



# UFA Command Staff Meeting Highlights

## December 16, 2025

### 10:00 am

#### Guests

- BC Fossum-Liability and Workers Compensation Claims

#### Policies-HRD Day

- No policies to review

#### Chief Burchett

- Recognition Items for UFA/UFSA Board Members
  - Command Staff discussed an alternative recognition concept for outgoing board members, proposing the presentation of a UFA flag and display box. AC Russell and Micayla Dinkel will do some research regarding flags, cost and availability.
- Chief's Schedule This Week:
  - Monday, December 15
    - Meeting with AC's
    - Meeting with Tish Buroker
    - 30 Year Coin-Captain Richard Rich
  - Tuesday, December 16
    - Captains' Task Book Podcast
    - Command Staff Meeting
    - Lunch w/Mayor Westmoreland
    - Legislative Meeting
    - New Hire Workshop
  - Wednesday, December 17
    - Liaison Meeting
    - Station 108 C Platoon-Annual Meeting
    - Data Portal Demo-Shelby Willis
    - New Hire Workshop
  - Thursday, December 18
    - Personnel Meeting
    - USAR Quarterly Meeting
    - Station 123 C Platoon-Annual Meeting
    - LI Board of Trustees Meeting
  - Friday, December 19
    - Weekly Command Staff Agenda Review
    - Wasatch Front Regional Council

#### HRD Day

- Light Duty Update
  - Command Staff reviewed the light-duty assignments
- URS Roth 401(k) and Roth 457 (b)
  - UFA will begin to offer Roth 401(k) and Roth 457(b) options to employees. UFA must formally elect participation to allow employees access to these options. Human Resources will proceed with the required paperwork to meet the March deadlines.
- 2026 Entry Level Hire
  - 247 candidates have registered for the entry-level testing process to date.

#### Micayla Dinkel

- Nothing to report

#### AC Dern

- VECC Meeting Update
  - Chief Burchett and AC Dern meet with VECC to tour the center and meet with all the department heads to discuss their budget needs.
- LMS Assignments
  - Command Staff discussed removing LMS assignments older than two years that have not been completed by the employee. Additional work will be needed to automate this process.
- Mountain View Corridor Project
  - Mountain View Corridor is scheduled to open this weekend; coordination with dispatch and Operations to see how the opening of the corridor could potentially impact dispatching and response.
- First Pass
  - First Pass report should be ready for Command Staff to review soon. DC Ayres is looking at the data and the report and will forward it for review. This report will give providers visibility on their performance related to patient care.
- ECC Holiday Party
  - AC Dern thanked Kalle Robertson, Chad Green, and Chad Simons for the staff holiday party at the ECC last week. It went well and was fun for the group. The Finance Division will host the 2026 holiday party.
- Physician Response Trial
  - UFA will provide a letter of support to BEMS for a one-year physician response trial out of the University of Utah. Any coordination or physician response within UFA will be configured at a later date.

#### DOC Easton

- New Hire Workshops
  - Information Outreach will host two new hire workshops at Fire Training. The workshops will be at 5:30 pm at the training tower on December 16 and 17.

### CFO Hill-Absent

- 

### OC Kay

- Nothing to report

### CLO Roberts-Absent

### AC Robinson

- ECC will close early on Christmas Eve and will only be open until 2 pm. The ECC will be closed on Christmas Day. Hours will be posted on the outside doors.

### AC Russell

- U of U Sleep Study
  - The Health and Safety Committee has been working with the University of Utah to conduct a voluntary sleep survey. The initial phase will be at no cost to UFA and will be a survey. Command Staff approved proceeding with the survey phase.
- 2025 Accomplishments Poster
  - Command Staff discussed early planning for the 2025 accomplishments poster to ensure it is ready for the February 2026 Board Meeting. AC Russell asked all Divisions to start working on their accomplishments and be ready to submit them in January. Micayla Dinkel, AC Russell, and Courtney Samuel will explore refreshing the visual look of the document.
- December Liaison Meeting
  - December Meeting will be December 17, 2025, at 8:00 am in the Board Room. Command Staff discussed potential agenda items such as the Standards of Cover, Liaison Talking Points, and Municipal Elections.

### FM Watkins

- WUI and HB48 Implementation Update
  - Progress continues with WUI code adoption across multiple municipalities, with an anticipated completion date by the end of January. Copperton will adopt the code in its council meetings this week.