



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-207

December 1, 2025

TO: All Personnel

FROM: Assistant Chief Russell

SUBJECT: Captain Leadership Academy – CLA #2 UFA Administration

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We are excited to announce the UFA Captain's Leadership Academy – CLA #2, a two-day professional development opportunity designed to enhance leadership capabilities in Finance and Budget, Human Resources, Health & Wellness, Legal Considerations, Evaluations, Discipline, Policies, etc. at the Captain level.

### Details:

- Dates & Time: Tuesday, January 13, 2026, and Wednesday, January 14, 2026, 0800 – 1600 hours each day
- Location: Station 126 – Training Room
- Lunch will be provided for attendees both days

### Important Note for Promotional Eligibility:

To be eligible for the 2026 Captain Promotional Process, participants must attend all Captain Leadership Academy Sessions. To get the session instructor to verify attendance in the participant's Captain Task Book for CLA#2 UFA Administration, the participant must have attended both days and at least 70% of the course.

### RSVP Deadline:

Priority registration will be given to personnel who are not currently Captains and require the class for promotional eligibility; promoted Captains will be placed in the course as space allows. Please RSVP with Micayla Dinkel, Executive Assistant, at [mdinkel@unifiedfireut.gov](mailto:mdinkel@unifiedfireut.gov) by Tuesday, December 16, 2025. Attendance is on personal time. Each course is capped at 36 attendees and registration will be filled on a first-come, first-served basis.

For additional information or questions, feel free to contact Chief Russell or Chief Dern.

### UFA Captain Leadership Academy Sessions and Dates

**CLA #1 L-280 Followership to Leadership (2 Days)**  
*September 3, 2025, and September 4, 2025 – COMPLETE*

*March 2, 2026, and March 3, 2026*

**CLA #2 UFA Administration** (Finance Budget, Human Resources, Health & Wellness, Legal Considerations, Evaluations, Discipline, Policies, etc.) and Leadership Concepts-FYI (2 Days)

*November 12, 2025, and November 13, 2025 – COMPLETE*

*January 13, 2026, and January 14, 2026 – UP NEXT*

**CLA #3 Government & Community Relations, and UFA Divisions** (Special Enforcement, Fire Prevention, Logistics, etc.) (1 Day)

*November 18, 2025 - COMPLETE*

*January 22, 2026*

**CLA #4 Captain Level Strategy, tactics, and Incident Management** (2 Days)

*September 29, 2025, and September 30, 2025 – COMPLETE*

*March 30, 2026, and March 31, 2026*