

DATE Tuesday August 16th, 2016

**Special Meeting
UNIFIED FIRE SERVICE AREA**

**Meeting
~ MINUTES~**

Emergency Operations Center
3380 South 900 West
Salt Lake City, UT 84119

August 16th, 2016

8:30 a.m.

(or Immediately Following Unified Fire Authority Board Meeting)

PRESENT: JOANN SEGhini (CHAIR)
 SAM GRANATO
 LARRY JOHNSON
 CORALEE WESSMAN-MOSER
 CHRISTOPHER PENGRA
 SHELDON STEWART
 RICHARD SNELGROVE

ABSENT: BEN MCADAMS

ALSO PRESENT:
KARL HENDRICKSON, CHIEF LEGAL OFFICER; TONY HILL, CHIEF FINANCIAL
OFFICER; JOEL RICHARDS; MIKE WATSON, ASSISTANT CHIEF; MARTY SLACK,
ASSISTANT CHIEF; STEPHEN HIGGS, ASSISTANT CHIEF; MIKE KELSEY, ASSISTANT
CHIEF; RAND ANDRUS, ASSISTANT CHIEF; MARLON JONES, ASSISTANT CHIEF;
MIKE GREENSIDES, BATTALION CHIEF; CLINT SMITH, BATTALION CHIEF;
JAYZIOLKOWSKIT, BATTALION CHIEF; STEVE PROKOPIS, BATTALION CHIEF; CAL
RICOTTA, HR; DAN BROWN, CAPTAIN; STEVE BALL, CAPTAIN; MIKE WHITE, GREG
FISHER, ACCOUNTANT; BILL BRASS, POLICY CHIEF; JON WILDE, CAPTAIN;
BATTALION CHIEF; SAM CARPENTER, CAPTAIN; DEMA BARBOUR, TAYLORVILLE
CITY; CHRISTY OVERSON, TAYLORSVILLE CITY; JEREMY ROBERTSON, LOCAL 1696;
CLIFF BURNINGHAM, LOCAL 1696; DAVE NICPONSKI; RANDY SANDT, RIVERTON
CITY; MICAYLA DINKEL, CLERK.

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Chair JoAnn Seghini presided

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Chair Seghini called the meeting to order at approximately 9:59a.m.

Public Comment:

No public comment was given

Closed Session:

The Board decided there was not a need for a closed session.

Resolution Appoints a Clerk of the Unified Fire Service Area:

Ryan Perry the previous clerk for UFSA has resigned. Karl Hendrickson stated that the UFSA needs to have a clerk according to the Special District Act and that the Board needed to appoint a new clerk for the UFSA.

Trustee Stewart made a motion to approve the resolution appointing Micayla Dinkel as the clerk for the UFSA. Trustee Granato seconded this motion. The vote was unanimous in favor of the motion.

Continuity of Operations Resolution

Karl Hendrickson explained that the UFA policies that were adopted by the UFSA, state that in the absence of the Chief Operations Officer and/or Deputy Chief Operations Officer duties will transfer the highest ranking Assistant Chief. The highest ranking Chief Officer is now Mike Watson. Accepting the Continuity Plan allows the UFSA to keep operating as needed.

Trustee Moser made a motion to approve the resolution of the Board of the Trustees providing for Continuity of Operations in the absence of the Chief Executive Officer or the Chief Operating Officer as outlined by the resolution. Trustee Pengra seconded the motion and the vote was unanimous in favor of the motion.

Riverton CDA:

Karl Hendrickson informed the Board there are a number of items that Riverton City still needed to provide and the City is working sending these items forward. Karl stated that he is working with Ryan Carter, who is legal counsel from Riverton to create an agreement. Karl Hendrickson stated that Ryan Perry had prepared a draft impact statement of the CDA on the operations of the UFA as it builds out as anticipated. Karl has given the impact statement to all parties to review. The SLVFSA

analysis of the CDA has been given to Chief Watson and Tony Hill. All of these things should be ready for the next Board meeting in September. Randy Sandt stated that Ryan Perry had used an old budget to run the impact statement. Randy stated that Riverton City has the current budget and using this data will give both entities more money. Randy Sandt stated that he will provide UFSA staff and the Board with the correct numbers and is hoping to be able to move the CDA forward as soon as possible. Karl stated that the contract should be fairly simple to draft and get ready for the Board.

Construction Update:

Joel Richards provided a construction update on Taylorsville Station 117 for the Board. Joel stated that the station is coming along very well. The cement is done and they hope to put the roof on next week. It's now is hooked to the sewer and the stone work has started and looks great. He stated that they had some problems at the beginning but that it is looking great and they are catch back up to the original proposed constructed timeframe.

Financial Process Review:

Tony Hill reviewed the UFSA Financial Process with the UFA Board. A MR is created and approved and then sent to Finance. The MR then receives approval from Finance and if the amount is high enough, the Fire Chief. Depending on the price of the purchase, different policies are followed based on the amount of the purchase. The MR is then approved and reviewed by Finance again and assigned a PO. When the invoice is received it is sent to Accounts Payable and a check cut. When the check is cut, two signatures are required to sign the check. Chair Seghini asked that the CFO (or their designee) always be one of the signers. Trustee Wessman-Moser stated that the person signing the checks and the person printing the checks needs to be two very distinct functions. Trustee Wessman-Moser stated that she feels the UFSA is ok right now but that the Board might want look at this process in more detail. Tony stated that he is a signer and that Chief Watson as the Interim Chief will be able to sign the checks now. Karl Hendrickson stated that under the Special Districts Code allows the way that UFSA is doing it now.

Trustee Wessman-Moser made a motion to approve the Financial Process as presented to the Board today but with the request that the Board address this process again within 60 days to review any separation needed. Trustee Stewart seconded the motion and all voted in favor.

Quarterly Financial Report:

Tony Hill reviewed the UFSA Financial Report with the Board members. This report covered January 2016-June 2016. Tony highlighted the General Fund stating that the UFSA has collected around \$1.8 million in revenue as property taxes do not come in until the end of the year. Tony highlighted to expenses that have been paid

out during this time such a salaries, maintenance, professional fees, capital outlay expenses and that the USFA has made two out of the four yearly payments to UFA. Tony reviewed the Capital Project Fund that is basically set up to build Station 117. Tony stated that the Debt Service Fund is where the UFSA makes their debt service payments from and it is normal and tending correctly.

Tony Hill stated that Ryan Perry had submitted his final time card. Tony stated that he was not sure who should sign it. The Board asked the Chair Mayor Seghini to approve and sign his final time card.

Trustee Snelgrove made a motion to approve the Quarterly Financial Report as presented to the Board. Trustee Johnson seconded this motion and all voted in favor.

Internal Items:

Trustee Wessman-Moser, seconded by Trustee Stewart moved to approve the minutes for June 21, 2016. The vote was unanimous in favor of the motion.

Trustee Wessman-Moser made a motion to adjourn the meeting. Trustee Stewart seconded the motion and all voted in favor.