



UFA Command Staff Meeting Highlights

September 3, 2024

Present

Chief Burchett
AC Pilgrim
AC Robinson
AC Dern
OC Russell

Fire Marshal Larson
HR Director Day
CLO Roberts
DOC Easton
Cyndee Young

Absent

CFO Hill

Guests

IT Manager Bowden – Master Data Management
BC Fossum - Liability & Workers Compensation Claims

Liability/Workers Comp – BC Fossum

- Reviewed recent injury and accident claims

Master Data Management – IT Manager Bowden

- IT Manager Bowden is working toward standardizing codes and identifiers within our data sets and collections
- This will speed up reporting development
- IT Manager Bowden presented lists of data names for everything from personnel to apparatus and stations
- All identifiers on the UFA core systems such as the CAD are already figured out
- Other systems such as Verizon, AT&T, allow for UFA to add identifiers, this is what IT Manager Bowden is hoping to complete
- This project will not be a quick fix, but will take years to complete
- Command Staff feels the names must be what is best for office programs and must also not compete with those of other agencies when naming apparatus etc.
- A list of proposed identifiers will be provided for Command Staff to review
- Command Staff will discuss this within their Divisions with those who manage all the data sets, and collect feedback for IT

Policy – HR Director Day

500-030 EMS Skills Evaluation & Remediation

- Added a timeline for the remediation policy
- Discussed making some verbiage changes for better consistency and application of the policy and will bring back to Command Staff for further review and consideration

600-080 Payroll

- Changes made were to address electronic timecards for exempt and at-will staff

Chief Burchett

- Division Leaders Agenda
 - Discussed topics for the meeting later this week, 9/5
- UFA/UFSA Agenda
 - Discussed topics for the agendas
 - The Board will be discussing the initial direction and amount for a potential UFSA tax increase
 - This discussion will include four-person staffing of Stations 107 and 253
 - This is the first step in a long process, if approved, the first crew will be staffed July 2025 and the second following the 2025 fall recruit camp to minimize the impact to staffing
- IAFF Memorial
 - BC Prokopis and BC Aldridge will join Chief Burchett at the event
- Chief's Schedule This Week:
 - **Monday, 9/2**
 - Administrative Holiday – Labor Day
 - Vacation – AC Pilgrim Acting Chief
 - **Tuesday, 9/3**
 - Command Staff
 - Lifesaving Awards Station 126
 - Station 126 Annual Meeting
 - **Wednesday, 9/4**
 - Utah State Fire Chief's Fall Meeting
 - FF Hiring Meeting
 - Weekly Wednesday Command Staff
 - **Thursday, 9/5**
 - ChamberWest Legislative Affairs Committee
 - Division Leaders
 - Filming Questions w/Chief
 - Annual Meeting & Ride Along BC Watkins
 - **Friday, 9/6**
 - UFA Summer Picnic

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments

AC Dern

- WUI Meeting w/Sandy Fire Chief McConaghie
 - AC Dern and DC Widdison met with Chief McConaghie and his staff
 - Discussed were the WUI areas related to White City and the unincorporated SLCo
 - This coming winter, they will coordinate with Sandy and participate in early season community meetings

- UFA will be working with Sandy on mitigation, education, and community outreach
- Some Chipper Days will be scheduled as well
- UFA will not be added to the stacks, but Sandy BC's will notify UFA in the case of a WUI in order to help with overall management and delegation if needed
- Rapid Extrication Module Support (REMS) Availability
 - The State has finalized a rate
 - DC Widdison is working to ensure all equipment is ready to go with the hope of an assignment this fall
- BC Academy Schedule
 - More information will be distributed in a memo, but some of the prerequisites have changed

DOC Easton

- UFA Picnic
 - Update on signups
 - Discussed setup and prep for the picnic
- Award Nominations
 - The opportunity to submit nominations closes 9/12
 - Command Staff will review submittals
- Kearns Pancake Breakfast
 - The breakfast will be hosted at Station 109 this weekend
 - IO is planning on a large social media push
 - A big crowd is expected

AC Pilgrim

- Uniform Update
 - Skaggs has agreed to stock the new shirts on the shelves, but will not stock the new shirts if there are 511 shirts remaining
 - Galls is ready to go live with their website on 9/16, and focus will then be placed on getting everything with L.N. Curtis finalized
 - Galls will create a website specific to UFA showing only our uniform items
 - [Click Here to View Memo 24-123 Update to Uniform Vendor Project](#)
- Station 113 Oxygen Tank Incident Green Sheet
 - The Green Sheet for the recent incident at Station 113 is being reviewed for distribution and should be released shortly

AC Robinson

- Burn Props Update
 - The basement prop was completed on Friday
 - The tuna can prop is anticipated to be completed in 4-6 weeks, but staff is shooting for 10/1 before camp starts
- Art Piece Station 102
 - The art piece has been installed
 - Working on finalizing power

- The water function will be utilized on a limited basis due to the hard water and potential damage to the art piece it will cause
- Surplus Sale
 - The recent surplus sale proceeds totaled \$4,730
 - DC Greensides stated that a round of vehicle surplus is being prepared

OC Russell

- Administrative Assistant
 - The process has completed for the new Operations Administrative Assistant
 - Kalle Robertson was selected to move from the PT USAR assistant

Cyndee Young

- Probationary & Promotional Badges Error
 - Probationary badges for those hired last June and some promotional badges are awaiting return to SymbolArts
 - All came in with bugles rather than the scramble