



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-213

December 10, 2025

TO: All Personnel

FROM: Bill Brass, Policy Analyst

SUBJECT: Rules, Policies, and Procedures

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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:

- **100-220 Employee Recognition and Service Awards** dated December 4, 2025, replaces policy dated February 3, 2023.
- **100-230 – UFA Pins, Medals, and Awards** dated December 4, 2025, replaces policy dated September 20, 2022.
- **400-020 – Field Captain Station Responsibilities** dated December 4, 2025, replaces policy dated March 29, 2023.
- **400-100 – Vacation and Holiday Scheduling – Operations** dated December 4, 2025, replaces policy dated September 30, 2025.
- **400-120 – Bids, Bumps, and Assignments** dated December 4, 2025, replaces policy dated December 5, 2023.
- **500-120 – UFA EMS Quality Management** dated December 4, 2025, replaces former policy UFA EMS Quality Improvement and Clinical Review Policy dated June 22, 2023.
- **600-150 – Ambulance Service Collections** dated December 4, 2025, replaces policy dated October 3, 2024
- **900-190 – Employee Performance and Development Evaluation Process** dated December 4, 2025, replaces policy dated January 5, 2023.
- **900-340 – Light Duty Assignments** new policy dated December 4, 2025.

- **900-380 – Fitness for Duty Evaluations and Return to Work After Illness or Injury** dated December 4, 2025, replaces policy dated August 24, 2023.
- **900-385 – Behavioral Health Fitness for Duty Evaluations and Return to Work** new policy dated December 4, 2025.
- **910-060 – Captain** dated December 4, 2025, replaces policy dated April 1, 2025.

**A brief summary is provided below:**

**100-220 Employee Recognition and Service Awards**

- 4.2 changed to clarify that retirement shadow boxes may have up to 10 items. Also, added that retirees will have 3 months from their date of retirement to receive a retirement award.

**100-230 – UFA Pins, Medals, and Awards**

- Changed to clarify that the Awards Committee is the Customer Service Committee.
- 1.0 Awards will be solicited by Memo annually.
- 2.7 Added Life is Duty Award to policy.
- Updated descriptions of medals and pins.
- 5.2 With the addition of the City patches, removed City Pins from policy. American flag pin added as an option.
- 5.2.1 Describes allowable American flag pins.

**400-020 – Field Captain Station Responsibilities**

- 1.3 Updated C-Platoon station responsibilities.

**400-120 – Bids, Bumps, and Assignments**

- Moved section 4.1 to 1.1
- 6.2 in an effort to speed up the bump process, changed bump notification from 48 hours to 24 hours.
- Revised 6.22 and 6.33 into new sections 6.2.1.1 and 6.2.1.1.1 to describe the process for senior employees in affected position/classification.

**500-020 – UFA EMS Quality Management**

- This is a re-write of the previous policy UFA EMS Quality Improvement and Clinical Review Policy.

**600-150 Ambulance Service Collections Policy**

- New sections 1.1, 1.1.1, and 1.1.2 details reimbursement and billing for transports.
- 2.2.3 based on current billing agent payment schedule.
- 2.5.1 UFA Finance Division Personnel will review accounts and issue approval for accounts to be sent to collections agency.
- Removed section related to death of a patient. Retained language regarding death of a responsible party.

**900-190 Employee Performance Development and Evaluation Process**

- The policy has been updated to incorporate the new performance evaluation software process. The process is essentially the same but has been automated for convenience and better accountability.

**900-340 Light Duty Assignments**

- New policy. The information related to light duty assignments, from former policy Fitness for Duty Evaluations/Light Duty Assignments and Return to work after Illness or Injury, has been placed into a standalone policy.

**900-380 Physical Fitness for Duty Evaluations and Return to Work After Illness of Injury**

- Light Duty Assignments removed from policy into a standalone policy.
- Added Leader's Intent statement.

**900-385 Behavioral Health Fitness for Duty Evaluations and Return to Work**

- New policy that details the processes associated with evaluating an employee's ability to perform their job duties or to return to work following leave due to a potential behavioral or mental health condition.

**910-060 Captain**

- 3.2 clarified that guidelines, along with policies, are part of the evaluation exam.