



UFA Command Staff Meeting Highlights

March 18, 2024

Present

Chief Burchett

AC Pilgrim

AC Dern

OC Russell

Fire Marshal Larson

HR Director Day

CFO Hill

CLO Roberts

DOC Easton

Cyndee Young

Absent

AC Robinson

Guests – BC Fossum

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Policy – HR Director Day/OC Russell

400-xxx Line-of-Duty Death & Serious Injury

- This is a new policy for review
- Chief Burchett wants the policy to provide guidance regardless if it is a line-of-duty death or not
- More review will be done, and this will be revisited
- A form must be developed to collect the necessary data to ensure it remains updated for all personnel annually

900-160 Acting-In

- OC Russell has discussed this policy change with Staffing and the BC's
- A change on the process and to address questions that arise are being proposed
- OC Russell will take this to Labor for discussion

Chief Burchett

- UFA/UFSA Final Agenda Review
 - Reviewed the agendas in preparation for the meetings tomorrow, 3/19
- Liaison Agenda
 - Discussed topics for the agenda for the 3/20 meeting
- Fairfield
 - A request for a proposal to provide services on a contract basis was received from the Fairfield Mayor

- Chief Burchett discussed this with UFA Chair Weichers and they determined to not pursue further at this time
- Chief wishes to remain in the current position of providing responses when possible but not be contractually obligated to provide services
- Chief Burchett will draft a response to the mayor
- FPAT Policy
 - A meeting will be held next week with Social Sciences
 - The policy will be presented to them for input on implementation
- Canyon Contribution Update
 - Chief Burchett and CFO Hill met with SLCo Council Chair Stringham and presented maps for consideration of the inclusion of Parleys Canyon in the recreation fee
 - Meetings are now scheduled with the SLCo Democratic and Republican Caucus groups in the coming weeks at the request of Chair Stringham
- Chief's Schedule This Week:
 - **Monday, 3/18**
 - Morning Meeting w/ACs
 - Command Staff
 - Station 108 Annual Meeting
 - Captain Mike Albee 20-Year Certificate, Station 108
 - ChamberWest Leadership Board of Trustees
 - **Tuesday, 3/19**
 - UFA/UFSA Board Meetings
 - Meeting w/Mayor Silvestrini, Millcreek
 - Station 116 Annual Meeting
 - PM Mitch King 30-Year Certificate & Swearing Out, Station 116
 - Meeting Democratic Caucus, Recreation Fee/Area
 - **Wednesday, 3/20**
 - Liaison Meeting
 - UFSA 2024 TRAN Closing
 - Weekly Wednesday Command Staff
 - Coffee w/Chief Lieb, SLC
 - VECC Board of Trustees
 - **Thursday, 3/21**
 - Behavioral Health Meeting w/Radix
 - Meeting Andrew Smith, Radix
 - Exit Interview PM Tyler Goodspeed
 - Station 116 Annual Meeting
 - Budget Prep & Review
 - Meeting w/Guy Perrin, Leadership Cohort
 - **Friday, 3/22**
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HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- PT HR Technician Recruitment
 - This position has been posted
- Lateral Hires
 - There are nine individuals going through the process
- Captain Update
 - Captain recruitment closed Friday
 - 52 employees submitted interest
 - HR is going through the process on testing eligibility

AC Dern

- BLM/Wildland Building Update
 - Awaiting the lease document which should be received within the month
 - The lease document covers more than the land lease, there is also the scope of work for managing the building project and some operational control language
- EAP
 - Recent feedback regarding EAP access has been good

DOC Easton

- SIFT – UFA Social Media Strategy
 - The new implemented strategy is to focus all social and earned media on four primary areas: Safety, Incidents, Fire Training and “Telling Our Story”
 - [Click Here to View Slideshow Presentation - SIFT](#)
 - Command Staff reviewed DOC Easton’s presentation to the Board on this new direction
 - IO’s FF for a Day segment was also viewed
 - This video was distributed last week
 - [Click Here to View FF For a Day: 5-Year Old Henry](#)
- Banquet Registration
 - Registration for the banquet and room reservations are now available
 - [Click Here to Register For Banquet & Rooms](#)
- IO Job Listing
 - IO has created a video to encourage internal applicants for their seasonal hire position
 - The position is needed for event season from 6/1-10/1
 - Link to the video is included in Memo 24-043 for the job opening

CFO Hill

- AP/AR Manger Recruitment
 - Senior Accountant Nyla Willoughby will be retiring in May
 - The position has been reclassified and is open for recruitment
 - Thus far there are 27 applicants

- 2024 UFSA Tax Revenue & Anticipation Note
 - The documents for \$30M will be signed today, 3/18
- Budget Update
 - A lot of progress has been made
 - The hope is that everything will be finalized this week

Fire Marshal Larson

- New Inspector
 - Inspector Dave Mills begins his new assignment today, 3/18

AC Pilgrim

- CenterPoint Alumni Program
 - The direction for the program has been decided
 - The intent is to host the following four trainings
 - Captain's Roundtable
 - BC Seminar
 - BC Academy
 - A "Big Sprinkle"
 - This will be the opportunity mainly for those who have already attended a CenterPoint Leadership Training, but will capture some who haven't
 - Guy Perrin will be meeting with Chief Burchett to ensure he is covering Chief's expectations on Mission, Vision, Values, and culture for this next level of leadership development
- NFFF Memorial Update
 - Working on sending the requested Pipe and Drum and Honor Guard
- Peer Support Program
 - The fourth training takes place this week
 - These trainings have been and will continue to take place monthly
 - July 2024, the trainings will begin taking place quarterly
 - Working on updating the policy and creating guidelines to clarify what Peer Support provides

OC Russell

- Telestaff/Bid Policy Changes
 - A Telestaff upgrade now allows for automatic programming
 - These changes will make it easier for staffing, no longer requiring manual adjustment for specific date requests when moving individuals between platoons
 - Changes will be made in the policy to reflect this upgrade