



# UFA Command Staff Meeting Highlights

## December 2, 2025

### 10:00 am

#### Guests

- BC Fossum-Liability and Workers Compensation Claims

#### Policies-HRD Day

- 900-120 Pay Plans and Pay Practices/Actions.
  - Adjusted the language in 5.3.1 to be consistent with 5.3.2 of the policy. This is an administrative update only.

#### Chief Burchett

- Agenda Review
  - Command Staff reviewed the agenda items for the UFA and UFSA December Board Meetings. Due to the upcoming holidays, the December meetings will be a week earlier than usual, taking place on December 9, 2025.
  - Staff also reviewed potential agenda items for this week's Firefighter Hiring Meeting and Division Leaders Meeting.
- Chief's Schedule This Week:
  - Monday, December 1
    - Meeting with ACs
    - 30 Years of Service Coin-Prokopis
    - UFA/UFSA Agenda Review Meeting
    - UFA Finance Committee Meeting
    - Prep Meeting for VECC
  - Tuesday, December 2
    - Breakfast with Mayor Knopp
    - Command Staff Meeting
    - VECC/UFA Yearly Check-In Meeting
    - Station 117-A Platoon Annual Visit
  - Wednesday, December 3
    - Firefighter Hiring Meeting
    - Station 108-B Platoon Annual Visit
  - Thursday, December 4
    - USFCA Monthly Legislative Meeting
    - Joint Council Fire Service Meeting
    - Division Leaders Meeting
    - Civilian Compensation Meeting
  - Friday, December 5
    - Weekly Command Staff Agenda Review

### HRD Day

- Light Duty Update
  - Command Staff reviewed the light-duty assignments.
- Policy Review Proposal
  - Future draft policies will be available in PowerDMS for employee review before official publication. Command Staff requested that the monthly memos highlighting policy updates continue to be distributed to the employee group.

### AC Dern

- February Recruit Camp
  - There are currently nine vacancies. UFA will hire 8 recruits for Camp 61 in February 2026. The most significant staffing shortage remains at the Paramedic rank, and a Paramedic lateral camp is expected in June 2026.
- Paramedic School Interest List
  - The Medical Division is drafting a memo announcing that Paramedic School interest will now remain open year-round. Qualified candidates may apply once prerequisites are completed and will be considered on a first-come, first-served basis. More details will be provided in the announcement.

### Micayla Dinkel

- No report

### DOC Easton

- New Hire Workshops
  - The new hire workshops will be held on December 16 and 17, 2025. Information Outreach will discuss and finalize the workshop details at the Firefighter Hiring meeting this week.
- Social Media Update
  - IO has released two seasonal safety videos performing well online—one on turkey fryer safety and another on Christmas tree safety.
- 2026 Banquet Update
  - The date for the UFA banquet is April 24, 2026. Further details will be shared as soon as possible.
- Captain's Task Book Live Podcast
  - IO will be hosting a Captains Task Book Podcast on December 16 at 8:00 am. IO will work on getting the information out to the field regarding the podcast.

### CFO Hill

- Budget Kick-Off Agenda
  - Tony reviewed the agenda for the December 4, 2025, budget kick-off meeting, which will occur during the Division Leaders Meeting.
  - A section will be added for AC Robinson to present on capital replacement. An updated agenda will be sent to Micayla prior to Thursday.

### OC Kay

- Day Staff Holiday Luncheon
  - The Day Staff Holiday Luncheon will be on December 10, 2025, in the ECC boardroom. All day staff are encouraged to attend. Command Staff will personally provide the main dish. Employees may bring sides and desserts. An email with the details and sign-ups will be sent out.

### CLO Roberts

- No report

### AC Robinson

- SARCOP Course
  - Training will be held at the ECC on January 7-8, 2026. A limited number of seats are available for UFA personnel. Operations Chief Kay will forward the information and registration link to the Battalion Chiefs.

### AC Russell

- No report

### FM Watkins

- HB48/WUI Adoption
  - FM Watkins, along with the MSD planners who support Kearns, Magna, and Copperton, have been meeting regarding HB48 and the WUI code adoption. Joe Fisher from the State of Utah has been a strong partner in educating and guiding the municipalities with WUI boundary maps and code adoption.