



# UFA Command Staff Meeting Highlights

## June 17, 2024

### Present

Chief Burchett

AC Pilgrim

AC Robinson

AC Dern

Fire Marshal Larson

HR Director Day

CFO Hill

CLO Roberts

DOC Easton

Cyndee Young

### Absent

OC Russell

### Liability/Workers Comp – AC Pilgrim

- Reviewed recent injury and accident claims

### Policy – HR Director Day

#### 600-180 Investment of Public Funds Policy Follow-Up

- Changes were made to Leaders Intent

### Chief Burchett

- UFA/UFSA Agendas
  - Reviewed agendas for meeting Tuesday, 6/18
- ChamberWest Institute Participation
  - UFA has sent two individuals each year to the institute
  - Chief discussed opening this opportunity to individuals at the Captain/Division Chief rank
  - The next session begins in September
  - Command Staff will continue discussing how best to extend this opportunity to 1-2 interested individuals for the next session
- Chief's Schedule This Week:
  - **Monday, 6/17**
    - Morning Meeting w/ACs
    - Command Staff
    - Filming Questions w/Chief
  - **Tuesday, 6/18**
    - UFA/UFSA Board Meetings
  - **Wednesday, 6/19**
    - Administrative Holiday – Juneteenth
    - VECC Board of Trustees

- **Thursday, 6/20**
  - Liaison Meeting
  - HIPAA & Documentation Training
  - Finance Annual Meeting
  - LS Awards Station 252/253 @ Fire Training
- **Friday, 6/21**
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- **Saturday, 6/22**
  - Herriman Town Days Parade

#### HR Director Day

- Light Duty Update
  - Reviewed current LD assignments
- Adding Entry Level Recruits to Special New Hiring Process
  - To fill vacancies, HR will be adding a few applicants with the highest scores in the top hiring band
  - This will give them the opportunity to start recruit camp earlier, and they are anticipated to begin on October 16, 2024, if they successfully pass the background process
  - If an applicant is selected, but unable to attend the October 2024 recruit camp, the applicant will continue with the regular hiring process
  - HRD Day will work on finalizing the policies for PAC

#### AC Dern

- MCOT Team
  - DC Ayres has met with the U of U and managers of the new behavioral health facility that is being built adjacent to the ECC
  - They are interested in looking at housing an MCOT Team in some of the stations
  - Chief is interested in this and asked that DC Ayres continue discussions with the U of U on how this can be implemented
  - This would be a great opportunity to build strong relationships for better response to behavioral health incidents

#### DOC Easton

- Liaison Talking Points
  - Command Staff reviewed and discussed topics
- Herriman Events
  - Events are taking place in Herriman all week
  - Chief will be riding in the Mack at the parade on Saturday

#### CFO Hill

- FY22/23 Lease Financing – Available Funds
  - The lease is coming to a close, the draw down is 10/1
  - Currently there is \$75,000 of under-expend with the potential to increase to \$125,000

- Any funding over the \$75,000 is pending any change order costs for the Type 1 and Type 6's that are on order
- AC Robinson will work on creating a list of priorities to utilize the \$75,000 and beyond if more funds become available
- As a reminder, CFO Hill stated that the purchases are for items with a 7-9 year life span
- Budget Amendments
  - At the Board Meeting tomorrow, 6/18, there will be an amendment for \$287,000 resulting from insurance payouts from recent accidents
  - The mechanic vehicle is already slated for the coming budget year and Command Staff discussed purchasing options to replace the ambulance

### Fire Marshal Larson

- Knox Box Key Inventory
  - FM Larson wants to remind crews to complete the check each Monday before 10:00
  - If done before or after, Fire Prevention staff must go into the back end of the program and provide credit for the inventory check
  - FM Larson stated that the program has been successful and wishes to extend thanks to crews for their weekly key accountability checks

### AC Pilgrim

- Leadership Workshop w/ CenterPoint
  - This course is for all UFA Supervisors, sworn and non-sworn
  - The leadership event is scheduled for Wednesday, June 26 in the Board Room
  - Sign-up to participate closes this Thursday, 6/20
  - [Click Here to View Memo 24-083 Leadership Workshop for UFA Supervisors \(Sworn & Civilian\)](#)
- BC Academy
  - The BC Academy begins next week; the first session will cover leadership concepts and general administrative responsibilities
  - [Click Here to View Memo 24-072 BC Leadership Academy - Session 1](#)
- FOCUS Survey
  - Command Staff has reviewed the executive summary
  - Chief would like the summary prepared for distribution to the field
  - Discussion will continue on the findings and potential solutions

### AC Robinson

- .GOV Transition
  - IO and IT are working together on what the transition will look like
  - The website and email transition will be simple as they can be rerouted on the back end
  - The main challenge is the single sign-on for personnel
  - IO will work on how best to advertise the change and get the message out to all personnel
- EM Vehicles at Auction
  - EM has sold 3 vehicles at auction for just under \$57,000

- EM Part-Time Planner Position
  - The new planner will begin July 9