



UFA Command Staff Meeting Highlights

July 14, 2026

Guests

- BC Bogenschutz
 - Liability and Workers Compensation Claims
 - Command Staff reviewed recent liability, vehicle accident, and workers' compensation claims.

Policies-HRD Day

- 900-090 Paramedic Lateral Process
 - Command Staff reviewed proposed revisions to the qualifications for the paramedic lateral process. HRD Day will make minimal adjustments and send the policy to PAC for review.
- 900-010 General Human Resources Definitions
 - HRD Day updated and/or removed the following definitions:
 - Removed the term "Dismissal"
 - Updated "military leave" to reflect the current policy
 - Updated "Minimum Essential Job Abilities Evaluation"
 - Added the term "Separation"
 - Added the term "Termination"
 - The policy will now be sent to PAC for review.

Chief Burchett

- Paramedic Lateral Hire
 - Command Staff discussed potential policy changes to support paramedic lateral recruitment efforts.
 - Chief Burchett will work with DOC Easton to develop recruitment messaging.
 - HRD Day anticipates launching the Paramedic Lateral Hire recruitment process in mid-August and will work with other divisions to establish a hiring process timeline.
- Chief's Schedule This Week:
 - Monday, July 13
 - Meeting with the AC's
 - UFA/UFSA Agenda Review Meeting
 - Tuesday, July 14
 - Command Staff
 - Wednesday, July 15
 - July Operation Chiefs Meeting
 - Salt Lake Valley Chiefs Alliance Meeting
 - New Hire Orientation
 - Thursday, July 16
 - Questions with the Chief Recording
 - Friday, July 17
 - Command Staff Prep Meeting
- Saturday, July 18
 - Butlerville Days Parade

HRD Day

- Light Duty Update
 - Command Staff reviewed the current light-duty assignments.
- APA Benefits
 - HRD Day provided an update regarding the recently launched APA Benefits website.
 - HRD Day is preparing a memo to provide employees with information regarding website registration, Health Reimbursement Arrangement (HRA) details, and Flexible Spending Account (FSA) information.
 - [Memo 26-129 APA Benefits Update](#)
 - [Memo 26-129A APA Benefits Log In Instructions](#)
- Unified Fire Authority Pregnancy, Parental, & Family Care Guideline
 - HRD Day reviewed the UFA Pregnancy, Parental, & Family Care Guideline with Command Staff.
 - The guide is designed to help employees understand available benefits, leave options, and policies that may apply during maternity.
 - HRD Day plans to share this guideline with the Operations Chiefs this week. Any questions should be referred to the HR team.
 - This guide will be located in PowerDMS, Forms, Human Resources.
 - [UFA Pregnancy, Parental, & Family Care Guidelines](#)
- Sick Leave Bank
 - HRD Day discussed the status of the Sick Leave Bank. There are currently 577 hours available.
 - Requests for Sick Leave Bank usage will continue to follow Policy 900-240 Sick Leave Bank, including completion of the required form and approval by the Sick Leave Bank Committee.
 - Command Staff discussed that birth-related requests will have first priority and occur automatically as qualifying events; then, other requests will be reviewed. Requests may be denied if there are insufficient Sick Leave Bank hours.

Micayla Dinkel

- Excused

AC Dern

- Nothing to report

DOC Easton

- Butlerville Days
 - Command Staff discussed the upcoming Butlerville Days Parade scheduled for Saturday, July 18th at 1700 hours.
 - AC Dern is planning to attend.
- Employee Picnic
 - The Summer Employee Picnic will be held on August 29, 2026, at Magna Copper Park. Employees can register to attend [here](#).
- Promotion Ceremony
 - The next promotion ceremony will be held on August 3, 2026, at 1800 hours. The ceremony will be held at the JATC Building in Riverton.

CFO Hill

- Nothing to report

OC Kay

- Nothing to report

CLO Roberts

- Nothing to report

AC Robinson

- BLM Project
 - AC Robinson provided an update on the BLM Project.
 - The project is nearing submission of the 30% design package, with the schematic design phase substantially complete.
 - AC Robinson noted that project costs are expected to be slightly higher than originally anticipated.
 - Command Staff discussed the need to acquire additional property to ensure the site is fully functional. An estimated 0.45 additional acres may be needed, resulting in a site size of just under 2 acres.
 - The project team will continue to evaluate options and pursue the most conservative and cost-effective approach while meeting operational needs.

AC Russell

- FPAT Completion
 - AC Russell provided an update on the annual FPAT. All but 15 sworn personnel have completed the FPAT this year.
- Uniform Committee Updates
 - The Uniform Committee is preparing a memo outlining approved uniform items. The memo will include information on a quarter-zip hoodie with back logo, a bomber jacket option/with logo, and a new belt buckle design.
 - Information regarding vendors and ordering options will be included in the memo.

FM Watkins

- Nothing to report