



UFA Command Staff Meeting Highlights

December 2, 2024

Present

Chief Burchett	HR Director Day
AC Pilgrim	CFO Hill
AC Robinson	CLO Roberts
AC Dern	DOC Easton
OC Russell	Cyndee Young
Fire Marshal Larson	

Liability/Workers Comp – AC Pilgrim

- Reviewed recent injury and accident claims

Policy – HR Director Day

1200-120 Respiratory Protection Program

- All of Command Staff has completed their review
- DC Greensides addressed some concerns that arose and made further adjustments
- The policy will now go before PAC next week, 12/12

Chief Burchett

- UFA/UFSA Agenda Review
 - Reviewed agendas in preparation for the meetings next week, 12/10
- Chief's Schedule This Week:
 - **Monday, 12/2**
 - Morning Meeting w/ACs
 - Command Staff
 - Exit Interview FM Larson
 - UFA/UFSA Agenda Review
 - **Tuesday, 12/3**
 - UFA Finance Committee Meeting
 - Station 118 Annual Meeting
 - Station 117 Annual Meeting
 - **Wednesday, 12/4**
 - FF Hiring Meeting
 - Weekly Wednesday Command Staff
 - Fire Marshal Podcast Filming
 - **Thursday, 12/5**
 - Division Leaders
 - Day Staff Holiday Party @ ECC
 - 25-Year Certificate, Captain Marty Glover @ Station 252
 - 25-Year Certificate, Captain Darin Monsen & BC Kay @ Station 125

- **Friday, 12/6 – 12/8**
 - South Metro Fire Chief Process Interview Panel, Colorado – Acting Chief Pilgrim

HR Director Day

- Light Duty Update
 - Reviewed current LD assignments
- SelectHealth Contingent Funding
 - SelectHealth has provided the year-end final contingent amount
 - UFA owes SelectHealth \$27,621.00
 - Chief Burchett will also address this at the Board Meeting next week, 12/10

AC Dern

- Recruit Camp Update
 - The 15 recruits are doing well and are starting week 8
 - Staff is happy with their progress and skills as well as their academics
- Sandy ILA Boundary Change
 - The ILA has been completed and signed by UFA
 - The boundary changes are taking place in the CAD

DOC Easton

- Banquet Update
 - Snowbird was the only bid submitted for the 2025 event
 - The pricing has increased, but can be accommodated
 - Work is taking place on the contract
 - The banquet is scheduled for 5/3/25, IO has sent the “Save the Date”
- Instagram Views
 - The Riverton garage incident has received 1M views
- Christmas Party
 - The party is scheduled for this week, 12/5, in the ECC Board Room
 - This party is for all day staff
 - Command Staff is providing the main course to show their thanks to all administrative staff

CFO Hill

- UFSA Potential Tax Increase Presentations
 - All presentations to the municipalities have been completed
 - The Public Hearing is scheduled for next week, 12/10, 6:00 p.m.
- UFA Finance Committee Meeting
 - The meeting takes place tomorrow, 12/3
 - The audit will be reviewed

AC Pilgrim

- Holiday Admin Leave
 - Command Staff has approved 4-hours of Admin Leave for the coming holiday
 - The UKG leave code remains the same
 - More information is pending
- Special Enforcement Staff Captain
 - Interviews were held last week
- Women FF Annual Meeting
 - The annual Full-Time UFA Women FF's Meeting has been scheduled for 1/28/25
 - Command Staff will look into who will be hosting the Women on Fire Leadership Conference for this coming year and the status of the other women-centric events for 2025
 - Administration has budgeted to send Firefighters to these events for 2025

AC Robinson

- Meeting w/SLCC
 - AC Robinson has a meeting with SL Community College to tour the fire training grounds
 - They are only in the initial discussion phase, but SLCC is considering a Fire Science Program and wanted to look at a potential partnership opportunity
- Surplus Memo
 - A surplus memo was distributed to all our municipalities with various vehicles available, one municipality expressed interest in a surplus vehicle
 - DC Greensides will verify interest
- Station 107 Update
 - A lot of work has been completed
 - Carpet, lighting, painting, lockers, and washer and dryers are done
 - Only a few things remain
 - The turnout lockers will be completed once the parts have been received
- Front Desk Hours Christmas Eve and the day after Christmas
 - EM submitted a request to adjust the front desk staffing 12/24 and open later on 12/26
 - Command Staff will discuss this further
- ZOLL Monitor
 - IT is working to help locate a missing monitor and working on tracking equipment for the future

OC Russell

- Vacation Draw
 - Vacation Draw began today, 12/2
 - There have been some issues with the bandwidth of Station 126 and everyone utilizing their own devices
 - Trouble with the Microsoft Teams licensure has also been a challenge
- P25 Cut Over
 - SLC started their cut-over today

- BC Ascarte will work as the Comms Chief once the UFA cut over begins later this week