



# UFA Command Staff Meeting Highlights

## July 29, 2024

### Present

Chief Burchett

AC Pilgrim

AC Robinson

AC Dern

Fire Marshal Larson

HR Director Day

CFO Hill

CLO Roberts

Cyndee Young

### Absent

OC Russell

DOC Easton

### 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

- This policy was reviewed by Command Staff last week
- Changes suggested were made
- The policy is now ready for PAC

#### 600-150 Ambulance Service Collections

- Discussed size and composition of committee members

### Chief Burchett

- Firefighter Hiring Meeting Topics
  - Discussed topics for the meeting next week
- Questions w/Chief
  - Reviewed 5 questions that were submitted
  - Determined who will be joining Chief Burchett for filming
- Chief's Schedule This Week:
  - **Monday, 8/26**
    - Morning Meeting w/ACs
    - FORCE Conference Meeting
    - Command Staff
    - UFA Finance Committee Meeting
  - **Tuesday, 8/27**
    - Meeting w/new city manager CWH

- Lifesaving Award Station 117
- Station 118 Annual Meeting
- **Wednesday, 8/28**
  - Strategic Plan Discussion w/Council Member Buroker
  - Weekly Wednesday Command Staff
  - VECC Clint Jensen Retirement Open House
- **Thursday, 8/29**
  - Station 113 Annual Meeting
- **Friday, 8/30 – Monday, 9/2**
  - Vacation – Acting Chief AC Pilgrim

#### HR Director Day

- Light Duty Update
  - Reviewed current LD assignments
- Policy Status Update
  - Discussed the status of policies currently being worked on

#### AC Dern

- EMAC Update
  - Personnel returned home Saturday
  - All went well
  - There are currently no signs of further deployments this season
- Meeting w/HCA CEO
  - Met with the new CEO of HCA
  - This was a great opportunity to explain the scope of services we provide
- MCOT Team Office Space
  - A meeting took place last week
  - Looking for office space at the south end of the valley to use periodically
  - This was just an initial hi-level meeting
  - AC Dern will determine if this request can be supported operationally and will bring more information to Command Staff in the future
- Burn Building Refresh
  - Work is currently taking place to refresh the burn buildings at Fire Training
  - There has been some difficulty accommodating crew training with this taking place

#### CFO Hill

- UKG Memo
  - CFO Hill distributed a UKG memo last week with an update on accruals and holiday/vacation in the new system
  - [Click Here to View Memo 24-117 UKG Payroll Update \(Accruals & Holiday Leave\)](#)

#### AC Pilgrim

- Uniform Challenges
  - Skaggs has shared they will not be stocking the new t-shirts until current inventory is exhausted

- Galls is set to “go live” in the first half of September with their online shopping platform
- LN Curtis should be right behind them
- AC Pilgrim and members of the Uniform Committee will continue to meet with Skaggs to find a solution to this ongoing issue
- TV Fund/Station Kitty
  - Members of the association are awaiting the approval documents for the 501C3 from the IRS
- Behavioral Health Update
  - The Peer Support Manual which provides instructions/guidelines for the Peer Support Group has been reviewed by the group
  - HR Director Day and CLO Roberts will now review the manual
  - Once reviewed, this manual will guide the practices of the Peer Support Program
- EMAC Deployment Assistance
  - AC Pilgrim wishes to thank Logistics and Finance for their work on these recent EMAC deployments

#### AC Robinson

- Tech Division Positions
  - A contingent offer has been made for the Comms 2 position
- Firewall Update
  - The firewall update has been completed and was successful, no issues were reported
- Surplus Notice
  - Another surplus notice was reviewed by Command Staff and approved for release
  - These items will be posted on the public surplus website, [publicsurplus.com](http://publicsurplus.com)