



County of Frederick

Michael J. Marciano
Director of Human Resources

(540) 665-5668
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Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors
FROM: Michael J. Marciano
DATE: February 1, 2019
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, February 8, 2019** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Fiscal Year 2019-2020 Requests for New Positions** – Presentation by Department Representatives
 - a. Finance Department
 - i. Discussion of Purchasing Manager Position
 - b. Fire & Rescue
 - i. Discussion of Assistant Chief Position
 - ii. Discussion of the reclassification of the range of F&R Battalion Chief from a Range 9 to a Range 10
 - iii. Discussion of the reclassification of the range of F&R Deputy Chief from a Range 10 to a Range 11
 - iv. Discussion of the Fire & Rescue's Career Development Program
2. **Employee of the Month**
 - a. Discussion of current Employee of the Month and Year processes



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TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: February 1, 2019

SUBJECT: Overview from the Human Resources Department re a February 8, 2019 Agenda Item

Purchasing Manager: The Human Resources Department has reviewed the job description submitted for this position, studied the positions listed in the County's Salary Administration Program, and considered the salaries of other counties within the Commonwealth of Virginia. It is the recommendation of the Director of Human Resources that the Human Resources Committee approve the creation of a new Purchasing Manager position for our Finance Department.

County of Frederick, Virginia

Position Details

Position Title: PURCHASING MANAGER

Date Position Created:

Department: FINANCE

Reports To: FINANCE DIRECTOR

Exempt Non-Exempt

Date Prepared:

Prepared By: SHARON KIBLER

Range: 10

Grade:

Salary: \$69,759 - \$111,741

G/L Line Item: 4-010-012140-

Job Description

Job Purpose: Provides strategic leadership in initiating best practices in purchasing and implementing efficient and effective business processes. Performs advanced professional and administrative work planning, directing and overseeing the procurement of a variety of professional and non-professional services, supplies, materials, equipment, vehicles, and construction. Work is performed under minimal supervision.

Essential Functions

- Recommends and leads the formulation, implementation, maintenance, updating, interpretation and enforcement of procurement policies/procedures; establishes standards; ensures compliance with all applicable laws, rules, regulations, standards and best procurement practices; presents changes to established policy/procedures to management via resolution; investigates and coordinates problems of a complex nature and designs corrective procedures;
- Supervises procurement programs in purchasing large volume of goods/services; develops and implements progressive procurement programs to improve effectiveness and efficiency of procurement activities; executes, supervises and communicates aspects of procurement programs to staff and user departments; develops and implements training programs for end users and external customers; develops and maintains vendor brochures outlining procurement procedures;
- Assists user departments in developing specifications, scope of work, invitation for bid/request for proposal criteria; prepares formal solicitation packages and opens at a predetermined time; prepare shipments of bid packages to vendors; records tabulation of bids; analyzes results for compliance to original solicitation package specifications, terms and conditions; prepares recommendation of acceptance or rejection of bids/proposals based on analysis.
- Examines contract documents, including special provisions contained therein for acceptable legal terms and conditions and compliance to public procurement standards; seeks advice from County Attorney if needed; negotiates any required changes with contractors; signs contracts;
- Processes purchase orders, change order requests, and order cancelations;
- Manages surplus property and materials to include oversees County auction, keeps aware of departmental needs for possible use of surplus items, sells or otherwise disposes of surplus items;
- Provides assistance to outside auditors by preparing work papers and reports as required;
- Provides assistance with implementation and testing of enhancements to purchasing software;
- Performs related tasks as required.

Job Requirements:

Education: Any combination of education and experience equivalent to graduation from a four-year accredited college with a degree in Business or Public Administration, Accounting, Finance, or any comparable work experience performed in a similar professional environment which would provide the required knowledge, skills and abilities.

Experience: Considerable purchasing experience, preferably in the public sector. Possess or obtain a professional certification from a recognized purchasing related organization such as Virginia Contracting Officer (VCO) or Certified Professional Public Buyer/Officer (CPPB/CPPO). General knowledge of insurance and bonding requirements and contractor licensing is desirable.

Knowledge/Skills: Comprehensive knowledge of business methods, markets and purchasing practices; comprehensive knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; ability to analyze and develop solutions to complex issues, procedural and operational issues, communicate complex information, regulations, and policy, both orally and in written format; comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment. Thorough knowledge and use of standard office practices and procedures. General knowledge of modern office methods, practices and equipment. Ability to establish and maintain effective working relationship with co-workers and the general public and possess professional telephone etiquette.

Working Conditions:

Physical Demands: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Supervisory Responsibilities:

Number of Employees Supervised: 0	Number of Subordinate Supervisors Reporting to Job: 0
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Approvals:

Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

Frederick County Finance
Request for Purchasing Manager

<i>(all funds)</i>	FY 2018	2017	2016	2015	2014
# POs PROCESSED	191	170	168	157	142
\$ GOODS & SERVICES PROCURED (million)	\$25.3	\$22.9	\$27.5	\$22.9	\$17.2

What will a dedicated Purchasing Manager do for the County?

