



UFA Command Staff Meeting Highlights

June 10, 2024

Present

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

Absent

AC Dern

Guests

- Andrew Pinto – Promotional Swearing In as Engineer
- IT Manager Bowden – Cybersecurity Grant
- BC Fossum – Liability/Workers Comp

Cybersecurity Grant – IT Manager Bowden

- The state has been awarded a grant to help provide some security options for agencies
- There are multiple offerings available to UFA
 - All members of IT have been signed up for free training
 - KnowB4 costs will be covered
- Both the training and KnowBe4 will be provided at no cost for 3-years
- This is a \$45,000 savings over the 3-years
- There is also a bi-annual phishing campaign that UFA will participate in as well
- Command Staff also discussed cybersecurity protection options

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Policy – HR Director Day

300-020 ECC Staff

- This is a new policy from Emergency Management
- Command Staff will review the policy and revisit it at a later date

900-080 FF Lateral Process

- Verbiage was added to provide the flexibility to determine seniority when doing special hirings
- Command Staff had much discussion on application of this policy
- Further review will continue on this policy

910-070 Staff Captain

- The suggested changes are for minimum requirement deadlines
- Changes to the appendix were also modified
- Command Staff wants to continue reviewing and discussing these changes before any final decision is made

900-170 Reasonable Accommodation Guideline

- Leaders Intent has been added
- Some verbiage and formatting changes were made, mainly administrative changes
- This will now go to PAC for review

Chief Burchett

- Chief's Schedule This Week:
 - **Monday, 6/10**
 - Morning Meeting w/ACs
 - Promotional Swearing In Engineer Pinto
 - Command Staff
 - UFA/UFSA Agenda Review
 - **Tuesday, 6/11**
 - Greater SL Valley Fire Chiefs Meeting
 - Rescue School
 - New Hire Workshop Welcome
 - **Wednesday, 6/12**
 - Labor Management Breakfast
 - Weekly Wednesday Command Staff
 - **Thursday, 6/13**
 - ChamberWest Leadership Institute
 - **Friday, 6/14**
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HR Director Day

- Light Duty Update
 - Reviewed current LD assignments

DOC Easton

- New Hire Workshops
 - There are two workshops taking place this week
 - There are currently 70 individuals signed up for the Tuesday, 6/11, workshop and 55 for Thursday, 6/13
- Medal Policy
 - IO continues to work with SymbolArts on verification of ribbons available for medals after some of the ribbon was discontinued

CFO Hill

- UKG Payroll System Upgrade
 - Thank you to Debbie Cigarroa and Shaunie Marshall for their work and oversight of the upgrade to UKG from Kronos and for everything they did to make the first payroll in the new system happen

- Payroll was on time and successful, with only a few issues that are being resolved
- We continue to encourage all employees to get into the new system, get familiar with it, and verify things are processing correctly for them

Fire Marshal Larson

- Saltair 2-Day Event
 - The 2-day event this past weekend was shut down on the second day due to high winds
 - Some scaffolding and equipment were damaged
 - No injuries were reported due to the winds and equipment
 - There were over 6,000 in attendance Saturday and 3,600 on Sunday
- Fireworks Update
 - The firework map has been posted on the website and restrictions updated
 - Midvale and Holladay made some adjustments to their restrictions

AC Pilgrim

- HIPAA Security Risk Assessment
 - IT Manager Bowden and AC Pilgrim discussed the assessment
 - This assessment was recently completed by IT Manager Bowden and Shelli Fowlkes
 - Discussion was had regarding current risks involving HIPAA and PHI
 - Such examples include the GTAC devices and the ability to identify each person who enters data into the device and challenges with more strict security measures
 - Also discussed was asset control and identifying the equipment for better tracking
 - Encryption of hard drives and alignment with internal controls was discussed
 - Overall, the final report was good, and our risk is lower with measures being taken
- FOCUS Survey
 - Command Staff will review the comparison between the 2018 and the current survey for discussion next week
- HIPAA Training Day Staff
 - HIPAA training is scheduled for day staff on June 20 in the Planning Room from 10-11:30 a.m.
 - An invite has been sent to all day staff

AC Robinson

- CenturyLink Land Line Phones
 - IT found that Directory Assistance is being utilized somewhere in the UFA landline phone system
 - IT is working to identify the source of these calls
 - Each call to Directory Assistance incurs a \$7 fee, leading to nearly \$500/month in fees