Chief Petersen wanted to know if the Board would be interested in pursuing the idea before committing staff to look into lease rates and following up with crews to ensure they are not using the space.

The general consensus of the Board was that they are happy to oblige the request, and felt that anything it can do to encourage a good relationship will be encouraged.

Selection of Engineering Consultants Firm for Seismic Evaluation – AC Watson/Division Chief Robinson

Assistant Chief Watson stated that April 12, 2019 was the kick off meeting with KPFF Engineers—the firm presenting the winning proposal to perform seismic evaluations on several fire stations. KPFF Engineers have done work on multiple Idaho and SLC fire stations.

AC Watson continued to explain that the RFP requested evaluations of 15 stations: 11 full seismic evaluations and 4 cursory evaluations for those stations scheduled for eventual rebuild. Station 112 is totally excluded from review as it is scheduled for rebuild. AC Watson mentioned that thanks to Surveyor Demman and his staff, upon reviewing the lot borders, UFSA might not need to purchase additional property for Station 112.

Evaluations will be completed by July 1, 2019. Upon request by one of the Board Members, a list of the stations on the seismic evaluation list will be emailed to all Board Members.

Review What UFA’s FY19/20 Member Fee Increase Means to UFSA – CFO Hill

CFO Hill presented a long-range plan which is to help in making decisions on the UFA budget.

He explained that this was a good year in terms of property tax growth, so UFSA is in a better spot than originally thought. Anticipating a 4% increase to the UFA member fee would add \$139,000 to the budget, which is not a major impact to the expenditure line. In June we will know what the exact number is.

He continued to explain that UFSA is in a good spot right now, however, there is a lot ahead as well. He recommended scheduling a study session for the UFSA Board in order to review all items in more detail. He explained that other upcoming considerations including potentially increasing Eagle Mountain Station to a 4-person team, preparing for a general obligation bond election, bridging the gap on Station 112 when building begins until the general obligation bond is issued (18 months), adjustments to the Sandy City contract, Rose Canyon Station and operating costs and how to fund those costs, reviewing impact fees and the best way to use those fees, planning future property tax increases, etc.

Closed Session

None

Motion to Adjourn

Councilmember Stewart moved to adjourn the April 16, 2019 UFSA Board Meeting.

Mayor Overson seconded the motion.

All voted in favor.