- Apply specific knowledge of best practices and codified processes, i.e. VPPA, to establish and maintain procurement policies and procedures that support County goals and comply with laws.
- Standardize and streamline County purchasing procedures and processes to improve effectiveness and efficiency.
- Approach procurement matters strategically rather than as they arise.
- Assist in developing specifications for formal procurement.
- Calculate and consider life cycle costing.
- Manage contracts.
- Negotiate.
- Leverage purchase volume, when possible.
- Establish and maintain supplier relationships.
- Train County departmental staff on purchasing policies and procedures.
- Manage surplus property and its disposition.

		PURCHASE FOR SCHOOLS ?	# PURCHASING STAFF	PURCHASING STAFF (MGR) SALARY	# FINANCE STAFF (TOTAL)
FREDERICK pop: 86,484	G/F budget: \$181.5m	N	0	n/a	7
FREDERICK CO SCHOOLS student pop: 13,500	School Operating: \$168.5m		2	\$60-\$122k	10
CITY OF WINCHESTER pop: 28,000	G/F budget: \$93.7m	N	1	\$53-\$82k	6
CLARKE pop: 14,000 student pop: 1,973	G/F budget: \$42.1m School Operating: \$23.3m	Y	1	\$63k no range— current salary of 15 yr employee	6
FAUQUIER pop: 65,000 student pop: 10,948	G/F budget: \$184.1m School Operating: \$140.7m	Y	6	\$63-\$112k	18 (a)
LOUDOUN pop: 413,612	G/F budget: \$1.6b	N	14	\$67-\$127k	44 (a)
MONTGOMERY pop: 98,509	G/F budget: \$122.2m	N	2	\$57-\$93k	11
AUGUSTA pop: 75,000	G/F budget: \$187.0m	N	1	\$38-\$59k* (assistant)	7
JAMES CITY CO pop: 86,484 student pop: 11,468	G/F budget: \$181.5m School Operating: \$137.8m	Y	6	\$73-\$117k	20
HARRISONBURG CITY pop: 53,000	G/F budget: \$116.0m	N	2	\$53-\$89k	7 (a)
ROCKINGHAM pop: 80,227	G/F budget: \$133.3m	N	0	n/a	10
ROANOKE CO pop: 93,730 student pop: 13,937	G/F budget: \$221.9m School Operating: \$151.5m	Y	5	\$54-\$87k	22 (a)
YORK pop 68,890 student pop: 12,552	G/F budget: \$137.7m School Operating. \$140.4m	Y	5	\$70-\$117k	25

(a) Budget not prepared in Finance Department.



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TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: February 1, 2019

SUBJECT: Overview from the Human Resources Department re a February 8, 2019 Agenda Item

Assistant Fire & Rescue Chief: The Human Resources Department has reviewed the job description submitted for this position, studied the positions listed in the County's Salary Administration Program, and considered the salaries of other counties within the Commonwealth of Virginia. It is the recommendation of the Director of Human Resources that the Human Resources Committee approve the creation of a new Assistant Chief position for our Fire & Rescue Department.




Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Blaine Dunn
Chairman, HR Committee

THRU: Michael Marciano
HR Director

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: Staffing Request – FY20
Assistant Chief

DATE: January 30, 2019

The Frederick County Fire and Rescue Department is requesting one new position not currently listed on the County Position List for the upcoming FY2020 Budget, Assistant Chief.

True leadership requires a Fire Chief to prepare their department for the future while solving issues that affect today's operations. Realization of our Department's shortcomings and how to correct them requires inner strength and vision, but this vision is not limited to the Fire Chief alone. Having chief officers, especially an Assistant Chief, can provide a wealth of knowledge to assist the Fire Chief in moving the department into the future. Creating the Assistant Chief position will promote a true and beneficial team approach to problem-solving and vision-development. This collaboration will improve our Department immediately through a sense of shared responsibility.

The Assistant Chief will allow for better oversight of the Operations Division, which includes station staffing and management. Currently the Fire Chief and Deputy Chief of Operations manage all administrative and personnel matters, hiring processes, budgetary needs and manage and coordinate all aspects of the Fire and Rescue Strategic Planning Committee. Due to the increased and continuous demands these tasks have placed on the Fire Chief and the Deputy Chief of Operations, the Operations Division cannot be properly managed. The Assistant Chief would relieve the Deputy Chief of Operations from these tasks which would allow for more oversight and interaction with the station personnel. The Assistant Chief will allow for improved communication and interaction with the Volunteer Companies, ensuring future success of the combination system. The position would also ensure there is consistency within the Department and allow for policies and decisions to be better handled throughout the system.

As the Department continues to grow, greater demands are placed on executive staff. Additional field personnel and industry regulations equates to an exponential increase in the provision of routine tasks and services, which in turn can negatively impact the effectiveness of the Department. The Assistant

Fire Chief would be second in command of the Department and would take the lead in the absence of the Fire Chief. This position shall assist the Fire Chief in setting goals for the Department, establishing policies and procedures, handling grievances, assisting with budgetary issues, reviewing equipment and safety standards, and ensuring consistency throughout the System. The addition of an Assistant Fire Chief will allow for improved Department oversight, better communication and ensure system success while also improving the morale of the department's employees through increased leadership exposure and availability.

