



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-148

October 9, 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, the following policies or policy updates have been released for your review and acceptance. All policies may be found in 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:

- **100-015 – Comprehensive Review of Existing Policies and Procedures** policy dated October 3, 2024, replaces policy dated February 1, 2023.
- **300-020 ECC Staffing** policy dated September 4, 2024, replaces policy dated February 1, 2018.
- **500- 030 EMS Skills Evaluation and Remediation** policy dated October 3, 2024, replaces policy dated August 26, 2021.
- **600-080 – Payroll** dated October 3, 2024, replaces policy dated August 30, 2022.
- **600-150 – Ambulance Services Collections Policy** – dated October 3, 2024. Replaces policy dated August 25, 2022.

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.

100-015 – Comprehensive Review of Existing Policies and Procedures

- New Leaders Intent statement.
- 1.0 changed the review period from annually to every two years, beginning in 2025.
- Detailed how policies will be reviewed using PowerDMS.
- Added new appendix.

300-020 ECC Staffing

- Rewrite of existing policy details the process by which UFA employees will staff key positions in the ECC during an activation.

500- 030 EMS Skills Evaluation and Remediation

- 6.0 Simplified the process by which assessments are conducted.

- 6.1 Allows a sponsored employee's completed course requirements as a substitute for skill evaluation.
- 6.2 Makes the employee responsible for rescheduling of additional attempts.
- 6.4 Sets the entire evaluation process to be completed in 120 days.
- 7.0 Details the results of not successfully passing evaluations at the EMT, AEMT, and PM level.

600-080 – Payroll

- With the transition to the new Kronos payroll system, removed the timecard requirement for Exempt Merit and At-Will Staff.

600-150 – Ambulance Service Collections Policy

- Changed the makeup of the Ambulance Billing Committee from two Finance personnel to “at least one” and “two” EMS Operations personnel.

The following Operational Procedures and Guidelines have been added to policy:

- 450-39 Helicopter Landing Zone
- 450-40 Vehicle Extrication
- 450-41 Search & Rescue
- 450-42 UTA Trax Response
- 450-43 Animal Rescue

Note: Changes have been made to the Uniform Policy Appendix related to the dress uniform and work uniform approved vendors and products.