



# UFA Command Staff Meeting Highlights

January 27, 2026

10:00 am

## Guests

- Chief Burchett presented an Office of the Fire Chief challenge coin to Aaron Whitehead and Molly McClellan in recognition of their hard work and dedication in the Finance Division.
- BC Fossum provided an update on Liability and Workers Compensation Claims.

## Policies-HRD Day

- 500-071 Altering an Electronic Health Record
  - The policy will be uploaded to PowerDMS for Command Staff review. Command Staff will review this policy next week.
- 910-080 Firefighter Specialists
  - Changes were made to the Appendix of the Emergency Management Operations Specialist since some of the classes were no longer being offered

## Chief Burchett

- UFA Board Members will tour the Fire Training Facilities and grounds on February 27, in small groups of three to four throughout the day.
- Chief Burchett will be out of town February 13–20. Assistant Chief Dern will serve as Acting Chief during this time. The board agenda will be finalized by February 12, prior to the Chief's departure.
- The UFA Board will conduct the performance review of Chief Burchett and CLO Roberts at the March Board Meeting.
- The Benefits and Compensation Committee Meeting is scheduled for February 12, 2026, at 9:00 a.m. in the UFA Board Room. Chief Burchett will present all compensation information to the committee.
- Chief Burchett reminded Command Staff that weekly legislative meetings have begun and are held Thursdays from 7:00–8:00 a.m. at the Utah State Capitol.
  - Micayla will forward the calendar invite to the Assistant Chiefs and OC Kay.
  - Training on legislative bill tracking is being coordinated for Command Staff.
- The January LMI meeting was reported as successful, with strong attendance including new union board members.

Annual Division Meetings with Chief Burchett have been scheduled.

- Chief's Schedule This Week:
  - Monday, January 26
    - Sync Meeting with Acs
    - Employee Evaluations
    - Darkhorse Meeting
    - Records-Annual Meeting with Chief
    - Budget Prep Meeting
  - Tuesday, January 27
    - LMI Meeting

- Command Staff
- Finance-Annual Meeting with Chief
- Employee Evaluations
- Wednesday, January 28
  - Benefits and Compensation Prep Meeting
  - Health and Safety-Annual Meeting with Chief
  - Meeting with Riverton City
  - Employee Evaluations
- Thursday, January 29
  - Legislative Meeting
  - Joint Council
  - Fire Prevention-Annual Meeting with Chief
  - Fire Training-Annual Meeting with Chief
- Friday, January 30
  - Weekly Command Staff Agenda Review
  - Employee Evaluations
  - Standards of Cover Meetings Prep

#### HRD Day

- Light Duty Update
  - Command Staff reviewed the light-duty assignments.
  
- New Hiring Update
  - 739 applicants are registered through ApplicantPro
  - 549 applicants have signed up for the written exam

#### Micayla Dinkel

- Nothing to report

#### AC Dern

- Nothing to report

#### DOC Easton

- UFA Promotional Ceremony
  - Scheduled for February 2, 2026, at 6:00 p.m. at JATC.
  - Scott Bentley will instead be recognized at the May ceremony.
  - Command Staff reviewed the ceremony program.
  
- Questions with the Chief – Video Submission
  - Command Staff reviewed the submitted question.
  - Filming is scheduled for Thursday, February 5, at 10:30 a.m.
  - Assistant Chief Dern will provide an update on the Low Acuity Unit.

#### CFO Hill

- Nothing to report

#### OC Kay

- Nothing to report

### CLO Roberts

- Nothing to report

### AC Robinson

- Battalion Chief Vehicles
  - The new Battalion 11 vehicle is now in service, with positive feedback received.
  - Battalion 12 is expected to be placed into service this week.
- BLM / Wildland Station Update
  - Final scoring for the design services RFP was completed and submitted to the BLM for final approval.

### AC Russell-Absent

### FM Watkins

- WUI Code Update
  - Eagle Mountain City is working on its boundary map, with adoption expected during February city meetings.
- Fire Prevention Week Training
  - Fire Marshal Watkins reported the training was very beneficial.