



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-051

April 2, 2026

TO: All Personnel

FROM: Information Outreach

SUBJECT: Yearbook Photo Final Makeup Dates

UFA will be holding a final makeup week for employee headshots (sworn, civilian, and EMS part-timers) from Monday, April 13, through Friday, April 17, 2026, between 9:00 AM and 12:00 PM each day at the ECC building.

Please make every effort to come in during this time if you have not yet completed your headshot. There is an important deadline we must meet to finalize all headshots and move forward with building the yearbook.

Dress Attire:

Sworn: Class A's Uniform with Hat

Part-Time EMS: Class B Uniform

Civilian: Professional (suit, blazer, etc.) or Approved UFA attire

Thank you for your cooperation and prompt attention to this matter.