



# UFA Command Staff Highlights

April 21, 2026

10:00 am

## Guests

- BC Bogenschutz-Liability and Workers Compensation Claims

## Policies-HRD Day

- 900-060 Re-employment of Former Employees
  - Updates to the policy include required background (BCI), drug screening, and medical clearance with the goal of maintaining the ease of a rehire while ensuring due diligence. Policy will move forward to PAC to review.
- 500-070 Electronic Health Records
  - The policy was reorganized to better align with the ESO system workflow. Changes are structural only; no substantive policy changes. Command Staff will review over the next week and discuss at the next Command Staff meeting.
- 900-330 URS 457 Plan Automatic Enrollment
  - This policy update reflects mandatory 457 automatic enrollment via the online system (no paper forms anymore). Employees are still allowed to opt out within 90 days without penalty. HR will clarify “election” language and consistency within the policy. Employees will continue to acknowledge enrollment via signed certification forms.

## Chief Burchett

- Chief Burchett asked Information Outreach for the upcoming 2026 parade schedule as soon as possible to ensure coverage for all municipalities.
- Filming Questions with the Chief will be moved to May 7<sup>th</sup> at 11:00 a.m. Command Staff reviewed the questions that have been submitted.
- Chief’s Schedule This Week:
  - Monday, April 20
    - Sync Meeting with/ACs
    - Meeting with Mayor Kanter
    - Darkhorse Meeting
    - Board Prep Meeting
    - Budget Prep Meeting
  - Tuesday, April 21
    - UFA/UFSA Board Meetings
    - Command Staff
  - Wednesday, April 22
    - 20 Years of Service Coin-Wes Lathen
    - Meeting with Councilmember Henderson
  - Thursday, April 23
    - Utah State Fire Chiefs Association Legislative Meeting
  - Friday, April 24
    - 2026 UFA Banquet

### HRD Day

- Light Duty Update

### Micayla Dinkel

- Nothing to report

### AC Dern

- Fire Shelter Inventory
  - Light-duty personnel have been assigned to inspect fire shelters and conduct an inventory. Initial look at the fire shelters suggests that inventory is in good condition, but if deficiencies are identified, further action to replace them will be taken.

### DOC Easton

- Voting at Stations
  - Salt Lake County requested the use of some UFA facilities for voting. Command Staff approved the use of Station 123.
- Community Event Water Usage
  - Several requests for the crews and engines to participate in local school field day events. Traditionally, the crews spray water for the children to run through. Due to drought concerns this year, Command Staff decided not to spray water at these events. Crews will still participate in field days as asked but will not be using water.
- 2026 UFA Banquet
  - UFA Banquet will be held on April 24, 2026. DOC Easton will email the program for Command Staff to review.
- Promotional Ceremony
  - May 4<sup>th</sup>, 2026, 6 p.m. JATC
  - Command Staff reviewed the program for the promotional ceremony.
- Light the Night
  - Scheduled for May 2<sup>nd</sup> at 8:30 pm at Station 121. Mayor Buroker will be attending the event.
- 2026 Pancake Breakfast Schedule
  - Station 106 Millcreek City May 2
  - Station 115 Copperton City May 9
  - Station 104 Holladay City May 16

### CFO Hill

- Payroll Changes
  - Payroll Manager, Debbie Cigarroa, will be retiring. Finance and HR will work on recruitment for a new Payroll Manager. Thank you, Debbie, for your years of service to UFA.

### OC Kay

- New Low Acuity Assignments
  - FF Turner and FF Query will be assigned to the low acuity unit.

### CLO Roberts

- Nothing to report

#### AC Robinson

- Nothing to report

#### AC Russell

- Strategic Plan
  - New strategic plan process to begin. A memo will be sent out regarding the process. Command Staff discusses the importance of engagement and improved communication to ensure the meetings are well attended and valuable.
- L-380 Class/Operations Coverage
  - Assistant Chief Russell and Assistant Chief Dern will be providing BC coverage during the L-380 class.

#### FM Watkins

- WUI Adoption
  - Eagle Mountain City adopted its WUI map on February 17, 2026.