



UFA Command Staff Meeting Highlights

March 11, 2024

Present

Chief Burchett	HR Director Day
AC Pilgrim	CFO Hill
AC Robinson	DOC Easton
AC Dern	Cyndee Young
Fire Marshal Larson	

Absent

OC Russell
CLO Roberts

No Command Staff held last week

Guests – BC Fossum

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Policy – HR Director Day

910-070 Staff Captain

- Changes made were to the appendix to address additional positions

910-080 FF Specialists

- Changes made were to the appendix to address additional positions

Chief Burchett

- UFA/UFSA Agenda Review
 - Reviewed the agendas in preparation for the meetings next week
- Recreation Area Meeting
 - A meeting is scheduled this week with SLCo Council Member Stringham to continue discussions
 - Chief Burchett will present a map and call data with the intent to have Parley's Canyon added to the recreation area
- Budget Update
 - All Division budget meetings have been completed
 - Final narratives need to be submitted tomorrow, Tuesday 3/12
- Labor Breakfast Topics
 - Discussed topics for the meeting this week

- Chief's Schedule This Week:
 - **3/4-3/8** No Command Staff held
 - **Monday, 3/11**
 - Morning Meeting w/ACs
 - Command Staff
 - Swearing Out & Exit Interview PM Lynn Egbert
 - UFA/UFSA Agenda Review
 - **Tuesday, 3/12**
 - Member Fee Discussion - Holladay
 - UFA Board Member Orientation – Paul Fotheringham, Holladay
 - Station 127 Annual Meeting
 - DC Widdison Annual Meeting
 - **Wednesday, 3/13**
 - Labor Management Breakfast
 - Monthly Meeting Local President Dodge
 - Weekly Wednesday Command Staff
 - Recreation Fee Discussion SLCo Council Member Stringham
 - **Thursday, 3/14**
 - ChamberWest Leadership Institute Session
 - Budget Prep & Review
 - **Friday, 3/15**
 -

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- Dependent Care Plan Change Document
 - Discussed some upcoming plan document changes to better align with IRS allowances
- Lateral Hire Update
 - Interviews are taking place this week
 - There are currently 18 candidates

AC Dern

- Intterra Users Summit
 - AC Dern attended the summit last week
 - UFA utilizes more of the staff analytic capabilities of the program than other departments
 - Many departments are utilizing the pre-planning portion of the program
 - AC Dern will begin work to utilize more of the full pre-planning capacity
- Special FF Hiring Process Update
 - An administrative update to the policy will take place
 - The policy will be re-distributed to ensure that no one gets caught off-guard with the change in dates listed within the policy
 - [Click Here to View Policy](#)

CFO Hill

- FY24/25 Budget Update
 - Discussed the process going forward now that all Division meetings have taken place
- UKG Update
 - The transition has been delayed until 6/1
 - UFA continues to give UKG time to work through the issues that keep arising

Fire Marshal Larson – AC Pilgrim

- Municipality Fireworks Letter
 - AC Pilgrim presented, for review, the annual letter that FM Larson sends to the city managers in preparation for firework map changes and law updates

AC Pilgrim

- National Fallen FF Memorial
 - UFA will have two names placed on the wall this year
 - Captain Robin Pilcher
 - Captain Merrill Bone
 - Names of those chosen to attend will be provided to Command Staff for review and approval
 - The hope is to send 4 Pipe & Drum and 6 Honor Guard

AC Robinson

- AFG Grant Application Submitted
 - The grant deadline was last Friday, 3/8
 - DC Greensides and many others worked to complete the grant by this deadline
 - \$330,000 was submitted for the grant
 - If awarded; 68 turnout coats and 78 turnout pants would be covered
- Fire Pole Signage
 - Command Staff reviewed signage for the fire poles following a recent incident
- Current Hiring Processes
 - Current processes taking place in Logistics, EM, and IT
 - The Mechanic position closes 3/15, currently there are 2 applicants
 - The Fleet Services Tech positions close 3/15 as well, there are 3 applicants
 - Emergency Management Operations Specialist closes 3/19, 1 applicant
 - IT Systems Administrator, closes 3/15, 52 applicants
 - Facilities Specialist, 47 applicants were interviewed, 11 participated in initial interviews, 4 are moving forward to final interviews

Cyndee Young

- Taylorsville Temple VIP Event
 - Chief Burchett has been invited and will attend a VIP tour of the temple in April