Within the next five years, all our senior officers will be eligible to retire. They have the institutional knowledge, the commitment and the passion to maintain the high standards the community has come to know. Now, as an organization that has matured and is in a transition process, the leaders we have come to rely on to guide the Department are planning for retirement. Research from the National Fire Academy shows there is a correlation between success within an organization that can be directly attributed to the amount of emphasis placed on professional development of personnel and formal succession planning. The Department has been successful promoting employee career development and now must focus on the creation of a succession plan to take the Department into the next chapter.

Our Department met with County Attorney Rod Williams on Thursday, January 24, 2019 and discussed the Assistant Chief title as it relates to Virginia State Code Section 15.2-1502. The role of Assistant Chief is historically fire and rescue departments' second-in-command, and this is the practice within the Frederick County Volunteer Companies. To maintain the already established rank structure within the system, Mr. Williams advised the Department that an addition establishing and detailing the duties of the Assistant Chief to the Frederick County Code, Chapter 89, utilizing the wording from the State Code would be acceptable for the creation of the Assistant Chief as the second-in-command within the Frederick County Fire and Rescue System.

The Department is currently working on updates and changes to Chapter 89 and has added the following as recommended by Mr. Williams:

ASSISTANT CHIEF – A person who is appointed to act as a substitute for the System Chief, and on his/her behalf, in matters in which the System Chief may act.

The changes to Chapter 89 are expected to be finalized and submitted to the Public Safety Committee and Code and Ordinance Committee within the next month for committee recommendation and Board of Supervisor approval.

Job descriptions for the Fire Chief, Assistant Chief and Deputy Chief are included for your review and outline how the shift in several responsibilities will better serve the Department, Frederick County and the citizens we serve.

If you have any questions, comments or would like to discuss this request in more detail, please do not hesitate to contact me.

/attachments

County of Frederick, Virginia

Position Details

Position Title: Fire and Rescue Chief		Date Position Created:
Department: Fire and Rescue		Reports To: County Administrator
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By: Administrative Assistant
Range: NC	Grade:	Salary:
G/L Line Item: 4-010-035050-1001-000-050		

Job Description

Job Purpose: Performs complex administrative and supervisory work in the management of fire protection, fire injury, pre-hospital emergency medical services, rescue and fire suppression activities, protection from hazardous materials, emergencies and disaster services of the County. Work involves serving as the System Chief of the Combination Fire and Rescue System, which include the responsibility for staffing, training, budgeting and all other administrative matters for a wide variety of emergency prevention; and considerable liaison work with other County agencies, the volunteer fire and rescue companies and the County's Fire and Rescue Association, as outlined in Chapter 89 of the Frederick County Code.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other duties may also be necessary for successful department leadership.

- Provide the general management of the Frederick County Fire & Rescue Combination System and may delegate authority to other officials and staff of the combined system;
- Establish and enforce systemwide regulations; The system chief shall establish and enforce training standards; equipment specifications for all systemwide equipment, both mobile and nonmobile, and determine the department's fleet size, function and replacement needs;
- Oversee station operations, relating to the provision of fire and rescue services, including staffing, and shall ensure the regulations are applied to all fire and rescue personnel, staff or volunteer.
- Provide general management, planning, preparation and response for any disaster that occurs in the county and requires the implementation of the county's emergency response plan and shall function as the coordinator of emergency services pursuant to Code of Virginia, Title 44;
- Take all actions, on behalf of the County Administrator, necessary to implement and carry out the terms of agreements for mutual aid, disaster preparedness and provision of services related to hazardous materials, rescues, fire suppression, investigation, medical services or other emergency response services deemed necessary in the judgment of the fire and rescue chief in events exceeding the capabilities of an individual locality or government agency;
- Manage the development and progress of the Department's Strategic Plan;
- Serves on the Fire and Rescue Association and Chiefs Work Group to develop goals, objectives, policies and procedures for the Countywide Fire and Rescue System;
- Coordinates in conjunction with the Fire and Rescue Association and Chiefs Work Group, the efforts of many volunteer fire and rescue organizations to provide effective service for the citizens of the County;
- Planning, directing, supervising, and coordinating public safety activities, services and staff, including career and volunteer emergency medical and fire service members;
- Participates in civic programs, disaster preparedness activities, and fire and injury prevention and safety campaigns; attends meetings and conferences and gives talks before large groups and through communications media;
- Prepares and justifies the annual department budget; accounts for expenditures of funds for Fire and Rescue Department; and keeps records of fund expenditures by the volunteer services;
- Makes recommendations to numerous committees and the Board of Supervisors for the establishment and maintenance of an adequate fire and rescue department;
- Directs the preparation of reports for County officials;
- Prepares long-range plans for the development of the department;
- Prepares specifications for fire and rescue apparatus, equipment and stations;
- Reviews reports on departmental activities;
- Attends conferences and meetings on fire prevention and extinguishment problems and to stay

informed of current trends in the field;

- Represents the Department in a variety of local, county, state, and other meetings.

Job Requirements:

Education: Any combination of education and/or experience equivalent to a Bachelor's degree in Fire Administration, Business Administration or applicable field; and 7-10 years of progressive command and administrative experience.

Applicants must satisfy all other training, experience, and physical requirements established by the Frederick County Fire and Rescue Department, as outlined in the Career Development Program.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: A minimum of 12 years of fire and emergency medical service experience which includes serving in a like-sized combination department for a minimum of 6-years as a Chief Officer. Must have considerable experience of a wide and progressively responsible nature in the fire and emergency medical services and emergency management operations and procedures.

