



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-142

October 1, 2024

TO: All Personnel

FROM: Captain LaJeunesse

SUBJECT: ESF Recruitment

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The Salt Lake County Emergency Management Division (EMD) is actively recruiting qualified personnel to fill critical Emergency Support Function (ESF) positions within the Emergency Coordination Center (ECC). These roles are essential for effective resource coordination during large-scale incidents and disaster situations. Due to operational demands, off-duty field personnel and available day staff are vital to fulfilling these roles when ECC activation occurs. Current roles within the UFA we are recruiting for are: ESF 2- Communications, ESF 4 – Firefighting, ESF 7 – Logistics Management, ESF 9 – Search and Rescue, and ESF 10 – Oil and Hazardous Materials Response.

### Requirements:

All personnel selected for ESF positions must meet the following minimum requirements:

- Minimum 5 years firefighting experience
- Rank of Specialist or above
- Completion of FEMA independent study courses: **IS 100, IS 200, IS 700, IS 800**
- Within one year of selection (if applicable):  
**ICS 300, ICS 400, IS 2200** (non-compensated) and **G191, G2300** (compensated by EMD)

### Training and Work Commitment:

- ESF personnel will participate in **quarterly training sessions**, approximately 4 hours per quarter, with a minimum of 75% attendance (additional **in-person training** will be coordinated as needed)
- Overtime compensation provided for off-duty participants
- Ability to respond to the ECC during activation
- A commitment to the ESF program for a minimum of **three years**

### Application Process:

Interested personnel must apply through Applicant Pro **and attach resume** by October 25, 2024.

<https://unifiedfire.applicantpro.com/internaljobs>

### Selection Process:

Selections will be based on previous ESF or IMT experience, qualifications, and availability.

Any questions regarding this recruitment, or the qualifications required, please refer to Policy 300-020 or reach out to Captain LaJeunesse with the Emergency Management Division.