



UFA Command Staff Meeting Highlights

July 29, 2025

10:00 am

Guests

- No guests

Policies-HRD Day

- No policies to review

Chief Burchett

- Command Staff Meeting Schedule Changes
 - There will no longer be a Monday or Wednesday Command Staff Meeting. Command Staff will now be held on Tuesdays at 10:00 am in the Policy Room. Agenda items, as well as supporting documents, will need to be submitted by Monday to Micayla. A PDF version of the agenda and supporting documents will be sent to Command Staff by Monday afternoon.
- Review of Potential August UFA Board Agenda Items
 - Minutes approval
 - Review of July disbursements -Tony Hill
 - Including Purchasing Card Transactions in Monthly Report-Tony Hill
 - Quarterly Financial Report-Tony Hill
 - Municipal WUI Code Update-FM Watkins
 - Behavioral Health Update-AC Russell
 - VMware-AC Robinson
 - Operations Report-AC Dern
 - Holiday Staffing
 - Millcreek Fire (Nile will gather photos)
 - Proximity Dispatching/Status
 - Low Acuity Inservice
- Review of Potential August UFA Board Agenda Items
 - Minutes approval
 - Quarterly Financial Report-Tony Hill
 - District Administrator Report-Rachel Anderson
- Exempt Leave Forms
 - When taking vacation or sick time, an exempt leave form needs to be submitted for all exempt employees.
- Station 107 Staffing Discussion
 - Discussion regarding the heavy apparatus at Station 107. AC Dern will arrange a meeting with Chief Burchett and CFO Hill to discuss time frames and budgets.

- Chief's Schedule This Week:
 - Monday, 7/28
 - Morning Meeting w/Acs
 - Questions for Chief Discussion
 - Tuesday, 7/29
 - Command Staff
 - NERIS in Action Webinar
 - Wednesday, 7/30
 - Life Saving Award Station 121
 - Civilian Award
 - EMS/Controlled Substances Discussion
 - Thursday, 7/31
 - USFCA Monthly Legislative Meeting
 - Jonathan Bridges Retirement Lunch
 - Friday, 8/1
 - Weekly Command Staff Agenda Review
 - Dr. BZ Q3 Case Review

HRD Day

- Light Duty Update
 - Discussion regarding the current injured list and light-duty assignment list.
- Battalion Chief Task Book
 - HRD Day stated that the task book will be sent to the labor group on Monday, August 5, 2025.
- Captain interviews are on Tuesday, August 5th. AC Dern, AC Russell, and HRD Day will be in the interviews.

AC Dern

- August 1, 2025 VECC Configuration Change
 - A [memo](#) was sent out to the field on July 28, 2025 discussing the changes. AC Dern will continue to monitor the changes and how this is impacting the service area.
- Low Acuity Unit Inservice
 - The low acuity unit goes in service on Monday, August 4, 2025 and a [memo](#) was sent out on July 28, 2025 regarding the unit. AC Dern, DC Ayres and OC Kay are going to meet with the personnel on Monday morning to discuss operations and expectations.
- Camp 60 Begins on Monday, August 4, 2025
- Millcreek Fire/Holiday Staffing
 - The Pioneer Holiday call volume was minimal, and except for the fire in Millcreek, relatively quiet. AC Dern discussed the Millcreek Fire and highlighted how the crews, battalion chiefs, and logistics responded to the fire. The incident went well, and all who responded did a great job.

Micayla Dinkel

- None

DOC Easton

- Promotional Ceremony Review
 - August 4, 2025 is the promotional ceremony at 6:00 pm at JATC in Riverton. Command Staff discussed the program of the ceremony.
 - It was discussed how to address those who cannot be in attendance. IO will invite them to the following promotional ceremony or perhaps a Command Staff meeting to be sworn in.
- UFA Summer Picnic Review
 - There were about 80 people in attendance. The committee is looking at changing the date back to August next year. Perhaps changing the location or hosting a different activity for next year might encourage more attendance.
- Liaison Talking Points
 - Command Staff reviewed the talking points. HRD asked that we include the August and September retirements.

CFO Hill

- None

OC Kay

- None

CLO Roberts

- None

AC Robinson

- None

AC Russell

- Committee Lists and Survey
 - Still gathering all the information on the committees and will send out a survey regarding the committees soon.
- CenterPoint Cohort
 - The registration deadline closes on July 31. There are still a few spots left, including spots for the civilian employees.
- Salt Lake Valley Police and Firefighter Memorial Foundation
 - AC Russell will meet with CLO Roberts to discuss the UFA's participation in the foundation.

FM Watkins

- Herriman WUI Ordinance documentation was obtained by FM Watkins.
- Media is doing a story on the Urban Interface Fire Risk, and FM Watkins will be helping with the news story.
- Riverton Public Safety Night is Monday, August 4, 2025.

