



UFA Command Staff Meeting Highlights

August 19, 2025

10:00 am (or immediately following the UFA/UFSA board meetings)

Guests

- AC Russell-Liability and Workers Compensation Claims
 - Reviewed the liability and workers compensation claims.

Policies-HRD Day

- 900-420 Drug and Alcohol Testing / Drug Free Workplace
 - Proposed language to ensure drug testing will take place for accidents where there is property damage.
 - Human Resources will be able to cover the potential costs of these drug tests within their current budget.
 - This policy is ready for PAC.
- 900-360 Overtime and Compensatory Time
 - Proposed language to include adding late calls and mandatory staffing to the exceptions of when holiday and vacation leave hours will be included in the calculation of “hours worked” in a pay period to calculate overtime.
 - Proposed language to reflect that personnel responding to an EMAC will now receive two hours of preparatory time when preparing to leave to gather necessary equipment and belongings.
 - This policy is ready for PAC.

Chief Burchett

- Utah Healing Field and Utah’s Fallen Officer Memorial Volunteer Opportunity
 - September 10-15, 2025
 - DOC will forward the opportunity to all employees
- VECC Popsicles at the PSAP Event
 - September 9-10, 2025
 - Crew and Engines are scheduled to support the event
- Mental Health Presentation-Council Member Hull
 - Chief Burchett, AC Russell, and Captain Hilton will be presenting
 - November date to be confirmed
- Chamber West Event
 - November 6, 2025
- UFA Board Meeting Follow-Up
 - CARES report will be shared with the Liaison group to share with their municipalities.
 - IO will share safety campaigns on CPR and possible GO Kits for the board members to share with their municipalities.

- HB48 will be reviewed with the Liaison group to help them support their municipalities with changes and the process.
- Chief's Schedule This Week:
 - Monday, 08/18
 - Congressman Owens Meeting
 - HB48 Meeting
 - CW Leadership Institute Board of Trustees Meeting
 - Tuesday, 08/19
 - UFA Board Meeting
 - Command Staff
 - Wednesday, 08/20
 - Liaison Meeting
 - Filing Questions w/the Chief
 - SLVECC Board of Trustees Meeting
 - Thursday, 08/21
 - Mental Health and Wellness Quarterly Meeting
 - Annual Meeting w/Station 251-A platoon
 - Annual Meeting w/Station 252-A platoon
 - John Sumner 20 Years of Service Award
 - Friday, 08/22
 - Weekly Command Staff Agenda Review
 - UFSA Facilitation Discussion

HRD Day

- Light Duty Update
 - Reviewed current light-duty assignments.
- New Hire Entry Level Firefighter Written RFP
 - The RFP process is complete, and the proposals have been reviewed. All three proposals came in above the budgeted amount for 2025-2026. HR will review the RFP, conduct additional research, and reissue the RFP at a later date.
- Evaluations
 - HRD Day stated that several evaluations need to be submitted from Ops. Operations Chief Kay will follow up with the Battalion Chiefs.
 - Discussion regarding the best route to electronically get the evaluations signed and submitted. HRD will look at different systems that are currently in place to see if they will support an electronic submission process.
- Entry Level New Hires
 - There are candidates ready to start completing the final steps of the hiring process. But, before contacting candidates, HRD asked Command Staff to decide on how many candidates need to be hired for the upcoming recruit camp beginning in February 2026. Chief Burchett and Assistant Chief Dern will meet to discuss the hiring needs.
- VEBA Administrator Update

- APA Benefits is officially the new third-party administrator for VEBA with an anticipated start date of September 1, 2025.

AC Dern

- Absent

Micayla Dinkel

- None

DOC Easton

- Questions with the Chief will be filmed on August 20, 2025.
- Pancake Breakfast for Eagle Mountain will be September 13, 2025, at Station 253.

CFO Hill

- None

OC Kay

- Millcreek AAR was emailed to Command Staff to review. Lessons learned from this incident will be reviewed at the upcoming Operations Meeting.
- Department business was approved for Captain Conn to attend the Firefighter Cancer Support Network Conference.
- The group discussed some new challenges from the proximity zoning. The Station 107 zone still needs work, as the wrong notifications were made. Operations will keep working on addressing the concerns.

CLO Roberts

- None

AC Robinson

- Emergency Management is updating its activation level contact list. Command Staff reviewed the list and made a few suggested changes.
- UFA Phone List Process
 - The phone list will now include the Stations and Battalion Chief contact information. The phone list will be updated every 60 days and distributed to all employees. The phone list is available online under the employee section of the UFA website.

AC Russell

- Liaison Meeting Agenda
 - Micayla and AC Russell will build the agenda and send it out to the group today.
- Captains Leadership Academy #1 Update
 - All 36 spots for the class are now full; any additional attendees will be placed in the next offering.

- Memo will be sent out the first week of September, requesting sign-ups for CLA #4 Strategy and Tactics.

FM Watkins

- Great interest in the Fire Prevention Cadre.
- Discussed the presentation for the Laision Meeting regarding HB 48.