



UFA Command Staff Meeting Highlights

October 14, 2025

10:00 am

Guests

- BC Fossum-Liability and Workers Compensation Claims

Policies-HRD Day

- 900-190 Employee Performance and Development Evaluation Process
 - Several changes to the policy to reflect the new electronic process of employee evaluations.
 - UKG can allow for supervisors to keep notes to help facilitate the evaluation. HR Director Day will work with Labor for input on this function.
- 910-080 Firefighter Specialists
 - Made changes for Firefighter Specialists to request a transfer to a vacancy they are qualified for.
 - In addition, updated the appendix to remove the minimum qualification that a Class B Driver's License is required within one year of selection for the Respiratory Protection Specialist in Logistics.
 - Policy will be sent to PAC.

Chief Burchett

- Chief Burchett will be out of town October 17-20. Assistant Chief Dern will be acting in.
- Chief's Schedule This Week:
 - Monday, October 13th
 - Meeting with AC's
 - Station 104-C Platoon Annual Visit
 - FY 26/27 Budget Calendar Meeting
 - Meeting with Union President Young
 - UFA/UFSA Agenda Review Meeting
 - Tuesday, October 14th
 - Utah Task Force Participating Agency Meeting
 - New Podcast Discussion
 - Command Staff
 - Herriman Community Partner Luncheon
 - Station 109-A Platoon Annual Visit
 - Wednesday, October 15th
 - Liaison Meeting
 - Station 108-A Platoon Annual Visit
 - SLVECC Board of Trustees Meeting
 - CW Leadership Board of Trustees Meeting

- Thursday, October 16th
 - Meeting with Salt Lake County
 - Station 253-B Platoon Annual Visit
 - Lunch w/Chief Derek Maxfield
 - Intterra Meeting
 - 2025 UFA Awards Ceremony
- Friday, October 17th-Vacation

HRD Day

- Light-Duty
 - Command Staff reviewed the current light-duty assignments.

AC Dern

- Recruit Camp Update
 - All recruits passed the HazMat written and practical tests.

Micayla Dinkel

- Holiday Party
 - Operations will be facilitating the holiday luncheon this year for staff.
- Command Staff
 - Command Staff on October 21, 2025 will be held at 12:30pm instead of 10:00am.

DOC Easton

- 2025 Awards Banquet
 - Awards Banquet is October 16, 2025 at 6:00pm at JATC. DOC Easton will email the program outline for Command Staff to review. After reviewing, please forward any changes.

CFO Hill

- FY26-27 Budget Calendar
 - CLO Hill distributed the FY26-27 budget calendar for Command Staff to review. As a reminder, the forms are the same as last year and need to be utilized during the budget process by all Divisions. There are a few changes to the narrative portion in ClearGov this year, and Finance is working on some training for the Division Leaders. Chief Burchett stated that the timeline worked well last year and this calendar mirrors the timeline.

OC Kay

- Hose Testing
 - Testing will resume on October 15 and continue throughout the week.
 - OC Kay updated Command Staff on the Search and Rescue call crews responded to this past weekend. It was a hard and complex call, and the crews performed well.

CLO Roberts

- None

AC Robinson

- Fire Training Site Feasibility Study
 - The study is now complete and being reviewed by Command Staff. The study will be presented to the UFA Board at the October 2025 meeting.
- Salt Lake City Flooding Event
 - The Emergency Management Division assisted in the flooding that happened on October 4th in Salt Lake City. Great job by EM, and it was a good experience for the staff.
- Surplus
 - USAR is going to surplus older vehicles and will be following the UFA surplus policy to do so.
 - UFA equipment scheduled for surplus was approved by Command Staff and will be sold on publicsurplus.com

AC Russell

- Liaison Meeting Agenda Items
 - Command Staff reviewed the liaison meeting agenda items. The group will be doing some training in Intterra during the meeting.
- VEBA Meeting Update
 - Group met on October 14, 2025, with the new administrator, APA Benefits. The group was impressed with APA and the support they have provided to the program so far.
 - Notifications regarding the change of administrator were sent to all Retirees through email, but several appear to be not up to date. All retirees also received a notification in the mail that seemed to reach most of them.

FM Watkins

- Special Enforcement Update
 - Five Paramedics made it through the SWAT testing from UFA.
- WUI Code Adoption Update
 - FM Watkins provided a WUI status update on each UFA municipality. FM Watkins will continue to work with the municipalities and the liaisons to help guide them through the process.