



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-202

November 24, 2025

TO: All Personnel

FROM: Captain Simons

SUBJECT: Mandatory Draw Process

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The Mandatory Draw for the first six months of 2026 (January 1 to June 30th, 2026) will be held beginning December 17<sup>th</sup>, 2025. If you are electing to participate in the Mandatory Draw for the first half of 2026, you must sign up through Applicant Pro, <https://unifiedfire.applicantpro.com/internaljobs>, before December 10th, 2025, at **noon**. **Emails received after that date and time will not be accepted, and you will be required to participate in the Mandatory Level 1 and Level 2 per [Policy #400-160](#).**

The draw process for the first half of 2026 will start on December 17<sup>th</sup>, at 0800. There will not be a roll call, so you must submit an email in advance to be included in the draw. The draw for each rank will start at the same time and will be open from 0800 to 2000 daily for seven days, closing on December 23rd at 1500. (Though it should not take that long.) Once it is your turn, an email will be sent to your department email informing you that it is your turn to draw. You will have up to **30 minutes** to make your selection, though you can do so immediately. This allows for those on duty and on calls a chance to take their turn. You do not have to use your entire 30 minutes. Once you make your selection and click "save," it will be the following participants' turn. Participants who do not make a selection in the 30-minute window will be skipped, and the draw will move to the next person. Once a round is completed, if any participants did not select a day before the expiration time, then the first available day will be selected for them, and then round two will begin, and so on until all five rounds are completed.

Note: If there is a major working incident, accommodation will be made to give those on duty a fair chance to make their draw. We will pause the draw to prevent the bid period from expiring for any participants.

### Key points:

- No roll call, all automated.
- You don't need to be logged in to Telestaff the entire time, just during your turn.
- An email will be sent informing you of each turn.
- Still follows auction rules by seniority and single-day selection.
- Once you are notified of your turn, log in, select your day, and save your selection.

All ranks will follow this procedure. Participants who email their election to participate in the draw will be given further instructions before December 17th. Each person will be expected to select five days. Each day must have one participant before a second participant is allowed to select a day that has already been chosen. 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 the minimum staffing numbers are filled.