Knowledge/Skills: Knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline; administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response; hazardous material and chemical spill response, and considerable knowledge of applicable laws, ordinances, standards, and regulations.

Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment. Thorough knowledge of emergency management, hazard mitigation methods, and emergency medicine techniques and their applications. Skill in the operation of fire and EMS tools and equipment.

Ability to train, supervises, and leads subordinate personnel. Ability to inspect the effectiveness of the Department and to institute improvements. Ability to perform work requiring good physical condition. Ability to communicate effectively, both orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching, and gripping; work long periods at a desk; must be willing and have the ability to work such hours as are necessary to accomplish the job requirements often during off hours, remain on-call 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations.

Supervisory Responsibilities:

Number of Employees Supervised:
varies (Career) + Volunteer Personnel

Number of Subordinate Supervisors Reporting to Job:
varies

Approvals:

Department Director:

Date:

HR:

Date:

Finance:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

County of Frederick, Virginia

Position Details

Position Title: Assistant Chief		Date Position Created:
Department: Fire and Rescue		Reports To: Fire and Rescue Chief
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By:
Range: 12	Grade:	Salary: \$90,750 - \$117,996
G/L Line Item: 4-010-035050-1001-000-		

Job Description

Job Purpose: Performs complex professional and difficult administrative work assisting the Fire and Rescue Chief in providing direction and leadership to fire and rescue personnel and other Department staff in fire and rescue operations, fire prevention, protection of life and property, emergency management, and the administration of all Fire and Rescue systems and activities in the County.

Work is performed under general supervision of the Fire and Rescue Chief. Exercises supervision over various levels of uniformed and non-uniformed staff. Responsible for the overall management and day-to-day operations and activities of the Fire and Rescue Department. Assumes full responsibility of the Fire and Rescue Department in the absence of the Fire and Rescue Chief.

Essential Functions

To perform the job successfully, and individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other Duties may also be assigned.

- Ensure operations are carried out according to legal and ethical requirements in a manner that fosters a culture of cooperation among career and volunteer providers;
- Work together with the Fire Chief to coordinate the divisions of the Department and the Volunteer Companies to achieve a concerted effort in fire prevention, suppression and emergency medical services;
- Participate in development and management of the Department's Strategic Plan;
- Establishes and implements departmental rules and regulations, work methods and policies and procedures;
- Serves as the liaison and point of contact with other County agencies and civic, business, and community groups, and appears before various groups as senior spokesperson for the department or as a personal representative of the Fire and Rescue Chief;
- Assist the Deputy Chiefs in the planning, directing and reviewing of activities and operations of the Department including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services and administrative support services;
- Directs and supervises personnel, material and facility resource management operations;
- Assists in the development and administration of the department's budget;
- Participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversees training of administrative and supervisory ranks in methods, procedures and duties, assigning and instructing work and providing guidance in overcoming difficulties;
- Continuously studies, analyzes and plans programs assuring that the performance of units is efficient and effective;
- Oversees overall human resources of the Department;
- Recommends personnel actions (staffing, transfers, promotions and commendations) to the Fire and Rescue Chief;
- Coordinates all hiring and promotional process activities;
- Recommends and enforces disciplinary measures when necessary;
- Directs provisions for the use of mutual aid services among agencies through cooperative agreements;
- Establishes and maintains an effective liaison with counterparts in other Departments and jurisdictions in order to develop plans and coordinate activities of mutual concern;
- Provides oversight and assist with coordination activities for personnel assigned to the various Department divisions;
- May direct large-scale or emergency operations, such as major incidents or disasters.

Job Requirements:

Education: Any combination of education and/or experience equivalent to a Bachelor's degree in Fire Administration, Business Administration or applicable field.

Applicants must satisfy all other training, experience, and physical requirements established by the Frederick County Fire and Rescue Department, as outlined in the Career Development Program.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: A minimum of 10 years of fire and emergency medical service experience which includes serving in a like-sized combination department; 5-7 years of progressive command and administrative experience, with a minimum of 4-years as a Chief Officer.

Knowledge/Skills: Knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline; administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response; hazardous material and chemical spill response, and considerable knowledge of applicable laws, ordinances, standards, and regulations.

Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment. Thorough knowledge of emergency management, hazard mitigation methods, and emergency medicine techniques and their applications. Skill in the operation of fire and EMS tools and equipment.

Ability to train, supervises, and leads subordinate personnel. Ability to inspect the effectiveness of the Department and to institute improvements. Ability to perform work requiring good physical condition. Ability to communicate effectively, both orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching, and gripping; work long periods at a desk; must be willing and have the ability to work such hours as are necessary to accomplish the job requirements often during off hours, remain on-call 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations.

