



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-120

August 30, 2024

TO: All Personnel

FROM: Battalion Chief Prokopis

SUBJECT: 2024 Cadre Recruitment

UFA Fire Training Division is recruiting Fire Training Cadre members for Camp 58, starting October 16, 2024, and Camp 59 starting February 3, 2025. From this recruitment, two people will be selected in mid-September as cadre for the October camp and a larger group selected late December, for the February camp. The exact cadre size for February is dependent on recruit class size.

All interested individuals, whether selected or not, will be placed on a cadre roster to help augment Fire Training staff with various needs throughout the next 12-18 months. Opportunities for being on this roster include recruit and lateral camp cadre, live-fire exercises, HOT Tuesdays, flash-over prop training, FPAT testing, and entry level testing. Captains, Specialists, and Firefighters are welcome to apply. If you are an active, current, or returning Cadre roster member, and wish to remain in the program, you must reapply in order to keep the roster current.

Selections will be based on cover letter, resume, knowledge, skills, abilities, and the needs of Fire Training, as well as the staffing impact to the Operations Division. HR will oversee the review and selection process, which will include input and consideration from Fire Training and the Operations Chief.

In preparation, Cadre typically report to Fire Training 1-2 weeks prior to the start of camp. Recruit Camps generally run for 12-13 weeks. The work week is Monday – Thursday most weeks, however, depending on the size of the hiring class, camp could be split and run concurrently. The first five weeks, one camp would run Sunday through Wednesday; the second camp will run Wednesday through Saturday. Cadre could be assigned either track and we expect applicants to have some flexibility with their schedules. Each individual selected will be assigned to one specific Lead Specialist in Fire Training for the duration of camp.

Individuals selected will spend a significant amount of time directly with recruits. The position may require long and busy days, averaging anywhere from 8-14 hours. Time will be spent between the office, classroom, drill-ground, and some off-site training. Individuals selected will be expected to build lesson plans, organize and schedule weeks activities, teach, demonstrate drill ground skills and evolutions, test, coach, mentor, and work out with the recruits daily.

If interested, please submit a cover letter and a one-page resume through Applicant Pro at <https://unifiedfire.applicantpro.com/internaljobs> by September 15, 2024, at 5:00 pm. Selection and notifications will take place the following week. Any questions should be directed to Fire Training Division,

Captain Dinkel, ddinkel@unifiedfire.org. In your cover letter, please indicate which recruitment areas you wish to be considered for: General Fire Training Cadre Roster, October Camp Cadre, February Camp Cadre, or an interest in all areas of involvement.

Thank you for your continued interest and support of the Fire Training Division and Staff. We could not meet all the obligations without this additional support from our experienced Operations Staff Personnel.