

# South Davis Service Area



# Metro Fire

## Meeting of the Administrative Committee

255 South 100 West, Bountiful, Utah via Zoom  
May 7, 2020  
3:00 p.m.

### **COMMITTEE ATTENDANCE:**

<b>NAME</b>	<b>POSITION / CITY REPRESENTED</b>
Curtis Koch	Davis County
Brant Hanson	Centerville
Ken Leetham	North Salt Lake
Gary Uresk	Woods Cross
Duane Huffman	West Bountiful
Gary Hill	Bountiful

### **STAFF PRESENT:**

Jeff Bassett, Fire Chief  
Dane Stone, Deputy Chief  
Nikki Dandurand, Secretary

Jessica Hardy, Accountant  
Dave Powers, Deputy Chief

### **OTHERS IN ATTENDANCE:**

Mike Swallow

### **APPROVAL OF MINUTES**

Mr. Uresk moved to approve the minutes; Mr. Hanson seconded the motion. All vote "aye" in favor.

### **PRESENTATION OF SALARY SURVEY**

Mike Swallow from Personnel Systems and Services presented the salary survey he conducted. There were three areas that he reviewed and evaluated. Mr. Swallow discussed the survey including a regression analysis, pay compression and how to stabilize the work force. He reviewed the annual pay rate table, to include workload and delegation.

Using a survey that has been conducted where various employers answered, and a new pay plan was developed and presented.

Mr. Leetham asked if we as a district can adopt a policy from the information presented. Chief Bassett stated we can do a wage adjustment. The survey only gives us an idea of where we stand currently. Mr. Leetham suggested we use that as our new worksheet. Chief Bassett stated that we need an additional \$185,000 to fund this adjustment, however, it would not impact the current budget because the survey was already started.

Chief Bassett stated, we want to get this done and stay competitive, but the economy is not great right now. Mr. Hill confirmed the \$185,000 is in addition to COLA and the current step increase. Chief Powers stated that all this information is very valuable to us and what is needed for each position. Mr. Hanson asked to see the current pay scale. Mr. Leetham asked which set of employees are way off? What is the toughest group to hire? And how do we retain those employees. Chief Powers stated many Captains and Engineers have topped out or flattened out creating a disparity in market with other departments.

Mr. Leetham recapped that Mr. Hanson would like to see the information he requested, but no action is needed today. Chief Bassett confirmed that this was only a discussion.

### **DISCUSSION REGARDING THE FY 2020 -21 BUDGET**

Chief Bassett stated he and Ms. Hardy have talked extensively about using the impact fees to pay down the Bountiful City debt service. Ms. Hardy confirmed with Fred Philpot from Lewis, Young, Robertson and Burningham that this is an appropriate use of those funds. We would like to move forward with the step increase and COLA, staying with the current market trends.

In Budget #2, we eliminated all capital expenses, except a new battalion chief truck. Chief Bassett stated we would need to get in line to order one, although it will not be delivered until later in the year. Mr. Hill asked what the cost sharing is for the benefits. Ms. Hardy answered there are two different programs with different rates. Mr. Leetham confirmed that we will use the impact fees to pay down debt services. Mr. Hill asked if that is legally allowed, which Chief Bassett responded “Yes”, per our conversation with Fred Philpot. Mr. Leetham said this is a good strategy for this year, just not every year. Mr. Hanson asked what was involved in the debt service work. Chief Bassett stated it was from the original merger and this will pay back the credit issued to Bountiful for the initial bonds from the station build in 2005 and 2007.

Mr. Leetham recommends to the Board that they include all the increases. North Salt Lake is behind the market as well in compensation, but they are making adjustments, including COLA and step increases for police. Mr. Hanson agreed to delay the COLA/step increase. Mr. Hill stated he supports the 2% COLA. Mr. Uresk suggested we use it as a “market adjustment”. Mr. Hanson suggested “labor market adjustment.” All agreed that we just don’t want to fall behind even more in the job market.

Chief Bassett stated three different values will be generated, using the impact fees as presented and emailed out to the Committee. Mr. Leetham stated there has been no motion. Chief Bassett stated there is a Board meeting on the 18<sup>th</sup> and the proposed budget will go out to them. The Committee agreed to meet on Monday the 11<sup>th</sup>, to finalize the tentative budget.

### **DISCUSSION REGARDING COUNTY WIDE PARAMEDIC PROGRAM**

Mr. Leetham stated that going through this process he noted that we have a great organization and our staff is doing a great job. Chief Powers noted that Curtis Koch was instrumental in most of the discussions. Mr. Koch stated that we need to go from 8 units to 11. We already have 9, and South Davis the third one on their own. Mr. Leetham agreed that Mr. Koch has been a tremendous help.

**DISCUSSION REGARDING CAPITAL PROJECTS**

Chief Bassett stated we have stopped most of the purchasing for the year, except for COVID-19 purchases. We are moving forward with the parking lot at Station 81 and getting in line to purchase the new BC truck. The remodel at Station 84 is underway and is under budget and ahead of schedule.

**FIRE CHIEF REPORT**

Chief Bassett stated he will send out the three budgets prior to Monday's meeting.

**ADMINISTRATIVE CHAIR UPDATE**

Mr. Leetham had nothing to report.

**ADJOURNMENT:**

Mr. Leetham moved to adjourn the meeting.

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Ken Leetham, Chair

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Nicole Dandurand, Secretary