Supervisory Responsibilities:

Number of Employees Supervised:
Varies

Number of Subordinate Supervisors Reporting to Job:
3+

Approvals:

Department Chief:

Date:

HR:

Date:

Finance:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

County of Frederick, Virginia

Position Details

Position Title: Section Head - Deputy Chief		Date Position Created:
Department: Fire and Rescue		Reports To: Assistant Chief
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By:
Range: 11	Grade:	Salary:
G/L Line Item: 4-010-035050-1001-000- _ _ _ (multiple positions)		

Job Description

Job Purpose: The Section Head - Deputy Chief is a member of the emergency services team that is composed of career and volunteer fire and rescue personnel. The Deputy Chief shall be responsible for the management of each of the Department's Divisions. They are responsible for budget preparation and management and establishing policies and procedures within the Divisions.

Work is performed under the general supervision of an Assistant Fire & Rescue Chief. May serve as an Acting Assistant Fire & Rescue Chief in their absence. Supervision is exercised over subordinate professional, technical, clerical, and emergency response personnel. Work also includes coordination of various aspects of operations and department management with the volunteer component of the service.

Essential Functions

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other Duties may also be assigned.

Operations Deputy Chief: The Deputy Chief assigned to the Operations Division will perform the following:

- Performs oversight for the different programs within the Operations Division;
- Serves as a liaison between the department and volunteer fire and rescue component and meets regularly with volunteer fire and rescue chiefs or their representatives;
- Responsible for the oversight and management of fire, rescue, EMS and special operations;
- Makes assignments and supervises subordinate officers in the care and maintenance of stations and equipment;
- Assumes duties necessary to mitigate emergency incidents;
- Provides an environment through leadership and examples where customer service is the highest priority activity;
- Recommends and administers policies and procedures;
- Assists with short and long-range planning and recommends strategies to improve effectiveness of the functions within the Department;
- Provides technical assistance and advice to the Fire and Rescue Assistant Chief;
- Assists volunteer fire and rescue officers or in their absence, directs and oversees multi-company response to emergency fire, medical aid, hazardous material, rescue, and other emergency operations and directs staff responding to emergencies;
- Manages emergency incidents of all types and sizes;
- Supervises, trains, and evaluates assigned staff;
- Confers with and advises the Fire and Rescue Assistant Chief on issues related to division activities;
- Plans and coordinates work programs and projects; assists subordinate staff in establishing programs and objectives;
- Interprets and explains regulations, policies, and procedures to staff;
- Assists in the development and administration of the division budget; develops, prepares, and implements budgets related to assigned activities;
- Participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; plans for existing and future equipment and facility needs;
- Evaluates recommendations for purchase of equipment, secures and evaluates bids;
- Oversees and assists with the management of personnel and employee relations issues and acts as a department resource for employee relations issues;
- Recommends, develops and implements changes in policies, rules and regulations;
- Performs research and analysis of administrative or operational functions by gathering data,

studies and preparing reports.

Training Division Deputy Chief: The Deputy Chief assigned to the Training Division will perform the following:

- Performs oversight for the different programs within the Training Division;
- Supervises Assistant Training Officers and other subordinate positions as assigned;
- Serves as the Career Development Program Advisor and is responsible for the delivery and maintenance of the program;
- Schedules all initial certification courses, continuing education courses, and related informational classes for the fire and rescue system based upon the annual training plan and other necessary training programs as identified;
- Develops and facilitates course delivery components associated with training programs delivered in the fire and rescue system (i.e. syllabuses, lesson plans, audio visual materials, practical skills components and evaluation instruments, written examinations, practical examinations, lead and assistant instructor evaluations);
- Develops, schedules, and facilitates the Career Recruit School based upon the number of hired new employees and their associated needs;
- Creates recruitment/new hire record development and monitors the progress of probationary personnel and confers with supervisors on the progress made by probationary;
- Evaluates and develops educational goals, objectives, policies, and procedures including program content, methods, and instructional materials and techniques;
- Attends meetings at the local, regional, state, and federal levels as they relate to training of public safety personnel within our fire and rescue system;
- Participates on assigned committees and work groups related to the training of public safety personnel within our fire and rescue system;
- Responsible for the inventory and maintenance of the apparatus, equipment, and materials assigned to the Training Division;
- Research industry trends to ensure Training Programs are up-to-date;
- Schedules, tracks and oversees coordination of fire and emergency medical service training for shift personnel;
- Perform a variety of administrative, technical, and supervisory tasks related to education and training;
- Assists in the development and administration of the division budget; develops, prepares, and implements budgets related to assigned activities;
- Participate in emergency, EMS, fire suppression, and hazardous materials activities when needed;
- Participants in meetings with representatives of other jurisdictions regarding education and training issues;
- Serves as a resource for volunteer fire and rescue officers.

Life Safety Division Deputy Chief: The Deputy Chief assigned to the Life Safety Division/Fire Marshal's Office will perform the following:

- Performs oversight for the different programs within the Life Safety Division;
- Supervises Assistant Fire Marshals and other subordinate positions as assigned;
- Performs all duties as the Fire Code Official;
- Provide feedback and technical code interpretations and technical fire investigation expertise to staff to resolve complex situations;
- Schedule staff to ensure response to complaints and investigations on a 24-hour basis;
- Perform inspections and or investigations as needed to ensure the Division meets service needs and to maintain proficiency;
- Ensure response to citizen concerns regarding violations of fire, explosives and hazardous materials is prompt and mitigated according to the laws, regulations, and codes of the United States, Virginia, and Frederick County;
- Research laws and codes to produce technical reports;
- Provide fire and life safety education to the public and conducting professional presentations;
- Develop fire prevention codes and code amendments for approval and implementation;
- Oversee the plans review and inspection process of fire protection systems;
- Perform a variety of administrative, technical, and supervisory tasks related to fire inspections and prevention, interpret complex code requirements, inspects public facilities for compliance with applicable codes;

