



UFA Command Staff Meeting Highlights

May 20, 2024

Present

AC Pilgrim	HR Director Day
AC Robinson	CFO Hill
AC Dern	CLO Roberts
OC Russell	DOC Easton
Fire Marshal Larson	Cyndee Young

Absent

Chief Burchett

Guests

- BC Fossum – Liability/Workers Comp
- EM Director Behunin/Val Greensides – ECC Lobby Management System

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

ECC Lobby Management System – EM Director Behunin/Val Greensides

- EM is working on an overall ECC security plan
- This first step is the Visitor Management Plan
- This will be an electronic process for checking in visitors to the building
- EM is ready to implement this first step once Command Staff gives the go-ahead
- AC Robinson asked that some type of training be provided on LMS for everyone
- AC Dern asked that a memo be prepared, the configurations on the UFA side be finalized, and an implementation date be identified

Policy – HR Director Day

900-320 Insurance Eligibility

- The changes made to this policy are administrative and are the result of requests from the Benefits & Compensation Committee Meetings
- The policy now outlines the frequency of going to bid for insurance providers and rates
- The changes capture what was requested, but also allows for flexibility if Command Staff wishes to go to bid sooner
- This will now go before PAC for a courtesy review

AC Dern – Acting Chief

- UFA/UFSA Agenda Review
 - Reviewed the agendas in preparation for the meetings tomorrow, 5/21
- Chief Burchett Update
 - Chief Burchett is still recovering, but doing better
 - He will be returning shortly
- Chief's Schedule This Week:
 - **Monday, 5/20 – Monday, 5/27**
 - AC Dern Acting Chief

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments

DOC Easton

- Questions for Chief
 - Reviewed two questions that were submitted
- Banquet Overview
 - The banquet went well, and food was good, great feedback
 - Attendees stayed late into the night
 - 272 attended vs 260 last year
 - IO will be meeting with Snowbird in the coming weeks for a post-event review
 - IO will also be sending a survey as they do each year
 - Command Staff discussed extending the use of the room longer, however, Snowbird was very accommodating and moved those wishing to continue enjoying the event, to the lobby
 - Almost 30 retirees attended this year
 - Congratulations to the Fitz Petersen “Life is Duty” award recipients; Don Korth (retired) and HR Specialist Rob Marriott

AC Pilgrim

- Bees Game Tickets
 - UFA Board Member Paul Fotheringham has offered a limited number of tickets for off-duty crew members for the afternoon game this Wednesday, 5/22
 - Captain Brown is coordinating and is the point of contact
 - CLO Roberts has reviewed for compliance with ethics policy
- Uniform Committee
 - Both Galls and LN Curtis are estimated to be active by July 1, 2024
 - The Committee is working through unforeseen challenges with the t-shirt and the regional agreement Skaggs has in place with 5.11
 - Work is also being done with Lighthouse on Class A uniforms
 - Also discussing discontinuing the embroidery work on the ¾ zip sweatshirts; this adds both additional cost and time which hinders availability

AC Robinson

- Email/Outlook Exchange Upgrade Friday, 5/24, 4:00 p.m. – 6:00 p.m.
 - IT has scheduled an upgrade this Friday, 5/24
 - During this time, all externally generated emails will go directly to the Barracuda system and will need to be retrieved by each individual who utilizes Outlook
 - Internal emails will also not be delivered, the sender will be notified of a failed delivery and will need to resend the email after the 6:00 p.m. upgrade completion