



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-193

November 4, 2025

TO: All Personnel

FROM: Assistant Chief Russell

SUBJECT: Battalion Chief Task Book

We are excited to announce the launch of the Battalion Chief Task Book. This task book offers a foundational framework outlining the essential skills that UFA Battalion Chiefs should possess. Its purpose is to identify the necessary training and provide guidance for mentors and participants, focusing on areas for development, education, and preparation for promotion to Battalion Chief. The task book concept is significant for overall leadership and skill development.

To be eligible for the 2027 Battalion Chief Promotional process and all future Battalion Chief Promotional Processes, employees must have attended all sessions of the Battalion Chief Leadership Academy beginning in 2026 and completed all the Battalion Chief Task Book components of the Battalion Chief Leadership Academy. Successful completion of the entire Battalion Chief Task Book is required six (6) months after promotion. Refer to Policy 910-040 Battalion Chief for all requirements.

Prerequisites to Initiate a Task Book

All employees preparing for the role of Battalion Chief are encouraged to begin their development journey using the task book as their guide. Before starting to complete tasks and getting them signed off by an evaluator, employees must meet specific requirements:

1. Must be a UFA Captain/Staff Captain with a minimum of one year as a UFA Captain in an operational assignment
2. Must be within two years of eligibility to test for Battalion Chief (minimum of 9 years in a UFA Firefighter position)

To initiate a task book, employees should:

1. Obtain a task book from PowerDMS, Forms, Admin & Planning, Task Books, Battalion Chief Task Book, and review the criteria.
2. Any Battalion Chief or higher-ranking Officer with UFA can initiate the task book and provide initial directions to the trainee to begin working on the task book.

We hope this task book provides valuable insight into the roles, responsibilities, and expectations of our Battalion Chiefs. If you have any questions or feedback regarding the task book as you begin your work, don't hesitate to get in touch with Assistant Chief Russell, Assistant Chief Dern, or Operations Chief Kay.