



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-002

January 7, 2026

TO: All Personnel

FROM: Director of Communications Easton

SUBJECT: New Department Yearbook Headshots- On Duty Sworn Personnel

UFA is beginning the process of creating a new department yearbook and will be taking updated headshots for all on-duty sworn employees.

To make the process as convenient as possible, photography stations will be set up at strategic fire stations within each battalion (Eagle Mountain will be its own Battalion). Crews should report to their designated site for their official photo. Locations/Dates as follows:

- **Battalion 11: Station 106**

- A Platoon
 - Date: 01/19/26
 - Time: 0900-1700
- B Platoon
 - Date: 1/14/26
 - Time: 0900-1400
- C Platoon
 - Date: 1/16/26
 - Time: 0900-1700

- **Battalion 14: Station 116**

- A Platoon
 - Date: 01/24/26
 - Time: 0900-1400
- B Platoon
 - Date: 1/20/26
 - Time: 0900-1700
- C Platoon
 - Date: 01/22/26

- Time: 0900-1400
- **Battalion 13: Station 109**
 - A Platoon
 - Date: 02/05/26
 - Time: 0900-1400
 - B Platoon
 - Date: 02/02/26
 - Time: 0900-1700
 - C Platoon
 - Date: 02/03/26
 - Time: 0900-1700
- **Battalion 12: Station 121**
 - A Platoon
 - Date: 01/30/26
 - Time: 0900-1400
 - B Platoon
 - Date: 01/26/26
 - Time: 0900-1700
 - C Platoon
 - Date: 01/28/26
 - Time: 0900-1400
- **Eagle Mountain Crews: Station 253**
 - A Platoon
 - Date: 02/11/26
 - Time: 0900-1400
 - B Platoon
 - Date: 02/13/26
 - Time: 0900-1400
 - C Platoon
 - Date: 02/09/26
 - Time: 0900-1400

Dress Attire: Class A Uniform & Hat

All sworn on-duty personnel are required to wear their **Class A Uniform with Hats** for their yearbook photo. If you do not currently have a Class A uniform, we will work with you to ensure that a temporary uniform is made available.

Make-Up Days

Several make-up days will be available for anyone unable to attend during their scheduled on-duty time. These sessions will be held at the EOC building. **Make-up days will be announced at a later date.**

If you have any questions or concerns, please contact [Digital Media Specialist Courtney Samuel](#).

Thank you for your cooperation as we work to create a new yearbook.