



UFA Command Staff Meeting Highlights

March 3, 2025

Present

Chief Burchett

AC Robinson

AC Dern

OC Russell

Captain DeVogd

HR Director Day

CFO Hill

CLO Roberts

DOC Easton

Cyndee Young

Absent

AC Pilgrim

Guests

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Policy – HR Director Day

500-030 EMS Skills Evaluation & Remediation

- Cleanup of language to better differentiate/clarify licensure

900-060 Re-Employment of Former Employees

- Added Firefighter II as a rehire option
- Discussed skills evaluation process

900-120 Pay Plans & Pay Practices

- Updates are administrative due to the Firefighter II change
- Also updated the new All City Average COLA changes

910-090 Entry Level FF & PM

- Cleaned language up

Chief Burchett

- 2024 Accomplishments Poster
 - This is the final review by Command Staff before the poster is sent for printing
- Chief's Schedule This Week:
 - **Monday, 3/3**
 - Morning Meeting w/ACs
 - Command Staff
 - Questions w/Chief Pre Production Meeting
 - Finance – FY25/26 Budget Meeting
 - **Tuesday, 3/4**
 - Fire Marshal Process

- Riverton City Council Meeting
- **Wednesday, 3/5**
 - Recruit Camp Welcome
 - FF Hiring Meeting
 - Weekly Wednesday Command Staff
 - Station 110 Annual Meeting
- **Thursday, 3/6**
 - State Fire Chief's Legislative Meeting
 - Monthly Meeting President Young
 - Division Leaders
 - Filming Questions w/Chief
 - Insurance RFP Review w/Gallagher
 - FY25/26 Budget Prep & Review
 - VECC Finance Meeting
- **Friday, 3/7**
 -

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- Memo for Policy Review & Forms
 - A memo is pending as a reminder for the annual policy review period
- Job Descriptions Public Link
 - Command Staff is fine with the links to the job descriptions being available to the public via the website
- Lateral/New Hire Update
 - There are 6 individuals scheduled for the hiring process

DOC Easton

- Promotional Ceremony
 - The ceremony will take place May 5
 - The venue has yet to be determined
- Banquet Update
 - The Customer Service Committee is hoping to offer a vegan/gluten free/lactose free option, but not have it as part of the buffet
 - Tickets will be provided, and the Chef will prepare special plates as needed
- Utah Warriors & Charity Event
 - There will be a fund raising event at Scheels
 - Command Staff is fine with off-duty personnel participating
 - IO will distribute more information
- Promotional Ceremony Update
 - Rob Marriott will be honored at an upcoming Bonneville Exchange Organization event for his work with Burn Camp

AC Robinson

- Inactive Phone Lines
 - IT has been working to identify and close unused/inactive phone line accounts throughout UFA
 - Nineteen inactive numbers have been submitted for review today
 - There are an additional 87 lines IT is vetting to confirm if they can be shut down
 - AC Robinson will find out additional details how these are being vetted as per Chief's request

OC Russell

- JATC Program
 - The job description for the position at the JATC will be reviewed and the job will be posted