



UFA Command Staff Meeting Highlights

April 22, 2025

Present

Chief Burchett

OC Russell

AC Dern

FM Watkins

HR Director Day

CFO Hill

CLO Roberts

DOC Easton

Cyndee Young

Absent

AC Robinson

Guests

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims
- BC Fossum also noted that the FPAT is going well

Policy – HR Director Day

600-080 Payroll

- Changes were made to align with current practices and processes
- Clarifications on when a Personnel Action Form (PAF) is needed were added
- Changes to the timecard approval time are suggested, but feedback from Staffing and WL will be collected prior to final approval
- Clarifying language was also added to the policy

900-410 Harassment, Sexual Harassment, Discrimination, & Retaliation

- It was found that the policy did not include students/participants in EMT School
- The policy was broadened to include these individuals
- This will now go before PAC

200-100 Security, Levels of Access

- Changes were made to update the access levels for records
- As these are administrative changes, there is no need for this policy to go before PAC

Chief Burchett

- Acting Chief 4/28-5/1
 - AC Dern will serve as Acting Chief while Chief Burchett is attending the Metro Fire Chief's Conference
- Governance Committee Agenda

- The agenda was reviewed in preparation for the meeting on Thursday, 4/24
- Promotional Ceremony
 - IO is working to finalize details of the ceremony
 - The event will be held at the Millcreek City Hall
- Chief's Schedule This Week:
 - **Monday, 4/21**
 - Captains Roundtable Welcome
 - **Tuesday, 4/22**
 - AC Promotional Process
 - Command Staff
 - Lifesaving Awards Station 252
 - **Wednesday, 4/23**
 - Captains Roundtable Welcome
 - Lifesaving Awards Stations 108/126, Station 126
 - Representative Wilcox/EMS Controlled Substance Licensing
 - **Thursday, 4/24**
 - State Fire Chief's Legislative Meeting
 - First Due Demo
 - UFA Governance Committee Meeting
 - FY25/26 Budget Prep & Review
 - **Friday, 4/25**
 - Captains Roundtable Welcome

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- U of U Sleep Study Request
 - A request to participate in a U of U Sleep Study has been received
 - The study involves interested individuals to wear a blood pressure monitor and sleep monitor through May
 - This study is in conjunction with Oregon Health Sciences study on how sleep effects various health conditions
 - Participation is voluntary
 - Command Staff is concerned with the requirement to wear additional equipment while on shift
 - HR Director Day will gather more information and clarification on wearing the equipment on/off shift, or just during sleep
 - This will be brought back to Command Staff for consideration once more information is gathered
- WarriorsFest
 - SelectHealth is cosponsoring an event with the Utah Warriors Rugby Team
 - All proceeds go directly to a dedicated fund supporting mental health resources and therapy for first responders to first responder mental health resource funds
 - The event takes place on May 30
 - 10 tickets have been offered for distribution to UFA personnel

- IO will send information out to the organization for anyone interested in obtaining the tickets

AC Dern

- SOC Accreditation
 - AC Dern met with the South Metro Fire SOC Manager to discuss the work we have done with the adopted SOC
 - Self assessment and the accreditation process is a lot of work and gathering of information to meet the parameters is difficult for just one individual
 - It works best if each division is more involved in owning their own piece of the document
 - An Accreditation Manager is also recommended, one that solely works on this project
 - South Metro will provide AC Dern templates, notes, etc. since they have completed their accreditation
 - The SOC will be finalized March 2026
 - The process will follow the accreditation parameters and meet the intent
 - The discussion regarding pursuing actual accreditation will continue at the board level

DOC Easton

- Liaison Talking Points
 - Discussed topics in preparation for distribution
- Summer PIO Position
 - There were no applicants to take the summer position
 - Most of the busy season is June/July, basically three weekends that are overly busy
 - Command Staff discussed the lack of interest
 - It was suggested that the event season be broken up, therefore not requiring a full summer commitment
 - IO will target the busy periods and bring the dates/events back to Command Staff for ideas on how best to generate interest and participation from staff
- Annual Banquet
 - The final numbers for the banquet are due to Snowbird Friday, 4/25
 - There are now 300 signed up to attend and a lot of the rooms have been reserved
 - DOC Easton is working with Snowbird on the overflow extension of the event
- Promotional Ceremony Update
 - The ceremony is May 5 at the Millcreek City Hall
 - [Click Here to View May Promotions](#)

CFO Hill

- Timecards Missing Approvals
 - Payroll is challenged in finding which supervisors are responsible for approving missed timecards
 - OC Russell suggested that Payroll send the list to Kalle in Staffing to identify who should be signing the timecards

- CFO Hill will work with Payroll and Staffing on a process to move forward with this