



UFA Command Staff Meeting Highlights

June 30, 2025

Present

Chief Burchett
AC Robinson
AC Dern
FM Watkins

HR Director Day
CFO Hill
CLO Roberts
Jill Tho

Guests

Tony Barker

DOC Easton
OC Kay
AC Russell

Absent

Cyndee Young

Policy 600-130 Business Travel – CFO Hill

- The primary source of payment should be through the travel coordinator card
- The second source could be the employees' p-card
- Non- employee travel must have a PO in place to be paid by AP
- K-9 exception to drive even though it may be more expensive

Policy 600-070 Budget Process – CFO Hill

- 1.3 labor was concerned that their seat was removed
- Intent has not changed. CS would like a recommendation from PAC to keep the original intent
 - Bill will meet with Captain Quinn for a recommendation

Policy 910-040 Battalion Chief- HRD Day

- The policy has been revised to incorporate the Battalion Chief Task Book and require full attendance at all Battalion Chief Leadership Academy sessions as a prerequisite for testing for the Battalion Chief position. The written exam will no longer serve as a standalone qualifying hurdle but will instead be integrated into the overall assessment process.

500-090 Durable EMS Equipment HRD Day

- Removed steps from 9.0 and moved to guidelines
- Chief Dern will talk to Captain Holmes and follow up with Kiley as he would like some of the steps to be in policy, setting clear intent about reporting and fixing durable equipment failures

Chief Burchett

- Discussed Division Leaders Agenda Items
- HB48 Meeting
 - Continuing to meet with FFSL and SLCo to discuss the rule making process
- 1. Discussed Board meeting topics for the July meeting
- Mourning bands for Idaho fallen firefighters
 - Jill to send out email to department to wear mourning bands

- Meeting on July 22nd with Western Fire Chiefs Association (WFCA) David Blankenship, Division Leaders are encouraged to invite staff, but should RSVP through the USFCA email
 - Topics include technology updates from the WFCA
- Salt Aire
 - Salt Aire had a water line failure that may impact upcoming events
 - Watkins will follow up on the next events and make sure they have water
 - OC Kay will pass the message to BC's
- Chief's Schedule This Week:
 - **Monday, 6/30**
 - Morning Meeting w/ACs
 - Command Staff
 - HB48 Meeting w/SLCo & FFSL
 - **Tuesday, 7/1**
 - UFA/UFSO Orientation Cheri Jackson, Millcreek
 - Funeral for retired engineer Jerry Pearson
 - **Wednesday, 7/2**
 - FF Hiring Meeting
 - Weekly Wednesday Command Staff
 - **Thursday, 7/3**
 - Division Leaders
 - UFA/SLCFD Executive Team Meeting
 - Riverton Town Days Parade
 - **Friday, 7/4**
 - Administrative Holiday – Independence Day
 - Magna Parade

HRD Day

- Light Duty Update-reviewed light duty assignments Flu Shot Clinic
 - Flu shots are coming up and need to have direction on how to distribute
 - HRD Day will coordinate with Division Chief Ayres, CS would like to continue what we have been doing
- Aflac
 - They had a data breach, and they are in the early stages of the investigation when complete will reach out if any of our employees were affected
- New Hire update
 - Twenty-four offers for the August recruit camp have been accepted
 - 5 special hires are moving through the background process
 - B-band has been through the background process and six are ready for offers and three are waiting for drug and physicals
 - They are on pause
 - C-band will begin moving to the background process
 - IT and HR have been improving the onboarding process for new employees. Divisions impacted will receive automated emails. These emails are legit and not phishing scams.

AC Dern

- VECC configuration testing did not go well, and the planned configuration changes are paused until at least August 1st
- Upstaff on July 24th will be similar to July 4th a memo will go out this week
- Spoke with labor about mandatory-In Telestaff both CM hours and Mandatory hours need to reset at the same intervals to maintain accurate pick lists. Current policy calls for mandatory to reset annually and CM to reset bi-annually. Previously discussed with labor and their recommendation was to have mandatory match the CM reset schedule. No policy change was made, and it is now too close to the deadline to amend the policy. Labor agreed to maintain current policies and we will work to change the policies in the near future to align with Telestaff rules
- The mandatory draw last week worked out well and we continue to evaluate how this process can be improved
- There have been many wildland and structure fires over the last week and crews have been doing great work

Tony Barker

- Past weekend
 - Riverton rodeo went well
 - Taylorsville Days- PD made changes after west fest and the new plan went well and was a success
 - Post changed per our request was granted and worked well
 - One transport and one fight
- Went over upcoming parades and breakfasts
 - 7/3- Riverton Days Parade- Mack
 - 7/4- Millcreek Parade
 - 7/4- Magna Parade- Mack
 - 7/4- Brighton Parade
 - 7/24- Days of 47 Parade- Mack
 - 7/26- Butlerville Days Parade- Mack (Chief Dern will attend)
 - 8/2- Midvale Parade- Mack
- Summer Picnic
 - Kendall Perry was offered a bounce house for the summer picnic
 - Per liability will have to decline

CFO Hill

- Lease financing RPF ready to go UFSA lessee same as in past
 - The numbers in budget can go down, double check with groups to make sure we need full amount
 - Will post as soon as Chief looks at
- Mileage Reimbursement vs Pool Cars
 - There is no budget for this. If we continue this will need to budget for this in future
 - Can we utilize pool cars more?

- AC Robinson is working on the policy and will bring in CFO Hill
- Would prefer the use of pool vehicles.
- AC Robinson will look where the pool cars are assigned and have one assigned to ECC possibly

AC Robinson

- Received fully executed agreement from BLM
 - We will handle the design and plans for the design stage of the Wildland Fire Station
 - The construction phase will be dependent on funding at the time
 - Will need to be in budget once we know
- SLCC asking for fire training schedule
 - They would like to be able to use the fire training grounds for their new program. Their intent is to work around our fire training schedule, most likely in the evenings
 - SLCC is still in the early phase of developing their program. An agreement will need to be in place before they can utilize our facility
- Utah State FF convention
 - Chief Dern and Chief Robinson attended the Convention last week to support Tom Bogle as he received a 55-service year award from the Association
 - Working on getting all the SLCo FF certificates from the Association so PIO can get them to those FF or their spouses

FM Watkins

- The press conference with Salt Lake County went well
- Firework patrol
 - They will educate the public when needed
 - Call in when needed
 - Will be making presence known
 - Will be patrolling from 1900-2400
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