



# UFA Command Staff Meeting Highlights

## June 3, 2024

### Present

Chief Burchett  
AC Pilgrim  
AC Robinson  
AC Dern  
OC Russell

Fire Marshal Larson  
HR Director Day  
CFO Hill  
DOC Easton  
Cyndee Young

### Absent

CLO Roberts

### Guests

- BC Fossum – Liability/Workers Comp

### Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

### Policy – HR Director Day/CFO Hill

#### Line of Duty Death & Serious Injury

- All changes and suggestions from Command Staff have been included
- AC Pilgrim will complete a final review before it is ready for PAC

#### Respiratory Protection Program

- All changes have been made
- Chief Burchett will complete a final review before the policy is sent to PAC

#### FF Physical Agility Test

- Command Staff has completed their review
- This will now go to PAC for review

#### Surplus Property Disposition

- Changes were administrative

### Investment of Public Funds – CFO Hill

- This is a brand new policy that resulted from concerns of the Board Members
- If in the future, there was a desire to move away from the Public Treasurer's Investment Fund (PTIF) investment, this policy will allow for other investing options
- Much of this new policy is best practice from the Government Finance Officers Association (GFOA)
- Command Staff will review the policy

### Chief Burchett

- UFA/UFSA Agenda Review
  - Reviewed the agendas in preparation for the agenda meetings next week
- CFO/City Manager Agenda Review
  - Reviewed the agenda in preparation for the meeting
  - The meeting is scheduled for this Wednesday, 6/5 at the ECC
- Darkhorse Use for Community Risk Reduction Opportunities
  - Chief asked that FM Larson and DC Ayres work with the SLCo Health Department on utilizing the Darkhorse software
  - The goal is to find something related to Community Risk Reduction that can be tracked for 3-6 months with the goal of compiling data to review
  - This could also be a great opportunity for the Health Department to experiment with other ways to use the software
  - Chief suggested possibly Narcan, but more discussion will continue on ideas for use
- Division Leaders Agenda Review
  - Discussed topics for the meeting this Thursday, 6/6
  
- Chief's Schedule This Week:
  - **Monday, 6/3**
    - Morning Meeting w/ACs
    - Command Staff
    - IO Annual Meeting
  - **Tuesday, 6/4**
    - Station 119 Annual Meeting
    - DOC Easton Annual Meeting
  - **Wednesday, 6/5**
    - FF Hiring Meeting
    - Weekly Wednesday Command Staff
    - CFO/City Manager Meeting
  - **Thursday, 6/6**
    - ChamberWest Legislative Affairs Committee
    - Division Leaders
    - Filming Questions w/Chief
    - Lifesaving Awards Station 121
  - **Friday, 6/7**
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### HR Director Day

- Light Duty Update
  - Reviewed current LD assignments
- Lateral Hire Update
  - The lateral hires began today, 6/3
- New Hire Entry Update
  - This past Saturday, 6/1, the opening for new hires began
  - This will run the month of June

### AC Dern

- Heavy Rescue School
  - School began last week and is going well
  - Instructors are doing a great job
- WL Crew
  - The crew is on the Blue 2 Fire in New Mexico
  - Deployment this fire season began 1 month earlier than last year
- Camp Williams Drill
  - Last Friday the annual wildfire response drill took place
  - This drill included crews from UFA, Black Hawks, and army reservists
  - All went well
- Medical Response Advisory Group
  - The group will be assembled to begin work in preparation for next budget year

### DOC Easton

- Banquet Survey Results
  - DOC Easton presented the complete survey and comments
  - IO will distribute a summary to the organization
  - Everyone who was in attendance was sent the survey
  - Overall, this banquet scored the highest in the last 7 years
  - The highest score being the performance by Pipe & Drums and the Honor Guard, attendees loved the upbeat music
  - Chief asked that the video/slideshow for Fitz Petersen be distributed to all UFA
  - The overall food quality was appreciated
  - Chief shared the feedback he has received from his station visits
  - Looking at possibly Friday, 5/9/25 for next year's banquet
  - Also discussed were options for a location where those interested in visiting longer could do so without disrupting other guests
- Herriman Pancake Breakfast
  - The breakfast is scheduled for this Saturday, 6/8, @ Station 103
- Questions for Chief
  - There are currently two questions submitted for this week
- Days of 47 Parade
  - Command Staff discussed participation in the parade this year on July 24 in downtown SLC
  - IO will reach out to Board Members to see who is interested in riding in the MAC with Chief Burchett

### CFO Hill

- UKG/Kronos Timecard Transition – Day Staff
  - There have been a few issues that we are aware of with signing-on and missing desktop icons
  - IT and Finance are working through these problems
  - Unfortunately, almost 1/2 of the users entered their time in the old system

- This has caused a lot of work for Payroll as they must now go in, and hand enter this time into the new system while trying to prepare payroll
- Time worked must be entered in the new system (UKG) for June 1-15
  - Moving forward Payroll we be following policy on any missing time on all timecards
- All employees should refer to Memo 24-069R and the attached instructions for accessing the new program
  - [Click Here to View Memo 24-069R UKG Upgrade Go-Live REVISED](#)
  - [Click Here to View Memo 24-069a UKG Pro Instructions](#)
- If needing help with the desktop icon, please reach out to IT to have it added
- All employees should logon to ensure access and to address any issues before the close of the next pay period
- Command Staff also reminded everyone that time should be entered as it is worked

### AC Pilgrim

- Skaggs Update
  - AC Pilgrim and members of the Uniform Committee met with Skaggs last week to discuss concerns with the shirt inventory and other uniform items
  - The volume of sizes and rank designations is difficult for them to keep in stock (we have over 27 variations of shirts that are being printed)
  - To alleviate this, Skaggs will stock shirts with just the basic UFA logo and will screen print the EMS and rank designations upon purchase
    - This may result in a slight delay in how quick personnel can walk out with a shirt in hand, therefore, it is important to plan uniform needs ahead of time
  - The Uniform Committee is discussing discontinuing the embroidery on the back of the ¾ zips
    - This adds about \$40.00 per item
    - Only the front would continue to be embroidered
    - This should not only reduce the cost, but also the turnaround time
  - Chief remains open to recommendations from the Uniform Committee
  - Command Staff discussed supporting the use of badge shirts only and the utilization of blank navy blue t-shirts underneath
  - Command Staff will review recent suggestions from the Uniform Committee

### AC Robinson

- Retention Funding
  - Retention funds for Stations 251 and 253 will be released to the contractors soon
  - The funding is in the approval process
- TDA Repairs Update
  - Station 110's TDA is going to Minnesota either this or next week, pending confirmation that all parts have been received and are ready for install
    - The suspension, axle, and the regearing should take about 2 weeks
  - If all goes well with this repair in Minnesota, the remaining 4 TDA's will be done here at Graham Fire, as their mechanics are taking part in a train-the-trainer for the repairs on Station 110's TDA

- This should lessen the turnaround time for repairs by a couple of days since they no longer would need the travel time to Minnesota
- Costs are all covered by Rosenbauer
- Final inspections scheduled for the 2 new Rosenbauer Quints have been pushed to the end of June, first of July

#### OC Russell

- Staffing Office
  - LD will be used to help in staffing for the next couple weeks