



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-101

July 10, 2024

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: Rules, Policies and 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 PowerDMS/Documents/UFA Policies & Procedures. **Reminder: July 1, 2024, all policy were moved to PowerDMS.**

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:

- **100-185 – Firefighter Physical Agility Test (FPAT)** new policy dated July 2, 2024.
- **600- 160 Investment of Public Funds** new policy dated July 2, 2024.
- **900-050 – Establishment, Maintenance and Duration of Hiring and Promotional Registries** dated July 2, 2024, replaces policy dated July 22, 2021.
- **900-080 – Firefighter Lateral Process** – dated July 2, 2024. Replaces policy dated December 5, 2023.
- **900-085 – Special Firefighter Hiring Process of Part-time EMS, Variable Wildland and Seasonal Wildland Employees** dated July 2, 2024, replaces policy dated December 5, 2023.
- **900-090 – Paramedic Lateral Process** dated July 2, 2024, replaces policy dated December 5, 2023.
- **900-170 – Reasonable Accommodations** dated July 2, 2024, replaces policy dated March 10, 2022.
- **910-100 – Firefighter and Paramedic Hiring Process** dated July 2, 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.

100-185 – Firefighter Physical Agility Test (FPAT)

- This new policy details the physical agility test that will be performed by UFA firefighters and prospective firefighters to keep and maintain a baseline, minimum fitness standard to encourage and support overall health and wellness.

600- 160 Investment of Public Funds

- This new policy details the process of investment of public funds operated in conformance with Board guidance, governing legislation, and other legal requirements.

900-050 – Establishment, Maintenance and Duration of Hiring and Promotional Registries

- New paragraph 1.1.2.1 describes how seniority will be determined with mixed recruit camps.

900-080 – Firefighter Lateral Process

- New paragraph 5.3.1 describes how seniority will be determined with mixed recruit camps.

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

- New paragraph 5.1 describes how seniority will be determined with mixed recruit camps.

900-090 – Paramedic Lateral Process

- New paragraph 4.3.1 describes how seniority will be determined with mixed recruit camps.

900-170 Reasonable Accommodations

- Added a Leaders Intent statement
- 1.0 new language regarding accommodating requests for reasonable accommodations.
- General language cleanup throughout.

910-100 – Firefighter and Paramedic Hiring Process

- New paragraph 2.3 details the process where preference points are added to the written test score to determine an adjusted final written score.
- New paragraph 2.4 includes the new FPAT testing information.
- 3.2 deleted the references to banding numbers in Band A and subsequent bands.
- New paragraph 6.1 describes how seniority will be determined with mixed recruit camps.