



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

23-05AMIII

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**Chief Officer Professional
Development and Improvement**

12/15/2017

Issued by: Fire Chief Scott E. Goldstein

Policy Number: 23-05AMIII

Authority: Montgomery County Code Section 21-3 (b)

Supersedes: Policy and Procedure 23-05AMII, *Command Officer Professional Development and Improvement*, dated August 15, 2012

Effective Date: December 15, 2017

SECTION 1. Purpose:

To improve or maintain the knowledge, skills, and abilities of Montgomery County Fire and Rescue Service Certified Chief Officers.

SECTION 2. Applicability:

This policy applies to all MCFRS Certified Chief Officers.

SECTION 3. Background:

This policy updates and changes Policy 23-05AMII, *Command Officer Professional Development and Improvement*, dated August 15, 2012, and adds provisions addressing the command competency requirements contained in Executive Regulation 36-08AM, *Certification Standards for Training, Experience, and Credentialing Requirements*.

SECTION 4. Definitions:

- a. **Certified Chief Officer (CCO):** A MCFRS officer who has achieved the training and experience requirements identified in the *Certification Standards for Training, Experience, and Credentialing Requirements* Executive Regulation, and has been certified at the rank of Battalion Chief or above by the Fire Chief.
- b. **COPDI:** Acronym for Chief Officer Professional Development and Improvement, continuing education requirement(s) that must be met by all MCFRS officers who are certified at the rank of Battalion Chief and higher.
- c. **COPDI Program Manager:** Individual assigned by the Fire Chief to develop, administer, and manage COPDI training.
- d. **MCFRS Sponsored Training:** COPDI training, generally offered by the Montgomery County Fire and Rescue Public Safety Training Academy, and approved by the Fire Chief.



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- e. **Non-MCFRS Sponsored Training:** Training that meets the National Fire Protection Association Standard 1021, *Fire Officer Professional Qualifications*, and the approved COPDI training objectives for the calendar year.
- f. **Personnel:** For the purposes of this policy, this term refers to all career and volunteer (Local Fire and Rescue Department) members of the Montgomery County Fire and Rescue Service.

SECTION 5. Policy:

- a. Certified Chief Officer Requirements
 - 1. Prior to being designated as a CCO, all candidates must:
 - A. Complete certification and training requirements outlined in policy 36-08, *Certification Standards for Training, Experience, and Credentialing Requirements*;
 - B. Successfully complete an on-line course assignment for the current year;
 - C. Successfully complete three (3) approved practical evaluations as outlined by the COPDI Program Manager. Two (2) of the three (3) scenarios will be a house fire scenario and a garden apartment fire scenario.
 - 2. Additionally, all candidates must:
 - A. Merit System Employees:
 - i. Be on the current Battalion Chief eligibility list;
 - ii. Complete the Battalion Chief "Bump-up" training; and
 - iii. Meet with the Fire Chief and the Operations Division Chief for an opportunity to understand the MCFRS command doctrine.
 - B. Volunteers
 - i. Be nominated for promotion by their respective LFRD Chief. The LFRD Chief can submit an IECS designation request via the appropriate system/procedure.
 - ii. Meet with the Fire Chief, Operations Division Chief, Volunteer and Community Services Division Chief, and the respective LFRD Chief. The meeting will allow the candidate an opportunity to understand the MCFRS command doctrine.
 - 3. Reduction in Rank
 - A. An LFRD CCO who has been reduced in rank, may, for a period of up to eighteen (18) months, assume his or her prior CCO status if:
 - i. The CCO successfully completes any missed command competency evaluations occurring during the time of reduced rank;
 - ii. The reduction in rank was not because of performance or disciplinary reasons;



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- iii. The assumption of prior CCO status is approved by the LFRD Chief; and
- iv. The individual seeking to assume a prior CCO status is otherwise compliant with this and other applicable MCFRS policies and procedures and orders of the Fire Chief.

b. Command Competency Practical Evaluation

1. The Fire Chief or designee will announce and the COPDI Program Manager will, on an annual basis, develop a competency evaluation. The evaluation will be developed with input from command competency program peer evaluators and will measure the knowledge, skills and abilities needed to manage all-hazards emergency incidents.
 - A. When appropriate and conducive to the topic, a continuing education session may be recorded and be made available to those unable to attend a live session or for additional review and practice prior to the start of peer evaluations.
2. The COPDI Program Manager will create a practical scenario for the skills demonstration of a fire/rescue/EMS related incident.
 - A. The scenario will include an A and B scenario, which will be administered randomly amongst evaluation dates. Should a candidate be required to retake, a different scenario must be used from their previous evaluation.
 - B. The COPDI Program Manager will utilize a mix of career and volunteer MCFRS CCOs to formulate, beta test, and deliver the annual competency evaluation. CCOs with two years of CCO command experience will be given reasonable opportunity to apply to serve as a peer evaluator.
 - C. CCO peer evaluators that participate in the formulation and evaluation of the skills demonstration are prohibited from mentoring and/or assisting CCO candidates on any specific details and information pertaining to a current practical scenario.
 - i. A CCO peer evaluator can mentor fellow CCOs on general incident management skills.
3. A CCO must successfully complete an annual written (on-line) assignment and practical evaluation to remain certified as a CCO. Failure to successfully complete either will result in an IECS certification adjustment.
 - A. Merit System Employees
 - i. The CCO will be moved to the provisional list until such time as they successfully complete the practical evaluation.
 - B. Volunteers
 - i. The CCO will be moved to the rank of Fire/Rescue Captain.
4. The CCO must complete the written (on-line) segment of the annual evaluation in order to progress to the practical evaluation. Successful completion is a score of at least 75% on



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the evaluation. A CCO can attempt the written (on-line) segment up to three (3) times before they are prohibited from further attempts.

