



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-041

March 13, 2024

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: Rules, Policies & Procedures

In keeping with the practice of releasing new policies or policy revisions once per month, the following policies or policy updates have been released for your review and acceptance. All policies may be found in Vector (Target)/ Solutions in the File Center under the ADMIN folder. The policies are also available in the POLICY DRIVE/ on the UFA server.

The index will reflect the most current policies that have been approved and signed by the Chief and will be updated as policies are either updated or new policies are added.

Policies:

- **900-010 – General Human Resources Definitions** dated February 22, 2024, replaces policy dated November 6, 2023.
- **900-085 – Special Firefighter Hiring Process of Part-time EMS, Variable Wildland, and Seasonal Wildland Employees** – dated December 5, 2023. NOTE: This policy was revised February 27, 2024 for administrative purposes.
- **900-100 New Hire Requirements and Process** dated February 22, 2024, replaces policy dated August 24, 2023.
- **910-010 Assistant Chief** dated February 22, 2024, replaces policy dated May 25, 2023.
- **910-050 Division Chief** dated February 22, 2024, replaces policy dated February 1, 2024.
- **Staff Captain** dated February 22, 2024, replaces policy dated February 1, 2024.
- **Entry Level Firefighter and Paramedic** dated February 22, 2024, replaces policy dated February 1, 2024.

A brief summary is provided below:

Note: As part of the annual policy review, many of the changes to these policies were a result of updating the current practices of UFA.

900-010 – General Human Resources Definitions

- Added new definition for Civilian Employee
- Edited Civilian Sworn Employee

900-085 – Special Firefighter Hiring Process of Part-time EMS, Variable Wildland, and Seasonal Wildland Employees

- Sections 2.2.1 and 2.2.2 employment requirements for eligibility to participate were revised to match existing requirements in other policies as being the closing date of the recruitment notice.

900-100 – New Hire Requirements and Process

- New section 2.3.1 stating persons found to be unqualified for employment as part of a psychological evaluation may reply after three years from the date of original hiring notice.

910-010 – Assistant Chief

- 1.2 added sworn UFA Fire Marshal and sworn Emergency Management Director to list of those eligible to compete for Assistant Chief.
- New section 1.2.1 requires one year of UFA Operational Battalion Chief experience to be AC of Emergency Services.
- 3.4 added language consistent with all PDP policies on Local 1696 participating as an observer during the process.

910-050 – Division Chief

- Moved section 3.6 to section 6.0 for clarity.
- Added additional requirements for Special Enforcement Division Chief position to appendix A.

910-070 – Staff Captain

- Moved section 3.6 to section 6.0 for clarity.
- Removed redundant qualifications from EM Logistics Officer position in appendix A.
- Added Information Outreach to Staff Captain positions in appendix A.

910-090 – Entry Level Firefighter and Paramedic

- New section 1.1.3 requiring ADO certification to be completed by the end of the probation period.
- The new policy management software, PowerDMS, is currently in the on-boarding stage. However, employees can access the policies by going to www.Powerdms.com and clicking on **LOGIN** in the top right-hand corner of the page. From there click on **Login to PowerDMS** and enter **unifiedfire (all lower case)** into the box where it says enter site key. Next a green box will appear to verify your email, click on this. Look for a confirmation email and click on the green **verify box**.