



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-001

January 5, 2026

TO: All Personnel

FROM: Kiley Day, Human Resources Director

SUBJECT: Urban Search & Rescue (US&R) Division Chief

Attached is the internal recruitment notice for the Urban Search & Rescue (US&R) Division Chief, which also outlines the general selection process.

If you meet the minimum requirements outlined in the job description and are interested in participating in this process, please submit a cover letter and resume via the iSolved internal link <https://unifiedfire.applicantpro.com/internaljobs> by January 20, 2026.

If it is necessary to screen down the number of candidates to a lesser number, this will be done based on a review of the candidates' resume and cover letter.

Good luck to all who are planning to participate.

Please let me know if you have any questions.