



UFA Command Staff Meeting Highlights

June 2, 2025

Present

Chief Burchett
Acting OC Aldridge
AC Dern
FM Watkins
HR Director Day

CFO Hill
CLO Roberts
DOC Easton
Cyndee Young

Absent

AC Russell

Guests

- BC Fossum – Liability/Workers Comp

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Policy – HR Director Day/AC Dern/CFO Hill

400-120 Bids, Bumps & Assignments

- AC Dern met with DC Ayres and DR. BZ regarding the policy allowing for recently promoted Paramedics to bid while on probation
- A discussion was had about removing bid access from anyone on promotional probation
- After a discussion with Labor, it was decided to leave the policy as is

500-080 Controlled Substance Medication

- In response to recommendations from the recent DEA audit, changes will be made to how the controlled substances are tracked and transported
- This change allows for one person to transport the controlled substances between stations rather than two, which is the current practice
- The medications are in sealed pouches that are checked in/out after transport
- This change will not affect crews, but changes how the Medical Division operates when moving controlled substances
- This policy will now go before PAC

600-040 Purchasing of Services, Supplies, and Equipment

- CFO Hill outlined that the main change to this policy is due to moving away from the current MR process to an online Purchase Order process
- CFO Hill also reviewed the exceptions to the formal bid process as a reminder to those making purchases
 - Sole source must be verified by purchasing agent and CLO before submitting a contract
 - Standardization also needs approval prior to the purchase or contract

- Fire Chief is the only one who can waive the formal bid process
- Contracts for expert witnesses, advisors, investigators, and outside counsel can be exempted from a formal process at the discretion of the Fire Chief

600-070 Budget Process

- CFO Hill explained that the policy was changed to reflect the current budget process and various terminology
- The last update was 2017

600-120 Surplus Property Disposition

- There are no process changes to the policy
- CFO Hill explained that the changes are an update on the roles within the Finance Division
- All three finance related policies will now go before PAC

900-080 FF Specialist

- This policy will not go before PAC as the only change is to the appendix
- The minimum qualifications were changed to desirable qualifications/endorsements

910-090 Entry Level FF & PM

- Review of this policy is due to questions from PAC and how a FF AEMT will be compensated if hired before July 2025
- Clarification is that they are allowed to keep moving through the pay plan steps for that rank, they are not frozen in the step

Chief Burchett

- Division Leader Agenda
 - Discussed agenda topics for the meeting this week, 6/5
- Parade Schedule
 - Determined which parades Chief Burchett will participate in this year
- IGNITE Symposium
 - Registration is open for the March 2026 event
 - This is a 2-day event sponsored by the Western Fire Chief's Association
 - Chief Burchett and other members of Command Staff (TBD) will be in attendance
- Chief's Schedule This Week:
 - **Monday, 6/2**
 - Command Staff
 - **Tuesday, 6/3**
 - Executive Assistant Interviews
 - Meeting w/Granger Hunter Improvement District to discuss UFA budget process
 - **Wednesday, 6/4**
 - BC Aldridge Annual Meeting
 - FF Hiring Meeting
 - Weekly Wednesday Command Staff
 - Captain Millard Recognition, Station 125
 - SLCo/UFA HB48 Discussion
 - **Thursday, 6/5**
 - Division Leaders

- Filming Questions w/Chief Prep Discussion
- Operations Chief Interviews

- **Friday, 6/6**
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HR Director Day

- Light Duty Update
 - Reviewed current LD assignments

AC Dern

- Fire Training Captain Openings
 - The job description is updated
 - Once the UFA Board adopts the budget, the new and current fire Training Captain positions will be posted
- Safe Streets for All Grant (SS4A)
 - The U of U is pursuing the SS4A grant
 - Due to grant rules, they are unable to apply on their own and are therefore working with SLCo and Emergency Management to apply and pass the grant through SLCo
 - The U is looking to utilize the grant valley wide to shore up the Health Data Exchange, implement the whole blood program and physician response
- ML 253 Status
 - ML253 is ready and will be in service tomorrow, 6/3
- Mandatory Draw Memo
 - A memo is pending outlining slight changes for the upcoming draw
 - Telestaff has the capacity for an automated draw, however, the draw will remain basically the same with two key differences
 - The Captains will utilize the auto bid module in Telestaff as a trial
 - Rather than conduct all draws in one day, they will be split into two, therefore, if there are any issues, the entire day is not affected
- Hot Shot Status
 - The crew was not granted Hot Shot status
 - UFA is awaiting the formal letter from the evaluator cadre
 - The crew will continue to work through the process

DOC Easton

- Banquet Survey Results
 - DOC Easton presented Command Staff with the final summary of the survey results
 - Command Staff discussed the span of control on the evening
 - The role of IO is to coordinate and execute the banquet

AC Robinson

- SLCC Firefighter Academy
 - Salt Lake Community College is developing a new Firefighter Academy that they are planning to roll out in 2026

- AC Robinson met with SLCC, and they are planning on visiting the Fire Training grounds soon
- This is an excellent opportunity for UFA to partner with the College
- For now, none of our staff will be involved in the program; they will very likely utilize our fire training facility for training evolutions
- More information will be available at another meeting mid-July
- Fire Training BLM Project
 - The ground lease is moving forward again

FM Watkins

- Community Risk Reduction Opportunity
 - FM Watkins found an opportunity with a Community Risk Reduction Crisis Workgroup through SLCo
 - This will allow support for some adult aging services and care facilities
 - This should allow for more efficient interactions through EMS