



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-166

November 26, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Remote Video Attendance Option for Vacation Draw

All participants are encouraged to attend vacation draw in person. For those unable to do so, a Microsoft Teams option has been set up to accommodate participation. If you elect to participate remotely, you will still be expected to log in to Telestaff and participate digitally in the draw as well. Instructions on how this will work will be given at the beginning of each draw. Each platoon has a unique link for their draw time. Participants will only be allowed into the meeting during their specific time slot consistent with their rank.

The links for the meetings are:

- A Platoon: [A Platoon Teams Vacation Draw](#)
- B Platoon: [B Platoon Teams Vacation Draw](#)
- C Platoon: [C Platoon Teams Vacation Draw](#)

Please review the memos and policies regarding vacation draw prior to your scheduled times.