



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-196

November 5, 2025

TO: All Personnel

FROM: Bill Brass, Policy Analyst

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:

- **900-085 – Special Firefighter Hiring Process of Part-time EMS, Variable Wildland and Seasonal Wildland Employees** dated October 22, 2025, replaces policy dated July 2, 2024.
- **910-040 – Battalion Chief** dated October 22, 2025, replaces policy dates August 7, 2025.
- **910-080 – Firefighter Specialists** dated October 22, 2025, replaces policy dated February 1, 2024.
- **910-100 – Firefighter and Paramedic Hiring Process** dated October 22, 2025, replaces policy dated June 11, 2025.

A brief summary is provided below:

900-085 – Special Firefighter Hiring Process of Part-time EMS, Variable Wildland and Seasonal Wildland Employees

- New paragraph 2.4.1 will allow Variable Wildland and Seasonal Wildland Employees to attend the fall EMT school alongside new recruits, subject to certain conditions, tuition, class size, and on a first come first served basis with priority given to the Variable Wildland employees.

910-040 – Battalion Chief

- Removed the ICS 400 Advanced Incident Command Systems from the Battalion Chief Academy sessions because those that test for BC are required to already have

a NIMS compliant ICS 400 course. This is consistent with the change to 910-060 Captain ICS 300 requirement.

910-080 – Firefighter Specialists

- New paragraph 2.5.1 states that if a specialist meets the eligibility requirements for a lateral transfer, but the position being transferred into also requires additional minimum qualifications of a Specialist II, the employee will retain their current rate of pay, but they must complete the requirements within one year of transfer.
- Changes to paragraph 6.0 allows for a request to transfer to a specialist position for which they are qualified.
- Previous paragraph 6.1 was deleted and removed the language regarding transferring to a “new type of specialist” position” which required competing in a promotional registry process for the “new” specialty.

910-100 – Firefighter and Paramedic Hiring Process

- Minor language cleanup in paragraphs 2.2, 2.4.
- Removed paragraph 5.4 which allowed for a hired recruit experiencing a “hardship” to petition the Fire Chief for consideration to be reinserted into background phase of the next recruit camp. This was becoming too common a practice and future candidates will need to go back through the hiring process.