



UFA Command Staff Meeting Highlights

September 23, 2025

10:00 am

Guests

- BC Fossum-Liability and Workers Compensation Claims

Policies-HRD Day

- 400-110 Shift Trades (Substitutions)
 - Policy was approved by Command Staff and will be forwarded to PAC.
- 400-100 Vacation and Holiday Scheduling-Operations
 - Chief Burchett asked Operations Chief Kay to look at the vacation buyback program/policy and how often it is being utilized. Command Staff approved the policy, and it will be forwarded to PAC.
- 900-230 Sick Leave
 - Command Staff approved the policy, and it will be forwarded to PAC.

Chief Burchett

- ISPY Station Access
 - Chief Burchett asked AC Robinson and IT to confirm that each station has their own username and password for ISPY. IT will work on gathering the data and will need to do some system updates before sending out the information to the stations. As soon as the system and information are ready, IT will send it out to all stations to ensure they can log into ISPY.
- USFCA Update (Utah State Fire Chiefs Association)
 - Elections took place and Battalion Chief Pilgrim will be the new president. Derek Maxfield and Shelby Willis will serve as Vice Presidents and Tim Robinson will be the Secretary/Treasurer. Clint Smith from Draper Fire will stay as the legislative chair for the group.
- State Cancer Screening Update
 - Selected participants should have received or will be receiving a confirmation email from matt.thieses@hsc.utah.edu. The email heading will be Utah Cancer Initiative. IT has whitelisted this email in the Barracuda system to help aid in the delivery of the email, however participants should check Barracuda if they believe they are missing the email. Chief Burchett asked Information Outreach to ensure the UFA retiree group has received this information as well.
 - In discussing the process for personnel to report exposures, Chief Burchett asked the group to look at the reporting process overall. AC Russell and HRD Day will work with BC Fossum and Cal to create a process that provides clear direction

and consistency to personnel and how and when to report an exposure. They will also look at what might be the best program to house the data so that it is tracked and can be reported appropriately.

- Mayor Silvestrini
 - The mayor is stepping down due to health reasons. Millcreek will select a replacement to finish the term in November.

- Chief's Schedule This Week:
 - Monday, September 22nd
 - Meeting with AC's
 - Darkhorse
 - Meeting w/Daren Watts
 - Station 120/124-B Platoon Annual Visit
 - Tuesday, September 23rd
 - LMI Meeting
 - Command Staff
 - Station 110-B Platoon Annual Visit
 - Station 116-B Platoon Annual Visit
 - Wednesday, September 24th
 - Operations Meeting-Chief needs one hour
 - UFSA/EM/Meta Meeting
 - Recreation Area Funding Discussion
 - Station 111-C Platoon Annual Visit
 - ChamberWest Leadership Board of Trustees Meeting
 - Thursday, September 25th
 - USFCA Legislative Meeting
 - Station 101-C Platoon Annual Visit
 - Station 106-C Platoon Annual Visit
 - Friday, September 26th
 - Weekly Command Staff Agenda Review

HRD Day

- Light-Duty Review
 - Command Staff reviewed the light-duty assignments.
- PEHP
 - All PEHP life insurance changes must now be made directly through the Human Resources Division and will not be available through UKG anymore. The old feature to make the changes has been turned off.

AC Dern-Absent

Micayla Dinkel

- None

DOC Easton

- 2025 Awards Ceremony-October 16, 2025 6pm at JATC
 - Command Staff reviewed all potential awards recipients that were submitted by the Awards Committee.
 - The groundbreaking for the new Station 103 will be on Monday, September 29th at 1pm. The address of the new station is 5516 West 12900 South in Herriman.

CFO Hill

- None

OC Kay

- None

CLO Roberts

- None

AC Robinson

- Fire Training Captain Chad Pate, Captain Tommy Miller, and DC Steve Prokopolis and now certified by UFRA to serve as certified in-house testers for UFA.

AC Russell

- None

FM Watkins-Absent