



# UFA Command Staff Meeting Highlights

## August 21, 2024

*Minutes from the 8/12/24 Meeting are included with this meeting due to Chief Burchett's absence last week.*

### Present

Chief Burchett	HR Director Day
AC Dern	CFO Hill
AC Robinson	CLO Roberts
OC Russell	DOC Easton
Fire Marshal Larson	Cyndee Young

### Absent

AC Pilgrim

### Guests

- BC Fossum – Liability/Workers Comp

### Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

### Policy – HR Director Day

#### 100-015 Comprehensive Review of Existing Policies & Procedures

- Changes to the Leaders Intent were made as well as general administrative updates
- Command Staff discussed the frequency of policy reviews by Division Leaders
  - As a reminder, all reviews are now done through Power DMS
  - Chief feels that it is more realistic for Division Leaders to complete policy reviews every 2-years rather than every year, this will also be changed in the current policy

### Chief Burchett

- Standards of Cover
  - AC Dern stated that Spring 2026 will be 3-years from the initial SOC adopted by the UFA Board
  - Work should begin July 2025
  - A group similar to what is done with the Strategic Plan will be assembled, and the Darkhorse software will also be utilized
  - Chief Burchett reminded Command Staff that the first SOC was to create awareness, the second should better identify benchmarks and areas for improvement
- Darkhorse
  - Work continues with using Darkhorse to identify risk reduction in municipalities

- Currently, Midvale is participating, and work will begin with introducing Herriman to the Darkhorse software and what it can be used for
- Senator Mayne Funeral Request
  - Pipes & Drum and the Honor Guard are approved for funeral support, no other request has been made for the funeral
- Finance Committee Agenda
  - The next UFSA Finance Committee Meeting is next Monday, 8/26
  - The main topic on the agenda is the 2025 UFSA Budget, staffing needs, and the potential tax increase
- Chief's Schedule This Week:
  - **Monday, 8/12 – Sunday, 8/18**
    - Vacation – Acting Chief AC Robinson
  - **Monday, 8/19**
    - Vacation – Acting Chief AC Robinson
    - Entry Level FF Banding
  - **Tuesday, 8/20**
    - UFA/UFSA Board Meetings
    - 2025 UFSA Budget Discussion
  - **Wednesday, 8/21**
    - Liaison Meeting
    - Annual Meeting BC Ascarte
    - Command Staff
    - VECC Board of Trustees
  - **Thursday, 8/22**
    - State Fire Chief's Legislative Meeting
    - Recreational Area Funding Discussion w/SLCo
    - HR Meeting
  - **Friday, 8/23**
    - BLM Director Meeting

#### HR Director Day

- Light Duty Update
  - Reviewed current LD assignments
- Fraudulent URS Representatives
  - URS is seeing an uptick in third party financial advisors who claim to be working with or representing URS
  - URS has stated that they do NOT work with third party financial advisors and are cautioning UFA employees when someone is soliciting their services
  - [Click Here to View URS Fraudulent Outside Advisors Flyer](#)
- New Hire Candidates
  - 181 candidates participated in the FPAT
  - 154 participated in the oral boards
  - 154 candidates have been banded

### AC Dern

- Task Force Deployment
  - The Task Force is doing well, their last day is today, 8/21
  - They will begin travel Friday and will be home Saturday afternoon, 8/24
  - There is currently no indication of any further EMAC requests

### DOC Easton

- Summer Picnic
  - [Click Here to View Summer Picnic Flyer & QR Code](#)
  - Registrations are going well
  - Flyers with QR codes are being distributed to every station this week
- Award Nominations
  - IO distributed information to begin the solicitation for award nominations
  - [Click Here to Access the Award Nominations Form](#)
- Liaison Talking Points
  - Reviewed topics in preparation for distribution

### CFO Hill

- Exempt Employee Timecards
  - Reviewed policy regarding the exempt employee timecard process
  - The new UKG requires that some changes be made in the timekeeping process
  - The policy will need to be updated to reflect the new timecard procedures once it is determined how best to address these changes

### Fire Marshal Larson

- Sandy MOU
  - FM Larson has completed the MOU regarding plan reviews and inspections
  - This MOU was requested by MSD to help with clarifications

### AC Robinson

- Surplus Notice
  - Command Staff reviewed several items that are being sold as surplus
  - Most is PT equipment, no vehicles
  - These are posted on [publicsurplus.com](http://publicsurplus.com)
  - The auction will close Monday, 8/26
- Special Enforcement Move
  - The first step in relocating SED from Station 107 to Logistics is underway
  - Completion of the move is planned for September 15
  - Once SED staff is out of the station, Logistics will begin to prepare the station for operations use
- Open Positions
  - Conditional offers have been made to two mechanics, one accepted the position. The remaining vacant position will be re-posted
  - An offer has also been made and accepted for the FT Municipal Planner position in EM

- Logistics Security
  - All Logistics Warehouse security upgrades have been completed

Cyndee Young

- IAFF Colorado Springs Event
  - The event is scheduled for September 20-22
  - Chief Burchett will be in attendance