



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

26-027

February 25, 2026

TO: All Personnel

FROM: Director of Communications Nile Easton

SUBJECT: Department Yearbook Headshots – MAKE-UP DAYS FOR ON-DUTY SWORN & PART-TIME EMS PERSONNEL

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UFA will facilitate a makeup week for department headshots at Station 126 for on-duty sworn personnel who were unable to attend the initial scheduled photo days.

If you are a **Part-Time EMS** member and were unable to have your headshot taken during the original sessions, we kindly request that you make arrangements to attend during the makeup week.

- Station 126
  - B Platoon
    - **Monday, March 9, 2026**
    - 9am – 12pm
    - **Tuesday, March 10, 2026**
    - 9am – 12pm
  - C Platoon
    - **Wednesday, March 11, 2026**
    - 12:30pm – 3:30pm
    - **Thursday, March 12, 2026**
    - 9am – 12pm
  - A Platoon
    - **Friday, March 13, 2026**
    - 9am – 12pm

**Dress Attire:** Class A Uniform & Hat

All sworn personnel are required to wear their Class A Uniform with Hats for their yearbook photo. If you are a probationary firefighter and do not have your Class A jacket or hat, please coordinate with a member of your crew in advance to borrow them for your make-up day.

**Part-Time EMS:** Class B Uniform

If you are unable to attend any of the scheduled make-up days, you will need to come to the ECC building while off-duty at a later date.

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

We appreciate your cooperation throughout this process as we create the new department yearbook.