



UFA Command Staff Meeting Highlights

February 3, 2026

10:00 am

Policies-HRD Day

- 910-080 Firefighter Specialist
 - Working on language to add the Paramedic prerequisites to the appendix.
 - Changes made to the appendix for the Wildland Division Specialist to update the Faller requirements.
- 500-010 Ride-Along Program
 - Command Staff discussed the intent and scope of the policy, noting that the program has been limited to clinical or EMS students and approved community stakeholders.
- 500-075 Altering an Electronic Health Record
 - Policy to be reviewed by Command Staff and brought back to the next meeting.
- 500-100 Physician Response
 - Policy to be reviewed by Command Staff and brought back to the next meeting.

Chief Burchett

- Acting In Chief
 - Assistant Chief Dern will be acting in for Chief Burchett from February 13-21. Assistant Chief Dern will facilitate the February Board Meetings.
- UFA/UFGA February Board Meetings
 - The agenda review meeting is scheduled for February 9th at 2:00 p.m. to finalize the agendas for both meetings. Command Staff reviewed what items would be added to the agendas.
- UFA Benefits and Compensation Meeting
 - Next meeting will be on February 12, 2026, at 9:00 a.m. in the UFA Board Room.
 - Command Staff discussed agenda items for the meeting.
- FF Hiring Agenda
 - Next meeting will be on February 4, 2026.
 - New hiring numbers are up from those of years past.
 - 817 applicants registered through ApplicantPro
 - 650 Applicants registered for testing
 - Command Staff discussed agenda items to include determining the panel assignments for interviews and physical agility testing.
- Division Leaders Agenda
 - Next meeting will be on February 5, 2026. Location has changed, and the meeting will be held in the planning room instead of the boardroom for the month of February.
 - Command Staff discussed agenda items for the meeting.
- Chief's Schedule This Week:
 - Monday, February 2
 - Sync Meeting w/AC's
 - Station 103 Life Saving Award

- Employee Evaluations
- Budget Meeting
- Riverton Standards of Cover Meeting
- UFA Promotional Ceremony
- Tuesday, February 3
 - Employee Evaluations
 - Command Staff
 - Annual Meeting with Special Enforcement
 - UFA/UFSA New Board Member Orientation
- Wednesday, February 4
 - Firefighting Hiring Meeting
 - Station 125 Life Saving Awards
 - Station 124 Life Saving Awards
 - Herriman Standards of Cover/Membership Fee Discussion
- Thursday, February 5
 - USFCA Monthly Legislative Meeting
 - Division Leaders Meeting
 - Prep UFA Benefits and Comp Meeting
 - Brighton Standards of Cover Meeting
 - Station 116 Life Saving Awards
 - Filming Questions with the Chief
- Friday, February 6
 - Weekly Command Staff Agenda Review
 - SLVECC FY27 Annual Budget Meeting

HRD Day

- Light Duty Update
 - Command Staff reviewed the light-duty assignments.

Micayla Dinkel

- New Board Member Orientation Meetings
 - Micayla will forward the New Hire Board Orientation invites to Command Staff. Orientations are scheduled for February 3 and 10. Command Staff will attend briefly to introduce themselves and their portfolios.

AC Dern

- Low Acuity Unit
 - VECC identified some configuration issues where outside agencies are being brought in earlier than intended and are correcting the issue.
- Standards of Cover Meetings
 - Meetings have begun, starting with Riverton City. Initial feedback from Command Staff and the municipal partners has been positive. Command Staff discussed tweaking a few things to help answer questions upfront and help the municipalities understand the data they are reviewing during these meetings.
- Target Solutions-EMS Protocol
 - Command Staff approved the EMS Division posting protocols that are self-led on Target Solutions to help provide more training.

DOC Easton

- Promotional Ceremony
 - Command Staff discussed the promotional ceremony on February 2, 2026. The slide show was a great addition to the program, and Command Staff appreciated the work that went into preparing the slide show for each candidate being promoted.
 - Keep working on the AV/sound equipment to ensure the audience can hear the speaker.
- Yearbook Photos
 - Reminder to have Class A uniforms ready for yearbook photo to include placement of pins, patches, and hat bands. For questions regarding the Class A uniform, please refer to the uniform policy.

CFO Hill

- Nothing to report

OC Kay

- Station Inspections Report
 - Station inspections were completed in January with strong results. Crews demonstrated good station upkeep, and only a few minor issues were identified.
 - OC Kay commended the facilities team for their hard work in maintaining the building conditions.
- Recruit Exit Interview Report
 - Exit Interviews for Camp 59 are underway, with positive feedback regarding probationary assignments and mentoring.

CLO Roberts

- Nothing to report

AC Robinson

- BLM Wildland Fire Station Update
 - Design team scoring for the BLM station has been completed. The preferred firm has been identified, pending BLM approval.
- ECC Carpet Replacement Project
 - First-floor project is anticipated to be late March/early April and will be impactful to those working on the first floor and may require temporary workspace relocation or remote work options.
- Front Desk Support
 - The front desk will be short-staffed on February 5-6. If any of the Divisions have staff who are available to help support the front desk, please reach out to EMD Behunin.

AC Russell

- 2025 Accomplishments Poster
 - Command Staff reviewed the draft version of the 2025 accomplishment poster. Assistant Chief Russell thanked Courtney Samuel for his work on the poster as

well as all of the Divisions for their contributions. Command Staff will review the poster, and final approval will be at the next Command Staff Meeting.

FM Watkins

- Community Risk Reduction Calendar
 - Initiatives continue, including fall prevention and aging services coordination. FM Watkins will be completing a ride-along with Meals on Wheels to better understand how this program is utilized and may help the citizens that UFA serves.
- Plans Review Class
 - FM Watkins will be in the Plans Review Class all next week and will be available after 5 pm when the class ends.