



UFA Command Staff Meeting Highlights

February 24, 2025

Present

Chief Burchett	CLO Roberts
AC Robinson	AC Dern
HR Director Day	DOC Easton
CFO Hill	Shelli Fowlks

Absent

AC Pilgrim
Dan DeVoogd
OC Russell

Guests

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Chief Burchett

- Governance Committee Update
 - The Governance Committee has not met in a number of years
 - Chief Burchett would like this committee to be prepared to review the interlocal agreement
 - During the same meeting a new chair will be elected
- Chief's Schedule This Week:
 - **Monday, 2/24**
 - Morning Meeting w/ACs
 - Command Staff
 - Herriman Member Fee Discussion
 - **Tuesday, 2/25**
 - Capital Replacement – FY25/26 Budget Meeting
 - Logistics – FY25/26 Budget Meeting
 - Technology – FY25/26 Budget Meeting
 - Caselle Connect Approval Training
 - Administration – FY25/26 Budget Meeting
 - Fire Prevention – FY25/26 Budget Meeting
 - Special Enforcement – FY25/26 Budget Meeting
 - **Wednesday, 2/26**
 - Operations Chiefs Meeting
 - CWH Member Fee Discussion
 - Weekly Wednesday Command Staff

- EMS – FY25/26 Budget Meeting
- Fire Training – FY25/26 Budget Meeting
- US&R – FY25/26 Budget Meeting
- **Thursday, 2/27**
 - Operations – FY25/26 Budget Meeting
 - Special Operations – FY25/26 Budget Meeting
 - Wildland/CW – FY25/26 Budget Meeting
 - Emergency Management – FY25/26 Budget Meeting
 - Information Outreach – FY25/26 Budget Meeting
 - Human Resources – FY25/26 Budget Meeting
 - VECC FY26 Budget Meeting
- **Friday, 2/28**

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments.
- New Hire/Lateral/Special Hire update
 - Approximately 157 candidates will run through the FPAT
 - Those who pass with a time of 13:00 minutes or better will move on to the oral board
 - HR Director Day provided a list of members who are interested in participating in the Oral Board & FPAT for New/Lateral/Special hire
 - The Firefighter Hiring Committee will make a recommendation from the list
- Senior HR Analyst Position
 - With the upcoming retirement of Lana Burningham, HR Director Day will be reclassifying the position as a Senior HR Analyst and will announce the position this week
- FF II Policy Discussion
 - HR Director Day needed direction from Command Staff regarding the new Firefighter II rank and how to proceed with policy 900-060 Re-Employment of Former Employees and 900-080 Firefighter Lateral Process
- Captain Task Book Update
 - The Captains Task Book is being prepared for a final review and should be ready to launch soon
 - Memos are being prepared to announce the Captain Task Book as well as one to announce the dates for the Captain Leadership Academy
- Fire Marshall Process
 - The Fire Marshall process will begin at 0715 on March 4, 2025
 - Those participating in the interview process and presentation should have received instructions
 - The first candidate is scheduled at 0800

AC Dern

- National Emergency Response Information System (NERIS)
 - UFA will act as a pilot agency for the NERIS in ESO
 - Administration and IT will begin reviewing the program soon
 - The official startup date is January 1, 2026

- More information will be provided in the coming months
- Intterra Update
 - There has been a leadership change in the Intterra organization
 - There is a meeting scheduled between UFA and Intterra leadership to discuss future development and changes with Intterra
- New Recruits
 - The recruits in camp 59 are progressing through camp
 - All is going well
- USAR Exercise
 - The exercise was held in Texas over the weekend
 - A team from our agency participated in a category 4 hurricane simulation which provided both administrative and operational opportunities
 - The participating group will be returning today
 - The equipment cache is expected to return on Wednesday

DOC Easton

- Internal Communications Survey
 - DOC Easton has prepared an Internal Communications Survey
 - The survey was reviewed by command staff and will be sent to members within the next few weeks
- Liaison Talking Points
 - Discussed topics in preparation for distribution
- Customer Service Committee Update
 - The committee has identified a potential nomination for the Fitz Petersen Award and are working on the write-up
 - The award will be presented at this year's banquet

CFO Hill

- UKG Payroll System Update
 - IT is working to download historical data as the cloud storage expires in April
 - This is the final piece needed to fully implement the UKG program
- FY 25-26 Budget Requests
 - All budget requests have been updated
 - If Divisions have additional requests or need to make changes, please contact CFO Hill or Kate Turnbaugh
- Peer-to-Peer (P2P) Payment Applications
 - UFA does not use P2P Payment applications for UFA business
 - Divisions that are using P2P Payment applications such as PayPal, Venmo, Cash App to receive or send monies for their Division must notify CFO Hill as soon as possible as these programs need to be registered under the company name with the oversight of the CFO
 - This would not include a personal collection of funds, for example: a collection for flowers, station meals, etc.

AC Robinson

- Google Research Project
 - AC Robinson has requested that the R&D Committee conduct an unbiased review of migrating to Google from Microsoft for office use
 - Some points that need to be reviewed include strengths and weaknesses of both platforms, impact on Divisions, cost analysis, and employee readiness for the proposed migration
 - A department wide survey will be conducted during this process
- Phone Lines
 - IT is working on removing phone lines that are no longer accessed or in use
 - Some of the lines are listed on the internet, but are no longer in use by UFA
 - IT will be working to identify lines that need to remain in place before disconnecting lines