



UFA Command Staff Meeting Highlights

October 21, 2025

12:30 pm

Guests

- BC Fossum-Liability and Workers Compensation Claims

Policies-HRD Day

- 100-220 Employee Recognition and Service Awards
 - Clarifies that retirement shadow boxes may include up to ten items. Retirees have three months post-retirement to decide whether they wish to receive a retirement award. Approved by Command Staff and will be sent to PAC.
- 910-060 Captain
 - Added “guidelines” to will be included in the Captain written exam. Command Staff approved the policy.
- 900-380 Fitness for Duty Evaluations Light Duty Assignments and Return to Work after Illness or Injury is now split into three different policies:
 - Behavioral Health Fitness for Duty Evaluations and Return to Work 900-385
 - Physical Fitness for Duty Evaluations and Return to Work after Illness or Injury 900-380
 - Light Duty Assignments 900-340
 - In addition, Command Staff will review the Behavioral Health EJA form
 - Command Staff will review these policies and form, they will be listed on next week's Command Staff agenda.
- 600-150 Ambulance Service Collections
 - Updated to align with current billing and collection practices.
 - Revisions include:
 - UFA will attempt to seek reimbursement for patients transported by ambulance as allowed by law
 - Monthly payment plans tied to the current billing agent’s schedule
 - Hardship eligibility window extended from 24 to 36 months
 - Section 3.3 removed entirely
 - Approved by Command Staff and will be sent to PAC
- 500-020 EMS Quality Management
 - Command Staff will review this policy, and it will be listed on next week's Command Staff agenda.
- 400-020 Field Captain Station Responsibilities

- Updated to assign C Platoon responsibility for station and grounds upkeep, including related paperwork. Approved by Command Staff and will be sent to PAC.
- 400-100 Vacation and Holiday Scheduling-Operations
 - Updated the vacation process allowing employees to manage leave throughout the year via Telestaff. Employees may add vacation through the system up to 1900 hours the day before the scheduled round. Vacation can be utilized in 24-hour increments. Approved by Command Staff and will be sent to PAC.

Chief Burchett

- Station Design Follow-Up
 - Chief Burchett asked AC Robinson to check with AJC regarding the potential use of our station designs and how the process might look for UFA if we are to permit other departments to use our design.
- HB48 Rules
 - Chief Burchett asked Command Staff to review the proposed rule and email with any suggested changes before the 10/28/25 meeting with Forestry and Fire. FM Watkins gave an update on the WUI code and map adoption to Command Staff.
- Chief's Schedule This Week:
 - Monday, October 20th -Vacation
 - Tuesday, October 21st
 - UFA/UFSA Board Meetings
 - SLCo Council Meeting
 - Command Staff
 - Station 113-A Platoon Annual Visit
 - Wednesday, October 22nd
 - UFSA Facilitation Workshop
 - 2025 Fall UWCAC Meeting
 - Intterra Presentation
 - CW Leadership Board of Trustees Meeting
 - Thursday, October 23rd
 - USFCA Monthly Legislative Meeting
 - Station 125-B Platoon Annual Visit
 - Station 126-B Platoon Annual Visit
 - Friday, October 24th
 - Weekly Command Staff Agenda Review

HRD Day

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

AC Dern

- Wildland Banquet
 - The end-of-season banquet was held last Friday night. The event was well attended, and it was a great banquet.
 - Human Resources and Payroll asked for the season-end date for the Wildland seasonal employees, as well as the season-end date for the variable employees.
- Chili Cook-Off
 - Cook off was last Saturday. The event was well attended, and UFA had a great presence at the event. Sultry Poultry did a fantastic job at the event.
- BEMS Update
 - Held a meeting last week. U of U pilot program to allow physician response if agreements are in place with existing EMS agencies. The intent is to assess the feasibility of physician response in the prehospital setting.
 - Division Chief Ayres was selected to participate on the BEMS Operations Subcommittee.
- Medicare/Medicaid
 - Due to the federal shutdown, Medicare and Medicaid claims are not being processed as of October 15, 2025.

Micayla Dinkel

- None

DOC Easton

- 2025 Awards Ceremony
 - There were 145 people who attended the ceremony this year. The program went well, and Command Staff talked about a few small things to adjust to ensure the distribution of the certificates and the pictures for each recipient go smoothly.
- 4th Quarter Promotional Ceremony
 - Scheduled for November 4, 2025, at 6:00pm at JATC. Command Staff will review the program at the next Command Staff meeting. Click [here](#) to view the promotional ceremony invite.

CFO Hill

- None

OC Kay

- Vacation Draw Discussion
 - The 2026 vacation draw will be held virtually through **Teams** on the following dates:
 - December 1 C Platoon
 - December 3 A Platoon

December 5 B Platoon

- Captains will draw at 0800, Paramedics at 0900, Engineers at 1030, and Firefighters at 1130. AC Dern and OC Kay are still working on ideas/concepts to ensure there are enough vacation spots once the book opens.
- A memo from OC Kay regarding vacation draw was sent out on 10/22/25. Click [here](#) to view the memo.

CLO Roberts

- None

AC Robinson

- Salt Lake Community College
 - The college sent over a list of the potential fire training ground equipment they will need to use for the program. The college has proposed having a point of contact to reach out to while using the training grounds. Command Staff would like to have a fire training staff member assigned to be on-site with the college, vs. just a point of contact. AC Robinson will discuss this with the college.

AC Russell

- None

FM Watkins

- Google has reached out to Fire Prevention requesting help to burn and destroy old batteries. FM Watkins will find out more details and bring this item back to Command Staff.