- Assists in the development and administration of the division budget; develops, prepares, and implements budgets related to assigned activities;
- Monitor compliance with state and local fire plans and protection regulations and standards;
- Participants in and provides specialized training in code enforcement and fire investigation;
- Participants in meetings with contractors, developers, architects, engineers and county officials prior to and during construction;
- Conducts supplemental investigations including witness or suspect interviews, searches, report writing, and diagrams;
- Serves as a resource for volunteer fire and rescue officers;
- Coordinates with law enforcement, Commonwealth's Attorney, insurance companies, and private investigators in the investigation and/or prosecution of fires and fire-related crimes
- Functions as a sworn law enforcement officer with local police (arrest) powers as it pertains to those offenses involving a violation of fire prevention and life safety laws and related ordinances, hazardous materials, fires, fire bombings, bombings, attempts or threats to commit such offenses, possession and manufacture of explosive devices, substances and fire bombs;
- Regular carrying of an assigned firearm and weapon(s).

Job Requirements:

Education: Any combination of education and/or experience equivalent to an Associate's degree in Fire Science Administration, Fire Protection, EMS Management or applicable field.

Applicants must satisfy all other training, experience, and physical requirements established by the Frederick County Fire and Rescue Department, as outlined in the Career Development Program.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: A minimum of 8 years of fire and emergency medical service experience which includes serving in a like-sized combination department with a minimum of 2-years as a Battalion Chief or equivalent.

Knowledge/Skills: Knowledge of Fire and Rescue operations, policies, procedures, and organizational relationships; knowledge of correct English usage, spelling, and punctuation; knowledge of training and supervisory techniques; Knowledge of employee policies and procedures; Possess exceptional organizational skills; strong communication, leadership, and supervisory skills; ability to apply the overall mission of the department to make executive decisions; ability to make decisions and take necessary actions; ability to maintain composure during stressful situations; ability to efficiently handle multiple tasks requiring a high degree of attention to detail; thorough knowledge and understanding of the budget process; thorough knowledge of administrative and management techniques; ability to communicate orally and in writing in an effective manner; ability to analyze, research, and evaluate data to use as a decision making and management tool; ability to determine strategies; ability to be impartial and objective when evaluating subordinates' work; ability to coach and motivate others for professional improvement.

Comprehensive knowledge of incident command system, fireground and rescue operations; thorough knowledge of building construction; general knowledge of potential hazards in electrical and heating systems; general knowledge of services provided by other divisions, departments, or agencies; thorough knowledge of areas of specialization: fire suppression, EMS, training, fire prevention, safety, hazardous materials, and apparatus and equipment; thorough knowledge of the County and State fire prevention code, the County building code, and modern fire prevention standards and methods; thorough knowledge of all federal, state, and local laws that pertain to the delivery of fire, rescue, and emergency medical services; ability to work well with personnel from the department and volunteer companies, other government agencies, and other jurisdictions; ability to maintain awareness of capabilities of equipment, apparatus, and staffing on scene; ability to coordinate emergency activities with other units; ability to interpret fire prevention regulations and apply proper enforcement; ability to understand Department goals, set goals, and the vision to obtain them; ability to lead, manage and perform utilizing the department values.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching, and gripping; work long periods at a desk; must be willing and have the ability to work such hours as are necessary to accomplish the job requirements often during off hours, remain on-call 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations.

Supervisory Responsibilities:

Number of Employees Supervised:
Varies by Division

Number of Subordinate Supervisors Reporting to Job:
3+

Approvals:

Department Chief:

Date:

HR:

Date:

Finance:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:



County of Frederick

Michael J. Marciano
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: February 1, 2019

SUBJECT: Overview from the Human Resources Department re a February 8, 2019 Agenda Item

Fire & Rescue Range Reclassifications: The Human Resources Department understands that the range reclassifications start with the request of adding the position of the Assistant Chief. Working on the assumption that this position will be approved, the range reclassifications for the Battalion Chief, Deputy Chief and Assistant Chief positions have been reviewed. The need to reclassify these positions appears appropriate to compensate these positions according to the responsibility and educational requirements each job requires. Furthermore, the range changes appear consistent with salaries of other counties within the Commonwealth of Virginia. It is the recommendation of the Director of Human Resources that these range reclassifications be approved.



