



Fire Department

**Mark Rohlfing**  
Chief

**Gerard Washington**  
Assistant Chief  
**Michael Payne**  
Assistant Chief  
**Paul Conway**  
Assistant Chief

November 11, 2011

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, Wisconsin 53202

Dear Commissioners:

I have enclosed the Milwaukee Fire Department's Professional Development Program (PDP) for your review. This program is another step in the department fulfilling its mission to serve the citizens of Milwaukee. Training all of our future company officers and heavy equipment operators will greatly enhance our delivery of services in an even more professional, safe, and efficient manner.

I will be delighted to go over the program's highlights and answer any questions you may have at the meeting of your Honorable Board on November 17, 2011.

Respectfully,



**MARK ROHLFING**  
Chief

MR/jlb  
Enclosure  
FPC\Professional Development Program 1111

Office of  
MILWAUKEE FIRE DEPARTMENT

# 2011 – 62

November 11, 2011

TO: Department Personnel

**RE: MILWAUKEE FIRE DEPARTMENT- PROFESSIONAL DEVELOPMENT PROGRAM**

The Milwaukee Fire Department (MFD) has a deep and abiding commitment to the service of the citizens of Milwaukee and to the members of the department. The MFD core values of COURAGE, INTEGRITY and HONOR provide the character foundation of all MFD members and the starting point of our department expectations.

It is the MFD's responsibility and duty to prepare our officers and heavy equipment operators (HEOs) to succeed. It is the responsibility of each department member to make the commitment necessary to be successful in our organization. Much is expected from department members that choose to pursue the challenges of becoming a leader in our organization. The Professional Development Program is the first step in preparing the men and women of the department to meet and exceed these high expectations.

The MFD Professional Development Program (PDP) will consist of coursework that will build the foundation for our officers and HEOs. The structured courses will augment our members' field experiences and individual efforts to further strengthen their knowledge, skills, and abilities. The program will raise the level of expertise, competence, and professionalism within our officer corps, our vehicle operators, and our entire department.

The PDP is a **prerequisite** to be considered for promotion to Battalion Chief. The PDP may be required in order to participate in future promotional examination processes for HEO, special lieutenant, fire lieutenant, and fire captain conducted by the Fire & Police Commission. In order to receive a recommendation for promotion from the Fire Chief, the PDP must be completed for any promotional examination for HEO, special lieutenant, fire lieutenant, and fire captain conducted after June 1, 2013. If the PDP coursework is not completed for a specific rank at the time the eligible list is established after June 1, 2013 the Fire Chief will not recommend the candidate for promotion.

The courses will be offered on a rotating basis to allow for the staggered promotional exam processes. Members that have already successfully completed degrees, classes, seminars, or certificate programs that may be applicable toward PDP requirements will confer with the Battalion Chief of the Training Academy to obtain transfer credit toward the PDP requirements.

**See the table below for rank-specific courses:**

<b>HEO</b>	<b>SPC LT/ FIRE LT</b>	<b>CAPTAIN</b>	<b>BATTALION CHIEF</b>
Engine Ops Aerial Ops IS-700 ICS-200 Mentored Acting	Entry Level Engine Ops Entry Level Aerial Ops Fire Instructor 1 Fire Officer 1 Tactics & Strategy Leadership and Administrative Development (Charm School) Building Construction IS-700 ICS-200 Mentored Acting	Entry Level Engine Ops Entry Level Aerial Ops Fire Instructor 1 Fire Officer 1 Tactics & Strategy Leadership and Administrative Development (Charm School) Building Construction Leadership / Supervision NFA - ISO MFD Safety Seminar IS-700 ICS-200 ICS-300	Entry Level Engine Ops Entry Level Aerial Ops Fire Instructor 1 Fire Officer 1 Tactics & Strategy Leadership and Administrative Development (Charm School) Building Construction Leadership / Supervision NFA - ISO MFD Safety Seminar IS-700 ICS-200 ICS-300 ICS-400 IS-800

<b><u>MFD</u></b> <b><u>Curriculum</u></b>	<b><u>State</u></b> <b><u>Curriculum</u></b>	<b><u>NFA</u></b> <b><u>Curriculum</u></b>
Tactics & Strategy Leadership and Administrative Development (Charm School) Building Construction Leadership / Supervision Mentored Acting MFD Safety Seminar Entry Level Engine and Aerial Ops	Engine Ops Aerial Ops Fire Instructor 1 Fire Officer 1	Incident Safety Officer

\*All courses will be taught at the Milwaukee Fire Department Training Academy, however those listed as State or NFA curriculum may also be available at other sites throughout the technical college system.

The Training Academy will be posting a schedule of classes to allow members to plan their schedules accordingly. The classes are to be attended on members' own time without compensation from the MFD. The courses are minimum standards and members that are interested in advancing their career within the Milwaukee Fire Department are strongly encouraged to pursue college level courses and degrees to improve their opportunities for future promotion.

We encourage all members to take advantage of this training opportunity. Regardless of promotional intentions, the training will greatly assist all of us in completing our mission in a safe, professional, and efficient manner.

Direct questions regarding this policy to the Training Academy Battalion Chief.

This notice cancels and supersedes #2008-30.

  
 MARK ROHLFING  
 Fire Chief

## **PROFESSIONAL DEVELOPMENT PROGRAM FAQs**

- If I am an HEO do I need to take the Entry Level Aerial and Engine Operations Certification Course to qualify for promotion to the rank of lieutenant or above?
  - No.
- If I am already a company officer, do I need to attend Charm School to be promoted higher?
  - No; however, it is recommended as administrative procedures within the department change on a regular basis.
- Does my participation in these courses expire?
  - No; you only need to complete each requirement once.
- Can I take a Fire and Police Commission promotional exam without yet completing all of the Professional Development Program prerequisites for that promotion?
  - The courses will be recommended to be phased in as prerequisites for future promotional examinations, but the requirements for each examination are determined by the Fire and Police Commission in the promotional job announcement bulletin. (Note: The Training Academy will provide the courses in staggered, repeating format to allow members multiple opportunities to complete them.)
- If I choose to take a required course through the technical college system rather than through the MFD Training Academy who pays the course-related fees?
  - You do. You may elect to utilize your tuition reimbursement benefit.
- What is Mentored Acting?
  - Mentored acting is members acting HEO or lieutenant in the presence of, and in active participation with, their respective HEO or lieutenant. The minimum mentored acting requirement is 48 hours and 20 emergency responses. Acting periods are to be between the hours of 0800 and 2200 hours and can be structured as company officers see fit. Acting members along with their mentors are to complete the “Mentored Acting Worksheet” (available from the training academy office) and submit it to the training academy. In conjunction with the worksheet, company officers are to make appropriate entries on the *Training Tracking Form*. *Training Tracking Form* entries and a separate worksheet are to be submitted for each block of acting time. Acting HEOs must be previously qualified on the apparatus prior to participating in this program (refer to current numbered notice “Driver/Operator Qualification Requirements”).