



UFA Command Staff Meeting Highlights

February 20, 2024

Present

Chief Burchett

AC Pilgrim

AC Robinson

AC Dern

OC Russell

Fire Marshal Larson

HR Director Day

CFO Hill

CLO Roberts

DOC Easton

Cyndee Young

Policy – HR Director Day

900-100 New Hire Requirements & Process

- Added a timeframe to apply or reapply for a position with UFA if a “not qualified” result is determined from the psych evaluation
- This references psych evaluation results only, not background investigations

900-010 General Human Resources Definitions

- Verbiage updates to address civilian definitions as discussed last week by Command Staff

PDP Policies

- 910-010 Assistant Chief
- 910-050 Division Chief
- 910-070 Staff Captain
 - Made changes discussed in Command Staff last week
 - Will take these policies to PAC

910-090 Entry Level Firefighter & Paramedic

- Added language to address ADO training during recruit academy and time allotted to receive certification
- These changes mirror what is listed in the FF Lateral and PM Lateral Process policies

Chief Burchett

- Liaison Agenda
 - Discussed topics in preparation for the meeting tomorrow, 2/21 at 0800
- Wildfire Dangers & Forest Health Committee
 - This committee is sponsored by SLCo Council Member Dea Theodore
 - Chief Burchett, FM Larson, and DC Widdison will be in attendance to answer any questions
- VECC Executive Director Search Update
 - Interviews are pending
 - The goal is to have someone in place in the next few months

- Budget Process
 - With the direction given by the Benefits & Compensation Committee, Chief is now able to better prioritize the Division requests
 - Meetings begin 2/26 and run all week with Divisions

- Chief's Schedule This Week:
 - **Monday, 2/19**
 - Administrative Holiday – Presidents Day
 - **Tuesday, 2/20**
 - UFA/UFSA Board Meetings
 - Command Staff
 - Final Evaluation Discussion – HRD Day
 - SLCo Wildfire Dangers & Forest Health Committee Meeting
 - **Wednesday, 2/21**
 - Liaison Meeting
 - Final Evaluation Discussion – CFO Hill
 - VECC Board of Trustees
 - **Thursday, 2/22**
 - State Fire Chief's Legislative Meeting
 - Final Evaluation Discussion – AC Robinson
 - Final Evaluation Discussion – AC Dern
 - Final Evaluation Discussion – DOC Easton
 - Budget Prep & Review
 - **Friday, 2/23**
 - Swearing in FF for a Day – 5-Year Old Henry Sorenson @ 126
 - Matt Hambleton Recognition @ State Capitol

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- Insurance Update
 - Spoke with SelectHealth on Friday, 2/16
 - SelectHealth has come back with their proposal
 - Chief Burchett will consult with the Benefits & Compensation Committee
- Unaffiliated Facebook Page
 - Currently Cal Ricotta maintains this Facebook page for retirees which was set up 11/29/2017
 - Now that IO has developed a stronger social media presence and manages these aspects of communication, the additional Facebook page is repetitious
 - It was decided to close this page and refer all queries to the current IO managed Facebook page

AC Dern

- VECC Ops Group Meeting
 - At the last meeting, a recommendation was made to start Priority 2 dispatching
 - This will go before the VECC Trustees for consideration
 - The intent is to have P2 dispatched by AVL by agency first

- This will require some GIS work with VECC and will be monitored for a couple weeks before any changes are made
- Meeting with VECC this coming week to see how this looks for UFA
- Communications with the organization will take place once changes are ready for implementation

DOC Easton

- Pancake Breakfast Schedule
 - 4/13 Millcreek
 - 4/27 Midvale
 - 5/18 Holladay
 - 6/8 Herriman
 - Need to schedule Riverton
 - In the fall, CWH, Taylorsville, Brighton, Magna, and Kearns will be scheduled
 - IO has budgeted for 5 per year, but trying to catch up from last fall
- QR Code Chief's Weekly Rundown
 - The QR code is up and running
 - 66 individuals accessed it last week
 - Preliminary interest seems high
- Questions for Chief
 - Reviewed questions in preparation for filming next week

CFO Hill

- Budget Preparations
 - Today, 2/20 is the deadline for completion of ClearGov entries
 - Most Divisions have completed their data entry
 - Feedback on the new process using ClearGov has been positive, it is easier to utilize
 - Finance Division can see real-time changes in the program
- Budget Meetings
 - Meetings with all Divisions begin next week for Chief and CFO Hill
 - All Division Leaders will come with their final presentations and completed narratives
 - All Division Leaders are asked to bring copies to the meetings

Fire Marshal Larson

- Legislation
 - Provided an update on legislation that Fire Prevention is tracking

AC Robinson

- Division Communications to All Staff
 - AC Robinson met with IT Manager Bowden, DC Greensides, and EM Manager Behunin to discuss a standard format of communications from these Divisions
 - This would address information needing to be distributed immediately as well as quarterly updates

- OC Russell stated that if information is needing to get distributed to the BC's, he is in contact with them each morning and briefs them on current issues
- IO would like to do this in a way that would allow for tracking of effectiveness and that would provide performance measures for strategic planning

OC Russell

- Timecard Calculation for 2024
 - OC Russell asked that the 2024 timecard calculation information be posted on LMS
- Station 112
 - Work was beginning at Station 112, and someone was found living in the utility room
 - The room will be secured from now on