



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-089

May 28, 2026

TO: All Personnel

FROM: Captain Simons

SUBJECT: Mandatory Draw Process

The Mandatory Draw for the second six months of 2026 (July 1 to December 31st, 2026) will be held beginning June 19th, 2026. If you are electing to participate in the Mandatory Draw for the second half of 2026, you will need to sign up through Applicant Pro, <https://unifiedfire.applicantpro.com/internaljobs>, before **June 12th, 2026, by 23:59 hours**. **Sign-ups received after that date and time will not be accepted, and you will be required to be part of Mandatory Level 1 and Level 2 per Policy #400-160.** It will be the responsibility of each participant to ensure their application is received through Applicant Pro. Incomplete applications will not be accepted.

The draw process for the second half of 2026 will start on June 19th, 2026, at 0800. There will not be a roll call, so you must sign up in Applicant Pro in advance to be included in the draw. **The draw for each rank will start at the same time** and will be open from 0800 to 2000 daily until all members have completed their draw. The auction will be accessible outside of these hours, but participants are not expected to be available outside of those hours. While there is no end time for the draw, participants are encouraged to take their turn quickly to keep the draw moving. It is anticipated that the 5 rounds for each rank will take a few days to a week, depending on the number of participants.

When it is your turn, an email will be sent to your department email informing you of your turn to draw. There is not a set time frame for which each turn must be executed; this allows for those on duty and potentially on calls a chance to take their turn. Once you make your selection and click "save," it will be the following participant's turn, and an email will be sent by Telestaff. Currently, there are no SMS notification options available; the system is limited to email for the auction module. There is a "push notification" option embedded in Telestaff that each user can activate for themselves through their individual browser of choice. If interested, simple instructions are available through an internet search, depending on which browser you frequently use.

There is not a need for participants to remain logged in to Telestaff awaiting their turn. Members are encouraged to message the participant who proceeds each person to expedite the draw time. The staffing office will also be monitoring the draw for troubleshooting and to help it move along.

Key points:

- No roll call, all automated
- You don't need to be logged in to Telestaff the entire time, just during your turn
- An email will be sent informing you of each turn
- Follows auction rules by seniority and single-day selection
- Once you are notified of your turn, log in, select your day, and save your selection

All ranks will follow this procedure. Participants who email their election to participate in the draw will be given further instructions prior to June 19th. Each person will be expected to select 5 days, except participants in day staff positions, who will be expected to select 2 days. Each day, must have one person signed up and taken before any second spots are opened in the draw. This may occur in the middle of a round, depending on the number of participants, and participants with lower seniority may get to pick a day as a second person sooner than more senior members.

When two participants of the same rank are signed up for the same day, the total hours in the mandatory bucket will be used to determine which firefighter will be selected to work the mandatory shift. If more than one for that rank is needed, both firefighters will be given shifts, and so on, until the minimum staffing numbers are filled.