



# UFA Command Staff Meeting Highlights

## January 6, 2026

### 10:00 am

#### Guests

- BC Fossum-Liability and Workers Compensation Claims

#### Policies-HRD Day

- 1100-030 Marking of Unified Fire Authority Vehicles
  - Proposed revisions to UFA fleet marking standards to allow flexibility in logo sizing due to varied body styles, particularly smaller SUVs and UTVs.
  - Verbiage was added to the policy to ensure that markings are not removed by anyone other than authorized Logistics Division personnel.
  - AC Robinson will follow up to ensure all new logo sizes are compliant with IRS regulations and that markings remain visible and of appropriate size.
- 500-050 EMS Response Vehicle Medication and Equipment Standards
  - Alignment of terminology with current organizational structure.
  - AC Dern and HRD Day will work on clarifying section 2.0.
- 900-070 Filling of Job Vacancies
  - Administrative update
- 900-160 Acting-in Assignments
  - Administrative update
- 450-48 Rehab
  - A new rehabilitation policy that formalizes the rehab process during extended or high-exertion incidents. Command Staff agreed that the policy appropriately belongs at the policy level rather than as an SOG. Operations will make additional changes and bring the policy back to the next Command Staff meeting.
- 1100-010 Sale of Vehicles
  - Updates reflect the current surplus process. AC Robinson and HRD Day will review the policy to ensure consistency with the UFA Board Policies.
  - Clarification was requested regarding the removal of communication equipment before the sale of the vehicles.
  - It was suggested that the title of Surplus Property Agent be removed and Fleet Manager or Designee be added instead.
- 400-040 Incident Reporting
  - Terminology updates needed with the change to NERIS.
- UFA Policy Update

- HRD Day reported that all UFA Divisions have completed their policy reviews, with the exception of one division that is currently in the process of revising its section.

### Chief Burchett

- UFA/UFSA Board Agenda Items
  - Command Staff reviewed potential agenda items for the January Board Meetings.
- FF Hiring Meeting Agenda Items
  - Command Staff discussed potential agenda items.
  - Chief Burchett requested a recap of the new hire workshops from Information Outreach.
- Division Leaders Meeting Agenda Items
  - Accomplishment Poster
  - Memo Flow
  - Community Risk Reduction
- BEMS Hearing
  - The BEMS hearing involving a UFA employee concluded successfully. Command Staff is developing a policy to better manage future licensure-related matters.
  - Chief Burchett and Brian Roberts will participate in the upcoming *Questions with the Chief* video to clarify the distinction between licensure issues and claims.
- Yearly Employee Evaluations for Command Staff
  - Chief Burchett sent an email to General Staff as well as those who report to members of Command Staff to allow them to submit feedback as part of the employee evaluation process. Feedback is requested as soon as possible to ensure inclusion in evaluations.
- State Fire Chief's Winter Business Meeting/Leadership Symposium
  - January 21-22, 2026
  - Dixie Conference Center, St. George, UT
- Chief's Schedule This Week:
  - Monday, January 5
    - Meeting with Assistant Chiefs
    - Station 113 C Platoon-Annual Meeting
  - Tuesday, January 6
    - Life Saving Awards
    - Command Staff Meeting
  - Wednesday, January 7
    - Legislative Breakfast
    - FF Hiring Meeting
    - Life Saving Awards
    - Civilian Compensation Discussion
    - Fire Training Recruit Orientation

- Thursday, January 8
  - Division Leaders Meeting
  - Questions with the Chief
  - Life Saving Awards
  - UT-TF1 Executive Briefing
- Friday, January 9
  - Weekly Command Staff Agenda Review

#### HRD Day

- Light Duty Update
  - Command staff reviewed current light-duty assignments.
  - Chief Burchett asked Human Resources to add some historical data (including monthly totals for the past 24 months) to the weekly Command Staff report.
- 2026 New Hire Process Update
  - A total of 479 applications has been received, with 357 candidates registered for the February written exam.

#### Micayla Dinkel

- Memo Process
  - Clarified memo approval procedures, and it was decided that all memos should be routed through Command Staff for review and final approval before being sent to Micayla for distribution.
- Micayla Upcoming Vacation (Jan 16-21)
  - Shelli Fowlks will provide coverage for memos and minutes during this period.

#### AC Dern

- 2025 Call Volume
  - Total call volume for 2025 exceeded 39,600 calls, representing an increase of approximately 2,700 more calls than in 2024. Ambulance revenue is trending as budgeted and will continue to be monitored during budget development.

#### DOC Easton

- 2026 UFA Banquet
  - April 24, 2026 --This is the Place Heritage Park
  - Command Staff approved the menu and cost. Projected expenses remain lower than prior-year expenditures.
- Questions with the Chief --Filming
  - Command Staff reviewed the questions that were submitted.
  - New employee introductions will be included.
  - BEMS-Chief Burchett and Brian Roberts will participate to help clarify the distinction between licensure issues and claims.
  - Next UFA Promotional Ceremony
    - February 2, 2026
    - Location changed from JATC to the ECC Board Room. Micayla will update the Outlook calendar invite.

- Guns and Hoses Hockey Game
  - Discount tickets link will be sent out to all employees from Information Outreach.

#### CFO Hill

- FY26-27 Budget Process
  - All Division FY26-27 budget requests were received by the deadline. Chief Burchett and CFO Hill will begin reviewing submissions in preparation for the budget meetings.

#### OC Kay

- NERIS
  - NERIS launched on January 1, 2026. Operations is addressing initial issues and supporting field personnel with solutions.
- Vacation Book 2026
  - Vacation book launched on January 1, 2026, and seems to be working well.
- 2026 FPAT
  - Operations is working on scheduling the 2026 FPAT testing dates. Testing will take place on Fridays and Saturdays, beginning mid-March and continuing through April.

#### CLO Roberts

- Nothing to report

#### AC Robinson

- Equipment Surplus Sale
  - The surplus sale closed on December 31, 2025, generating over \$46,000. Logistics will continue surplus efforts.
- BLM Fire Station Update
  - The design-phase of the RFP closed with five proposals received. The committee will interview three firms and forward a recommendation to the BLM for approval.

#### AC Russell

- 2025 Accomplishment Posters
  - Information needs to be submitted by all Divisions by January 21, 2026, to Assistant Chief Russell.
- Matt Hambelton's PSOB benefit was approved.

#### FM Watkins

- WUI Code Update
  - The high-risk layer has been updated in the UWRAP portal.
- ISO Rating
  - Upon completion of the Standards of Cover update, UFA will look into reviewing its ISO rating. The last rating was issued in June of 2020 and was a 2x2x rating.
- Riverton City Officials

- New Riverton City officials will be sworn in on January 6, 2026, at the Sandra Lloyd Center in Riverton.

Service Award

- Chief Burchett presented CFO Hill with his 10 Years of Service Coin and Certificate, recognizing his years of service to UFA.