



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-158

November 4, 2024

TO: All Personnel

FROM: HR Director Day

SUBJECT: Battalion Chief Exam 2025

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In preparation for the Battalion Chief Exam occurring Spring 2025, the Human Resources Division would like to provide information on the process and the tentative dates of the written and assessment phases. Qualified Captains include everyone who has been a UFA Captain or Staff Captain for two years, with one of those years being a UFA Captain in an operational assignment. Additionally, they must have been in a Firefighter position for at least nine years with a Bachelor's degree (or higher) or thirteen years with an Associate's degree and completed the NIMS ICS 400 Advanced ICS for Command and General Staff.

The Promotional Exam will be conducted in two phases:

- Phase 1: A written exam (hurdle test) will be conducted on April 16, 2025, at 9:00 am and April 17, 2025, at 1:00 pm. You will only need to attend one written test day.
- Phase 2: The top-scoring candidates will be invited to move forward; the Assessment Process will be held during the week of April 28 – May 2, 2025. Specific dates regarding the process will be published in February 2025.

Regarding preparing for the written exam, the following texts, Interlocal Agreement, and policies have been selected for the process:

- IFSTA Chief Officer 4<sup>th</sup> Ed. ISBN: 9780879396442
- Fire Department Incident Safety Officer 3<sup>rd</sup> Ed. ISBN: 9781284041958
- [Interlocal Agreement](#)

All policies can be found in [PowerDMS](#) with policies listed by Division responsibility.

### UFA Policies

#### **100 Administration Policies**

- 100-050 Occupational Licensure and Certification Requirements
- 100-080 Donations to UFA
- 100-185 Firefighter Physical Agility Test (FPAT)
- 100-300 Social Media for Personal Purposes
- 100-310 Management of Photos, Recordings, and Other Electronic Media

#### **200 Compliance and Records Policies**

- 200-130 Employee Medical Information

#### **400 Emergency Services Division**

- 400-030 Apparatus, Equipment and Facility Inspections
- 400-040 Incident Reporting
- 400-100 Vacation and Holiday Scheduling – Operations
- 400-120 Bids Bumps and Assignments
- 400-125 Rover Bid Policy
- 400-130 Staffing
- 400-140 Minimum Staffing & Overtime Reduction – Vacation Buyback
- 400-160 Mandatory Staffing

#### **450 Operational SOG's and SOP's**

- 450-000 Common Terminology
- 450-010 Personnel Accountability System
- 450-020 Establishing Command
- 450-030 Apparatus Placement and Holding Short
- 450-040 Thermal Imaging Camera Deployment
- 450-050 SLICERS
- 450-060 Vacant Structure
- 450-070 Staging
- 450-080 Response to Incidents of Violence
- 450-090 Carbon Monoxide
- 450-101 Hydrocarbon Leaks-Spills
- 450-110 Hazardous Materials Response
- 450-120 Emergency Decontamination
- 450-130 Operational Retreat
- 450-140 Ventilation
- 450-150 Power Line-Electrical Responses
- 450-160 Natural Gas Leak Response
- 450-170 Ladder Company (Quint) Operations
- 450-180 Single Family Dwelling Fires
- 450-190 Motor Vehicle Fires
- 450-200 Fire Alarm Response
- 450-210 Canyon and Backcountry Response
- 450-220 Salvage
- 450-230 After Action Review
- 450-240 VEIS (Vent-Enter-Isolate-Search)
- 450-250 Trench Rescue Standard
- 450-260 Building Structural Collapse Operations
- 450-270 Earthquake Guideline
- 450-280 Overhaul
- 450-290 Fire Department Connection
- 450-300 Elevator Techniques
- 450-310 Rescue Task Force
- 450-320 Commercial Fire Response
- 450-330 Water Supply
- 450-340 Valley Mayday SOG
- 450-350 CBRN
- 450-360 Field Fire and Wildland Urban Interface Fires

- 450-370 Water-Swiftwater Response
- 450-380 Post Fire Decontamination
- 450-390 Helicopter Landing Zone
- 450-400 Vehicle Extrication
- 450-410 Search & Rescue
- 450-420 UTA TRAX Response
- 450-430 Animal Rescue
- 450-44 Post Fire Monitoring

### **500 EMS Division Policies**

- 500-080 Controlled Substance Medications

### **550 EMS Division Guidelines**

- 550-20 Target Solutions Check It Control Substance Guideline

### **600 Finance Division Policies**

- 600-080 Payroll
- 600-140 Purchasing Card Policy

### **700 Fire Prevention Division Policies**

- 700-010 Fire Inspection
- 700-040 Knox-Supra-Secure Entry Keys

### **900 Human Resources Division Policies**

- 900-160 Acting-in
- 900-190 Employee Performance and Development Evaluation Process
- 900-210 Holidays
- 900-220 Vacation
- 900-230 Sick Leave
- 900-260 Administrative Leave With or Without Pay
- 900-410 Harassment, Sexual Harassment, Discrimination and Retaliation
- 900-420 Drug and Alcohol Testing Drug Free Workplace
- 900-430 Professional Standards, Investigations, and Complaints
- 900-440 Discipline
- 900-450 Grievances and Appeals

### **1200 Safety, Health, and Wellness**

- 1200-010 Employees Assistance Program
- 1200-020 Vehicle Accident Investigation Procedure
- 1200-040 Safe Vehicle Operation
- 1200-090 Behavioral Health After-Action Review

### **1400 Technology Division Policies**

- 1400-010 IT Acceptable Use Policy

Personnel interested in taking the exam are encouraged to begin studying these materials.

Each candidate must obtain their own books, which can be found on Amazon or through other distributors. The most current versions of the policies are in [PowerDMS](#). Please feel free to contact me with any questions (kday@unifiedfire.org).