



# UFA Command Staff Meeting Highlights

## February 19, 2025

### Present

Chief Burchett	HR Director Day
AC Pilgrim	CFO Hill
AC Robinson	CLO Roberts
AC Dern	DOC Easton
OC Russell	Cyndee Young
Captain DeVogd	

### Guests

- BC Fossum – Liability/Workers Comp

### Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

### Policy – HR Director Day

#### 910-90 Entry Level FF & PM

- Addressed certification requirements for probationary Firefighters or Paramedics

#### 900-210 Holidays

- More discussion is needed
- This policy will be reviewed with Labor and then revisited by Command Staff

Suggested changes to the following policies with the proposed implementation of Firefighter II  
Command Staff will continue reviewing further

900-90 Lateral Process

910-090 Entry Level FF & PM

500-030 EMS Skills Evaluation & Remediation

900-120 Pay Plans & Pay Practices

910-100 FF & PM Hiring Process

900-060 Employment of Former Employees

900-080 FF Lateral Process

### Chief Burchett

- Chief's Schedule This Week:
  - **Monday, 2/17**
    - Administrative Holiday – Presidents Day
  - **Tuesday, 2/18**
    - UFA/UFSA Board Meetings
    - Holladay Member Fee Discussion
    - Station 106 Annual Meeting

- **Wednesday, 2/19**
  - Liaison Meeting
  - Command Staff
  - Light Fleet Discussion
  - VECC Board of Trustees
  - ChamberWest Leadership Institute
- **Thursday, 2/20**
  - State FC Weekly Legislative Meeting
  - Riverton Member Fee Discussion
  - Evaluation Meeting II – Easton
  - Evaluation Meeting II – Robinson
  - Exit Interview Laili Couper
  - Evaluation Meeting II – Hill
  - FY25/26 Budget Prep & Review
- **Friday, 2/21**
  -

#### HR Director Day

- Light Duty Update
  - Reviewed current LD assignments
- Hiring Update
  - 386 took the entry-level new hire written exam
  - There are currently 16 lateral candidates scheduled for testing March 5 and 6
- Insurance Broker RFP
  - The RFP process has been completed
  - Gallagher has been awarded the contract
- Drivers License Checks
  - As part of the Utah Local Governments Trust renewal, UFA needs to provide drivers license information for employees
  - By providing the drivers license information, they will conduct monthly drivers license checks
  - Command Staff originally decided they did not want this done, now that Utah Local Governments Trust is going to run the check anyway, UFA may as well participate in the program to receive the 5% discount

#### DOC Easton

- Pipes & Drum Memorial Event
  - Command Staff approved sending a PIO to the memorial event in Emmitsburg in May to record the event
  - Chief feels as though this is a good opportunity to generate interest and increase recruitment in the Pipes & Drums and Honor Guard when a video is completed
- Pancake Breakfasts
  - Magna has requested that the pancake breakfast be held at the training tower
  - Command Staff discussed hosting the event at a park
  - Chief Burchett feels it is a liability issue to host it at Fire Training
  - Command Staff decided that hosting it at one of the Magna stations is the best option

### AC Pilgrim

- Legislative Update
  - AC Pilgrim provided an update on what is currently being watched
  - There are several EMS bills we are watching closely as they continue to change

### OC Russell

- HazMat Tech School
  - Eight have signed up to attend
- Holiday Leave Calculation
  - Discussed at the beginning of Command Staff while reviewing the policy
- TV/Station Kitty Fund
  - With the change in responsibility for these funds, some of the new recruits, and personnel from the last few recruit classes are not receiving information on how to enroll in the funds
  - A memo is pending with information on how to sign up to participate in these funds for sworn personnel
- JATC Event
  - A roundtable is scheduled to discuss the program with JATC administrators
  - The roundtable will be held on 2/20, Captain Simons and OC Russell will be in attendance
- Microsoft Teams Access
  - There is no access currently to Microsoft Teams and all the documents for officers in the field
  - OC Russell will contact IT so they can work toward a solution
- Water Rescue Program
  - A proposal to consolidate the equipment is being considered
  - The water rescue committee has reviewed the program, the expiration of equipment, and the costs associated with training of personnel
  - More information will be forthcoming soon