5. The CCO may attempt the practical evaluation no more than two (2) times during any scheduled evaluation, provided the evaluators remain available, and only if no other CCO is kept waiting beyond his or her scheduled evaluation time. After a third (3rd) attempt at the practical evaluation, the CCO will be offered a remediation plan developed by the COPDI Program Manager. The remediation plan will address performance deficiencies and will be discussed with the CCO.
 - A. The remediation plan will include:
 - i. A description of deficient performance;
 - ii. Performance objectives with expected outcome, current performance, and remedial action;
 - iii. Resource material; and
 - iv. A reasonable time-frame for the remediation.
 - B. After completing the remediation plan, or at the request of the CCO, a fourth (4th) attempt at the practical evaluation will be provided.
 - i. If the candidate is unsuccessful in completing the skill demonstration, they will be handled as outlined in section 5(b)(3).
 - ii. After adjustment as outlined in section 5(b)(3), the member must complete the steps in Section 5(a)(1), to return to CCO status.
 - C. Failure of evaluation equipment during the practical evaluation will automatically provide an additional evaluation opportunity.
6. The CCO is permitted to bring reference and support material(s) they utilize in their regular response vehicle into the skill demonstration.
 - A. The reference materials can be self-created as well as publicly/commercially available materials.
 - B. Any reference / support material utilized during the skill demonstration will be reviewed prior to the start of the scenario by the evaluating personnel.
 - C. Reference materials which are found to have direct information specific to the current practical evaluation scenario will be not be permitted inside the evaluation lab.
 - D. Materials found to have exercise-specific information on them will not be allowed to leave the evaluation facility. These items will be retained by the COPDI Program Manager until the conclusion of any appeals process or potential appeals process and then returned to the CCO's supervisor.
 - E. Individuals found to have unauthorized exercise-specific information may be subject to



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Executive Regulation 22-00AM.

c. Continuing Education

1. Except as defined under Section 5 (c) (2) below, all CCO's must successfully complete a minimum of twelve (12) hours of COPDI training each calendar year. Six (6) of the twelve required hours must be completed by attending MCFRS Sponsored Training. COPDI training may also be obtained by attending Non-MCFRS Sponsored Training. However, to receive credit, the Non-MCFRS Sponsored Training must be approved by the Fire Chief or designee.
2. An individual who has been promoted to a CCO position mid-year must complete one hour of COPDI training for each full month served as a CCO. This requirement also applies to a career Captain who is on the eligibility list for Battalion Chief, if the Fire Chief or designee appoints the Captain to act as a Battalion Chief.
3. An individual who fails to successfully complete the required COPDI training is not qualified to serve as a CCO. A CCO who is removed from the IECS list for any reason, or who becomes disqualified to serve as a CCO because of failure to meet the required training hours described in Section 5 (c) (1) above, must fully satisfy the COPDI training requirement before being eligible for reappointment to a CCO rank.
4. The MCFRS Training Section must provide at least thirty-six (36) hours of COPDI training each calendar year.
5. No credit will be given for duplicate COPDI training (taking the same class more than once).

SECTION 6. Responsibility:

All Certified Chief Officers are responsible to comply with this policy.

SECTION 7. Procedure:

- a. COPDI training opportunities will be announced and appropriately advertised by the COPDI Program Manager.
- b. Personnel must register for MCFRS Sponsored Training in accordance with established procedures.
- c. Personnel must submit a completed COPDI Program Approval Request Form (attached) to the COPDI Program Manager by December 31st of each year to obtain COPDI credit for Non-MCFRS Sponsored Training.
- d. Personnel may request that the COPDI Program Manager approve in advance the Non-MCFRS Sponsored Training the personnel wish to take (see Attachment at Part C).



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- e. A CCO who feels aggrieved by a decision of the COPDI Program Manager may appeal the decision to the MCFRS Training Officer.
- f. The Fire Chief is the enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

SECTION 8. Cancellation:

This policy supersedes Policy 23-05AMII, *Command Officer Professional Development and Improvement*, dated August 15, 2012, and is effective on 12/15/ 2017.

SECTION 9. Attachments:

COPDI Program Approval Request Form for Non-MCFRS Sponsored Training.

Approved:

A handwritten signature in black ink that reads 'Scott Goldstein'.

Fire Chief

12/15/ 2017

Date