



UFA Command Staff Meeting Highlights

September 30, 2025

10:00 am

Command Staff reviewed the Liability and Workers Compensation Claims.

Policies-HRD Day

- 910-100 Firefighter and Paramedic Hiring Process
 - Removed section 5.4 that states if an individual receives a final offer of employment and is experiencing a personal hardship that would cause them to be unable to start or complete the recruit academy, they may petition the Fire Chief for consideration to be reinserted into the process at the Background Investigation phase in the next hiring process.
 - Command Staff has approved this change and the policy will now go to PAC.
- 910-080 Firefighter Specialist
 - Working through changes to section 4.0.
 - AC Dern will meet with the Union to further discuss proposed language changes to the policy. Policy will come back to Command Staff for final review.
- 100-120 Policy Advisory Committee
 - The PAC meeting will now be held on the third Thursday of every month at 8:00 am.

Chief Burchett

- October FF Hiring Meeting Agenda Items
 - Policy 900-085 Special Firefighter Hiring Process and Part-time EMS and Season Wildland Employees
 - Public EMT School Date Change
- Division Leaders October Meeting
 - AC Russell will be running the meeting
 - Agenda Items
 - FPAT Update
 - Budget Priority-Fire Training
 - Awards Banquet Update
- Eagle Mountain META buildings
 - Chief Burchett asked FM Watkins to ensure UFA firefighters have the right training to respond to these types of structures. FM Watkins will meet with Inspector DeVoogd to discuss any concerns and possible training.
 - CFO Hill asked FM Watkins to capture the cost of what an inspection would cost for this size of building.

- State Cancer Screening Update
 - Although the list of participants has been created, it appears to be incomplete. The State Fire Chiefs group is looking into the list as well as HRD Day to help correct any errors on the list regarding UFA employees.

- Chamber West Events
 - Chamber West Behavior Health Presentation Prep meeting will be on Tuesday 10/07/25 at 8:30 am via Zoom.
 - Chamber West Leadership Institute Session will be on Thursday 11/06/2025. Chief Burchett asked AC Dern for instructors to teach L-280 to the group.

- Groundbreaking-Station 103
 - Groundbreaking for the new Station 103 went well. The station should be completed in 13 months with the crews in-house in about 16 months. For future station events, communication/notification will be sent to the full employee group to ensure they are informed.

Chief's Schedule This Week:

- Monday, September 29th
 - Station 103 Groundbreaking Ceremony
 - Years of Service Coins
- Tuesday, September 30th
 - Meeting with AC's
 - Command Staff
 - UFSA Finance Committee Meeting
- Wednesday, October 1st
 - FF Hiring Meeting
 - Station 123-C Platoon Annual Visit
- Thursday, October 2nd
 - Division Leaders
- Friday, October 3rd
 - Weekly Command Staff Agenda Review

HRD Day

- Light Duty
 - Command Staff reviewed the light-duty assignments.
- Review Policies
 - All policies need to be reviewed by all Divisions by the end of 2025. There are several divisions that have not started to review their policies.
- PowerDMS Policy Sign Off Feature
 - There is a feature in PowerDMS that allows users to compare the draft of a policy, to the current published version. However, to access this feature, the user would need to sign stating they had reviewed all UFA policies. This feature will not be activated in PowerDMS.

- Command Staff discussed the monthly email/memo that used to come out to all employees regarding the policy changes. Command Staff asked HR to reinstate this monthly update to keep all employees informed of policy changes.
- U of U Studies Available
 - The University of Utah has offered to help UFA with potential studies on Health and Wellness such as diesel particulates, ergonomics, etc. This offer from the university will be discussed at the next Health and Safety Meeting.
- Evaluations
 - Testing has been completed by HR to confirm that UKG can manage an electronic evaluation process for all employees. HR is working on a demonstration for Command Staff that will show how the new process will work. Once ready, training will be sent to the employee group.
 - Command Staff decided to remove the requirement stating how many times the supervisor must meet with the employee regarding the evaluation. The amount of meetings needed will be left to the supervisor's discretion and not identified in the formal process.
- BC Task Book Review
 - HRD Day asked the Chiefs to review the Battalion Chief Task Book as soon as possible.

AC Dern

- Metro Fire Planners Conference Update
 - AC Dern stated that it was a good conference with great discussion on a lot of important topics. He suggested that UFA could send IT to the conference next year and that a few more members of Command Staff attend, if possible.
- VECC Configuration
 - VECC Users Meeting is on Thursday of this week, and the group will be working on configurations.
- Captains Academy Class
 - Class started this week, and it is going well.
- Public EMT Course Proposed Date Change
 - DC Ayres has proposed changing the timeframe for the public EMT course from the fall to February. This will be discussed in the firefighter hiring meeting.
- Patient Experience Report
 - Command Staff reviewed the report. Further discussion is still needed to decide on how often the report will be reviewed by Command Staff/UFA Board.
 - The report/surveys will help communicate feedback to those providing patient care, possibly dispatch and our billing company if ever needed.

Micayla Dinkel

- Promotional Lists for Ceremonies
 - Clarification on who maintains the official promotional list used for the quarterly promotional ceremonies. It was decided that Human Resources will maintain the official list. Micayla Dinkel will keep track of those that are unable to attend the

promotional ceremony and help schedule them for the next ceremony.

DOC Easton

- Awards Ceremony 10/16/2025 6:00pm
 - Command Staff will review the ceremony program next week during Command Staff.
- Wildland Division Banquet 10/17/25 6:30pm
 - Let Micayla Dinkel know if you are planning on attending. Micayla will RSVP for members of Command Staff.
- Annual Chili Cook Off 10/18/25
- PIO Conference Update
 - Courtney Samuel and Ben Porter attended a PIO conference in St. George this last week and are reviewing some large case studies.

CFO Hill

- None

OC Kay

- None

CLO Roberts

- LEPC Conference Sponsorships
 - AC Robinson will confirm if potential sponsorships received will run through the UFA budget and let CLO Roberts and CFO Hill know.

AC Robinson

- ESO Training
 - AC Robinson attended the ESO NERIS software training that will be launched in January 2026. It is well designed and very user friendly. ESO seems to have great customer service and response to any issues in the new software. The program has highly custom fields to help generate data collection and good reporting.
- Fire Training Feasibility Study
 - Updates for the study were received this week, and AC Robinson is reviewing the updates. The study should be ready for the October UFA Board Meeting if all is correct.

AC Russell

- None

FM Watkins

- WUI Code Updates
 - WUI code meetings are going well with the municipalities.
- WL Fuels Crew/Riverton City Public Works

- FM Watkins thanked the UFA Fuels Crew, and Preston Valora for the great work with Riverton City Public Works. The city appreciated the work the crew did and highlighted how great the Fuels Crew was to work with.
- Fire Instructor 2 Class
 - FM Watkins passed the ICC test, and he will be working on the Plans class in February of 2026.