



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-090

May 28, 2026

TO: All Personnel

FROM: HR Deputy Director Ricotta

SUBJECT: Fire Training Cadre Recruitment

The Fire Training Division is recruiting for Fire Training Cadre members. This memo is to solicit cadre members for Camp 62 starting August 3, 2026, and for Camp 63 starting February 2027. From the applicants, the camp cadre will be selected for the August camp by July 1, and the cadre for the February 2027 camp will be selected in December 2026. The number of cadre personnel that will join our staff is dependent on camp size, which is yet to be finalized.

Those selected and those not selected for camp cadres will be maintained on a cadre roster. We will use this list to help augment Fire Training staff with various other needs in our division throughout the next 12 to 18 months. Opportunities may include recruit camp cadre, lateral camp cadre, live-fire exercises, HOT Tuesdays, flash-over prop training, FPAT testing, truck school, Engineer school, and entry-level testing. Captains, Specialists, and Firefighters are welcome to apply. **If you are an active, current, or returning Cadre roster member, and you want to remain in the program, you are asked to reapply to keep our roster current and up to date.**

Selections will be based on the applicants' cover letter, resume, knowledge, skills, abilities, the needs of Fire Training, as well as the staffing impact on the Emergency Operations Division. The review and selection process will be overseen by HR and will include input and consideration from Fire Training Staff, Operations Chief, and the Emergency Services Assistant Chief.

Cadre typically reports 1-2 weeks prior to the beginning of camp. Camps run for 14-16 weeks. Our work week is Mon. – Thurs. most weeks, however, depending on the class size and state holidays, work schedule could vary. Each individual selected will be assigned to a Captain in Fire Training for the duration of camp. The Captains at Fire Training will be responsible for oversight of all training staff, cadre, and recruits.

Individuals selected can expect to spend a significant amount of time directly with recruits. The position may require some long and busy days, working anywhere from 8-14 hours. Some flexibility with your time is necessary. Individuals selected will be expected to build lesson plans, organize, and schedule the week's activities, teach, demonstrate drill ground skills and evolutions, coach,

mentor, and work out with the recruits daily.

If interested, please submit a cover letter detailing your interest and a resume through <https://unifiedfire.applicantpro.com/internaljobs> by June 12, 2026. Selection and notifications will take place prior to July 1. Contact Fire Training Division with any questions.

IMPORTANT INFORMATION!

In your cover letter, please indicate what area(s) you wish to be considered for:

- **General Fire Training Cadre Roster - for additional help throughout the year**
- **August Camp 62 Cadre – For this camp only**
- **February Camp 63 Cadre - For this camp only**
- **Interested in ALL areas of involvement.**

Thank you for your interest in and support of the Fire Training Division and Staff. We could not meet all our obligations without this additional support from our experienced Operations Personnel.