



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-076

June 4, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Mandatory Draw for July to December 2024

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Mandatory Draw for the second 6 months of 2024 (July 1 to December 31, 2024) will be held on June 26, 2024, beginning at 9:00 a.m. If you are electing to participate in the Mandatory Draw for the second half of 2024, you must email Captain Simons ([csimons@unifiedfire.org](mailto:csimons@unifiedfire.org)) **AND** Shelli Fowlks ([sfowlks@unifiedfire.org](mailto:sfowlks@unifiedfire.org)) no later than June 18, by 12:00 p.m. **Emails received after that date and time will not be accepted and you will be required to be part of the Mandatory Level 1 and Level 2 policy.** For a refresher on the mandatory staffing policy, please see policy 400-160 on TargetSolutions or PowerDMS.

Firefighters who elect to participate in the draw will receive more details via department email no later than Friday, June 21 by 2:00 pm. These details will include a link for zoom participation, procedure, and other pertinent information.

We will use a live excel spreadsheet to capture the selected dates for each rank, these spreadsheets will be available for viewing on TargetSolutions after the draw is completed.

Participants will be expected to select 5 days each. Each day must have one participant before a second participant is allowed to draw an already selected day. Once all days are filled, a second slot will be made available. This may occur in the middle of a round, depending on the number of participants and Firefighters with lower seniority may get to pick second days sooner than more senior members.

When two Firefighters of the same rank are signed up for a single day, the total hours in the mandatory bucket will be used to determine which Firefighter will be selected to work the mandatory shift. If more than one for that rank is needed, both Firefighters will be given shifts, and so on until minimum staffing numbers are filled. Once mandatory draw participants are depleted, Mandatory Level 1 and 2 lists will be used to staff the vacancies.

C Platoon participants are encouraged to find friends from a different platoon to select mandatory days on your behalf. As an additional option, C Platoon members may email their selected dates to either member of the staffing office to select your dates for you. If you are not present for roll call and have not given your dates to another employee to draw for you, you will be placed into Mandatory Level 1 and 2. Those who are present for the draw for roll call and then disconnect or do not complete the draw will have days drawn for them. The selected date will be the very next date still available on the spreadsheet.

Please review the mandatory staffing policy for more information and clarification.