



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-005

January 7, 2025

TO: All Personnel

FROM: Policy Analyst Brass

SUBJECT: Rules, Policies & 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:

- **100-205 – Line-of-Duty/At-Work Death and Serious Injury** new policy dated December 18, 2024.
- **100-330 Unmanned Aircraft Systems (UAS)** policy dated December 18, 2024, replaces policy dated May 27, 2022.
- **400-160 Mandatory Staffing** policy dated January 6, 2025, replaces policy dated December 5, 2023.
- **900-080 Firefighter Lateral Process** policy dated December 18, 2024, replaces policy dated July 2, 2024.
- **900-090 – Paramedic Lateral Process** dated December 18, 2024, replaces policy dated July 2, 2022.
- **910-035 – Fire Marshal** new policy dated December 18, 2024.
- **910-060 – Captain** policy dated December 18, 2024, replaces policy dated February 1, 2024.
- **910-100 – Firefighter and Paramedic Hiring Process** – policy dated December 18, 2024, replaces policy dated July 2, 2024.
- **1200-120 Respiratory Protection Program** new policy dated January 6, 2025.

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.

100-205 – Line-of-Duty/At-Work Death and Serious Injury

- New policy that is designed to provide guidance on the UFA response to a serious injury or line-of-duty death of an employee.

100-330 Unmanned Aircraft Systems (UAS)

- Update of existing policy.

- New 1.9 adds accident investigation to list of uses.
- New 2.1 details how purchased and that the asset is added to UFA insurance policy.
- New 10.2.4 provides information on reporting a crash of UFA UAS.
- New 10.4 provides further information on accident reporting procedures.

400-160 Mandatory Staffing

- 2.5. and 2.5.2 edited to say that a refusal will only affect the draw period in which the refusal occurred.
- 3.9 added “from the mandatory picklist” to the exclusions list for constant staffing shifts.
- Deleted 3.11, the paragraph had redundant language.

900-080 Firefighter Lateral Process

- 1.2.1 added Apparatus Driver Operator (ADO) and completion of current NWCG Wildland minimum training requirements (Firefighter Type II) to the list of minimum qualifications for lateral candidates.
- 1.2.1.1 Requires candidates to obtain FF I & I, Haz Mat Awareness and Ops, and ADO from an International Fire Service Accreditation Congress (IFSAC) member entity or a Pro Board Accredited Certification.

900-090 Paramedic Lateral Process

- 1.3.1 added Apparatus Driver Operator (ADO) and completion of current NWCG Wildland minimum training requirements (Firefighter Type II) to the list of minimum qualifications for lateral candidates.
- 1.3.1.1 Requires candidates to obtain FF I & I, Haz Mat Awareness and Ops, and ADO from an International Fire Service Accreditation Congress (IFSAC) member entity or a Pro Board Accredited Certification.

910-035 Fire Marshal

- New Professional Development Plan policy that details the requirements to become the UFA Fire Marshal.

910-060 Captain

- Added information related to the two-year testing cycle.
- 1.8 updated to explain the requirements of Captain Leadership Academy courses and captain task book.
- 3.2 explains the written examination information.

910-100 Firefighter and Paramedic Hiring Process

- 5.4 Added completion of FPAT as a requirement to be considered for re-entry into recruit academy, if they had previously withdrawn due to a personal hardship.

1200-120 Respiratory Protection Program

- New policy to establish the procedures and requirements necessary to ensure that personnel are protected from exposure to respiratory hazards or oxygen-deficient atmospheres that may be present at fires and emergency scenes.

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

- 450-44 Post Fire Monitoring