



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-010

January 15, 2025

TO: All Personnel

FROM: Assistant Chief Pilgrim

SUBJECT: Battalion Chief Leadership Academy – Session 4

We are excited to announce Session 4 of the UFA Battalion Chief Leadership Academy: Fire Department Safety Officer's Association (FDSOA) Incident Safety Officer.

The cost of the class for UFA is \$95 per person. UFA is currently covering the cost of the course, which will be capped at 25 people. For those interested, email [Cyndee Young](#) and Cc [AC Pilgrim](#). To ensure we receive the tests in time, registration to Cyndee and AC Pilgrim must occur **no later than 10:00 AM on Feb 3, 2025**.

Due to the time demands of each day, we will be providing lunch for those who attend. Please contact [Jill Tho](#) if you have any dietary restrictions. If you are unable to attend after signing up, please contact Jill to cancel your lunch order.

Dates: February 11-12, 2025 **Times:** 08:00-17:00 both days **Location:** Station 126

To complete the FDSOA ISO course, you must attend both days, on your own time. A test will be proctored at the end of day 2 as part of the day. In order to obtain certification, one must pass the test successfully (70% or greater - 100 question test) as well as complete a series of skill sheets within one year of the exam. **There is also an opportunity to get NFA credit for the course, but that will require taking an additional 25 question test (80% or greater to pass). The NFA test will directly follow the FDSOA test.**

UFA Battalion Chief Leadership Academy Dates

- **June 24-25, 2024 – Session #1 (2 days) COMPLETE**
 - Leadership Concepts, Administrative Processes, and Legal Considerations
- **October 28-29, 2024- Session #2 (2 days) COMPLETE**
 - ICS 400 Advanced Incident Command System
- **January 6-8, 2025- Session #3 (3 days) COMPLETE**
 - L-960 All-Hazards Division/Group Supervisor
- **February 11-12, 2025- Session #4 (2 days) THIS SESSION**
 - 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