



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-171

November 27, 2024

TO: All Personnel

FROM: Captain Simons

SUBJECT: Mandatory Draw for January to June 2025

Mandatory Draw for the first 6 months of 2025 (January 1 to June 31, 2025) will be held on December 19, 2024, beginning with Captains at 9:00 a.m. If you are electing to participate in the Mandatory Draw for the first half of 2025, you must email Captain Simons **AND** Kalle Robertson before December 13, 2024 at 12:00 p.m. **Emails received after that date and time will not be accepted and you will be required to be part of the Mandatory Level 1 and Level 2 policy.** For a refresher on the mandatory staffing policy, please see policy # 400-160 on Power DMS.

Firefighters who elect to participate in the draw will receive more details via department email no later than Tuesday, December 17 by 2:00 p.m. These details will include a link for video participation, procedure, and other pertinent information.

Participants will be expected to select 5 days each. Each day must have one participant before a second participant is allowed to draw an already selected day. If all days in a 6-month period are filled, a second slot will be made available. This may occur in the middle of a round, depending on the number of participants and Firefighters with lower seniority may get to pick second days sooner than more senior members.

When two Firefighters of the same rank are signed up for a single day, the total hours in the mandatory bucket will be used to determine which Firefighter will be selected to work the mandatory shift. If more than one for that rank is needed, both Firefighters will be given shifts, and so on until minimum staffing numbers are filled. Once mandatory draw participants are depleted, Mandatory Level 1 and 2 lists will be used to staff the vacancies.

Participants currently assigned to A Platoon are encouraged to find friends from a different platoon to select mandatory days on their behalf. If you are not present for Roll Call and have not given your dates to another employee to draw for you, you will be placed into Mandatory Level 1 and 2. Members who are present for the draw for roll call and then disconnect or do not complete the draw will have days drawn for them. The selected date will be the very next date still available on the spreadsheet.

Please review the Mandatory Staffing policy # 400-160 for more information and clarification.