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Blaine Dunn
Chairman, HR Committee

THRU: Michael Marciano
HR Director

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: Reclassification of Salary Ranges
Career Development Program

DATE: January 30, 2019

The Frederick County Fire and Rescue Department's request for the Assistant Chief and the recent rank restructuring, created the need to review and request reclassification to several of the current salary ranges of the Department's supervisory positions listed below:

Title / Rank	Current Ranges	Proposed Ranges
Firefighter	5 \$42,831 – 68,486	5 \$42,831 – 68,486
Technician	6 \$42,831 – 68,486	6 \$42,831 – 68,486
Specialist	7 \$47,919 – 76,756	7 \$47,919 – 76,756
Lieutenant	8 \$53,114 – 84,919	8 \$53,114 – 84,919
Captain	9 \$60,323 – 96,581	9 \$60,323 – 96,581
Battalion Chief	9 \$60,323 – 96,581	10 \$69,759 – 111,741
Deputy Chief	10 \$69,759 – 111,741	11 \$81,420 – 130,188
Assistant Chief	N/A	12 \$90,750 – 145,242
Chief	NC	NC

As shown in the table, currently the rank of Captain and Battalion Chief are both listed at a Range 9, however, the Battalion Chief is the direct supervisor of the Fire and Rescue Captain and the

promotional/educational requirements exceed the requirements of the Fire and Rescue Captain and should be compensated at a higher salary.

Due to these requests, the need to further reclassify the range for Deputy Chief exist to maintain a consistent level of growth due to the increased duties and responsibilities with this supervisory position. We have included a salary range rank comparison with surrounding and/or like sized departments for your review.

In analyzing the cost impact the range reclassifications would have on our budget, there would be a FY2019 increase of \$11,406.15 to cover the months of May and June with the proposed range changes. The anticipated increase for FY2020 is expected to be approximately \$68,436.88. **However, with no additional employees eligible for Incentive Pay during FY2019, the Department can cover the salary increases from the range changes utilizing funds within our current budget.**

Lastly, for your information, please find attached the most recent version of the Department's Career Development Program. In 1998, the Board of Supervisors reviewed and approved the original Frederick County Fire and Rescue Career Development Program, however, as the Department has grown, and industry standards have changed, and several requirements for advancement have changed as well. **Please note in both the original and current version, the ranges for each rank increase based on the rank classification and increased requirements each rank requires. The request to reclassify the Battalion Chief and Deputy Chief ranges will realign the Department Ranks as outlined in the Department's Career Development Program.**

The ability to react to the community's needs and resolve any problems encountered places a high level of responsibility on every employee of the Fire and Rescue Department, including the newest Firefighter/EMT. For these reasons, demanding entry level requirements and rigorous training programs are vitally important. Because of the complex nature of the profession, fire and rescue personnel are carefully screened before entering the Fire and Rescue Department and once in the Department, all employees must maintain a high level of proficiency.

To maintain these skills and learn new ones, a continuing program of training and education is provided for all members of the Department. This training helps employees maintain proficiency at their present level, meet certification requirements, learn new procedures, and become familiar with new technologies.

The employees of the Department are committed to a policy that increases the level of their professional development by providing equal opportunity and incentive for professional growth throughout their career with the County of Frederick. The process will stress actual job performance, combined with professional development through advanced technical training and academic educational opportunity.

If you have any questions or need additional information regarding the above requests, please do not hesitate to contact me.

/attachments (3)

County	Starting Salary Firefighter	Technician	Specialist	Lieutenant	Captain	Battalion Chief	Deputy Chief	Assistant Chief
Frederick Current	\$39,014	\$42,831 – 68,486	\$47,919 – 76,756	\$53,114 – 84,919	\$60,323 – 96,581	\$60,323 – 96,581	\$69,759 – 111,741	N/A
Frederick Proposed	\$39,014	\$42,831 – 68,486	\$47,919 – 76,756	\$53,114 – 84,919	\$60,323 – 96,581	\$69,759 – 111,741	\$81,420 – 130,188	\$90,750 – 145,242
Prince William	\$48,256 – 87,331	\$48,256 – 87,331	\$53,234 – 94,944	\$61,522 – 113,830	\$67,868 – 125,540	\$81,432 – 138,257	\$90,646 – 157,884	\$104,758 – 173,484
Loudoun	\$43,616 – 76,624	\$48,851 – 85,797	\$52,758 – 92,660	\$57,075 – 100,244	\$61,826 - 109,927	\$72,088 – 126,610	\$83,727 – 146,794	\$94,110 – 165,000
Fauquier	\$47,324 – 79,023	\$52,291 – 87,335	\$60,403 - 100,863	\$63,423 – 105,905	\$69,912 – 116,762	\$80,770 – 134,883	\$85,770 – 143,235	\$93,475 – 156,103
Stafford	\$34,736 (recruit) \$42,036 – 65,145	\$45,344 – 70,262	\$49,878 – 77,292	\$59,737 – 92,580 \$60,340 – 93,516	\$65,624 – 101,712 \$66,289 – 102,731	\$71,323 – 110,572	\$74,193 – 115,044	\$83,137 – 128,876
Albemarle	\$39,500 (recruit)	\$41,475 – 68,044	\$49,043 – 75,019	\$60,404 – 86,271	\$64,692 – 90,585	\$75,884 – 104,173	\$79,059 – 129,051	\$84,825 – 138,461
Harrisonburg	\$37,419 – 62,899	\$39,658 – 66,695	\$42,029 – 70,691	\$59,633 – 100,276 \$59,639 – 100,263	\$66,998 – 112,637 \$67,017 – 112,652	\$71,022 – 119,389	\$75,296 – 126,568	N/A
Spotsylvania	\$41,431 – 66,290 (recruit) \$43,502 – 69,604	\$45,678 – 73,084	\$47,961 – 76,739 \$50,360 – 80,576	\$55,522 – 88,835	\$61,212 – 97,940	\$67,487 – 107,979	\$82,031 – 131,249	Proposed FY2020



