



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-072

May 29, 2024

TO: All Personnel

FROM: Assistant Chief Pilgrim

SUBJECT: Battalion Chief Leadership Academy – Session 1

We are excited to announce the UFA Battalion Chief Leadership Academy, consisting of five sessions over the next ten months. Employees interested in preparing for the role of Battalion Chief are strongly encouraged to attend. Topics and dates for each session are listed on page two of this memo.

Session #1: Leadership Concepts. This two-day course will be comprised of various topics involving leadership at the Battalion Chief level. Topics will include leadership development, a smart mistakes mindset to support leaders' decision-making, resilience for yourself and your crews through self-management, budget preparation and process, professional standards and ethics, grievance and appeals, and legal considerations.

Due to the time demands of each day, we will be providing lunch for those who attend. Please contact Jill Tho at jtho@unifiedfire.org if you have any dietary restrictions. If you are unable to attend after signing up, please contact Jill to cancel your lunch order.

Dates: June 24-25, 2024, 08:00-16:00 daily

Location: Station 126

It is preferred that you attend all days of each session. Those interested will attend on their own time. Attendance is not required to participate in future Battalion Chief promotional processes.

To sign up for Session #1, Contact Cyndee Young at cynthiay@unifiedfire.org by Thursday, June 20, 2024. If you have any questions, please contact me or Lana Burningham.

UFA Battalion Chief Leadership Academy Dates

- **June 24-25, 2024 – Session #1 (2 days)**
 - Leadership Concepts, Administrative Processes, and Legal Considerations
- **October 28-30, 2024- Session #2 (3 days)**
 - Division/Group Supervisor Course
- **January 6-7, 2025- Session #3 (2 days)**
 - ICS 400 Advanced Incident Command System
- **February 11-12, 2025- Session #4 (2 days)**
 - Incident Safety Officer
- **March 19-20, 2025- Session #5 (2 days)**
 - Operations – Tactical Decision-Making, Test Preparation, and a Day in the Life of a Battalion Chief