



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-103

July 11, 2024

TO: All Personnel

FROM: Operations Chief Russell

SUBJECT: After Hours & Weekend Staffing

Starting Monday, July 15, all after hours (1700-0800), weekend sick calls and staffing issues will be the responsibility of Battalion 11. After regular business hours (including weekday mornings), and over the weekend, it shall be the responsibility Battalion 11 in coordination with all the shift Battalion Chiefs to correct/modify Telestaff regarding accuracy in duty assignments and location of their personnel.

As a reminder, the designee for after hours and weekends starting July 15 is Battalion 11. Please use the staffing office phone number (801-743-7212) and try not to call the Battalion phone directly.

Battalion 13 has worked hard over the last year and has taken a lot of additional workloads from the Staffing Office. This has helped the Ops Support Captains to focus on building the schedule, maintaining operational readiness in staffing, and administering our part-time workforce. The assistance has been appreciated.