



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-048

March 26, 2026

TO: Operations Personnel
FROM: Operations Chief Kay
SUBJECT: Shift Trades in Telestaff

Follow-up to Memo 26-046

Effective immediately and until further notice, **ALL** shift trades entered into Telestaff must be entered by the Staffing Office or a Battalion Chief.

Trade requests greater than 48 hrs. in advance can be sent via email to Captain Simons csimons@unifiedfireut.gov. Shorter notice shift trades (less than 48 hrs.) will be requested by calling the staffing number at 801-743-7212.

Telestaff completed an update that has affected the ability of our employees to accurately enter shift trades.

Telestaff is currently working on the issue, and when it is fixed, a follow-up memo will be issued.

Please contact the Staffing Office or your Battalion Chief with any questions.