County of Frederick

Michael J. Marciano
Director of Human Resources

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Fax: (540) 665-5669
Michael.Marciano@fcva.us

TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: February 1, 2019

SUBJECT: Overview from the Human Resources Department re a February 8, 2019 Agenda Item

Changes to the Fire & Rescue's Career Development Program: The Human Resources Department has reviewed the proposed Career Development Program and recommends that the additions be approved. Because it has been 20 years since this program was last reviewed, the Fire & Rescue Department has made changes to its program that embody the changes in industry standards as well as address the requirements for advancement. It is the recommendation of the Director of Human Resources that the Career Development Program be approved. (NOTE: To facilitate the Human Resource Committee's review, additions to the Career Development Program are highlighted in yellow.)

**COUNTY OF FREDERICK
FIRE AND RESCUE
DEPARTMENT**



**CAREER
DEVELOPMENT PROGRAM**

February 2019

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CAREER DEVELOPMENT PROGRAM

INTRODUCTION

Purpose

The fire and rescue service is unique. No other occupation serves the community in so many ways. The ability to react to the community's needs and resolve any problems encountered places a high level of responsibility on every employee of the Fire and Rescue Department, including the newest Firefighter/EMT. For these reasons, demanding entry level requirements and rigorous training programs are vitally important. Because of the complex nature of the profession, fire and rescue personnel are carefully screened before entering the Fire and Rescue Department and once in the Department, all employees must maintain a high level of proficiency.

In order to maintain these skills and learn new ones, a continuing program of training and education is provided for all members of the Department. This training helps employees maintain proficiency at their present level, meet certification requirements, learn new procedures, and become familiar with new technologies. Most of the training is accomplished through courses of study from the Virginia Department of Fire Programs, Virginia Office of Emergency Medical Services, Virginia Department of Emergency Management, Lord Fairfax Emergency Medical Services Council, **the Virginia Community College System**, and the Fire and Rescue Department. The Department also requires fire and rescue education and training from outside agencies, such as the National Fire Academy, as well as many others.

The Frederick County Fire and Rescue Department Career Development Program will help employees develop the knowledge, skills, and abilities needed for advancement and successful service in positions of increasing responsibility. The employees of the Department are committed to a policy that increases the level of their professional development by providing equal opportunity and incentive for professional growth throughout their career with the County of Frederick. The process will stress actual job performance, combined with professional development through advanced technical training and academic educational opportunity.

Preparing For Advancement

While routine training is provided by the Department as part of the employee's job, preparing for *advancement* will require individual initiative on the part of the employee. Although advancement brings greater prestige and increased pay, it also brings added responsibilities. The Career Development Program requires that the new knowledge, skills, and abilities be mastered *before* becoming eligible for advancement to the next level.

Information regarding the scheduling of the courses will be the responsibility of the Department Training Officer. This information will be published as each training program becomes available. All Department personnel will receive training notifications as outlined by the Training Officer.

The pages that follow provide information regarding the requirements of the Career Development Program for advancement from Firefighter/EMT to Fire Chief and are provided to assist the employee in clearly understanding the requirements for advancement. Forms and check off lists are provided for recording progress as the courses are accomplished.

Requirements Are Job Related

While some personnel may view these training and education requirements as barriers to their advancement, others will see them as opportunities. Taking the courses will help them develop new knowledge, skills, and abilities so that they can perform duties in additional areas, perform current duties in a more effective and safe manner, and learn new procedures as they are introduced.

Much of the training and education can also help in one's personal life, both now and after retirement. The information obtained while learning computer skills, improving communications skills, or becoming more effective in interpersonal relations does not have to be left in the station.

All of the requirements in the Career Development Program are the result of long and careful consideration. They are based on the requirements of the position, as well as the minimum standards set forth by the National Fire Protection Association (NFPA), and the Commonwealth of Virginia. Additional requirements were established by Frederick County and the Fire and Rescue Department to meet clearly demonstrated needs.

Since the Department designed a "custom-built" list of requirements for advancement, the Department's listing is similar to, but not the same as, the list of courses that one might find in a college fire science program. Hence, *one will not have earned a degree just by taking the courses listed in this program.* However, those who have taken these courses will be very close to an Associate Degree, and the Fire and Rescue Department strongly encourages employees to complete the degree program. The Department also will provide tuition reimbursement for each employee enrolled and completing course work with a "B" or better per Frederick County Human Resources Department Policy provided that funding is available through the budget process.

Employees who have had college courses may find that some of those courses may be used to satisfy the requirements of the Career Development Program. On the other hand, even those employees who have satisfied degree requirements must still take courses to satisfy the requirements of the Program.

Career Development Advisor

To facilitate the administration of the Career Development Program, the Fire and Rescue Department has established the Training Officer as the Career Development Advisor.

The Career Development Advisor serves in three roles to support the Program:

First, the Advisor informs employees regarding the details of the Career Development Program, advising them as to which courses to take to satisfy the Program's requirements.

The Advisor also evaluates programs and courses already taken by the employees to determine if they meet the Program's intent. In addition, the Advisor will provide information regarding the location and schedules of courses.

Second, the Advisor provides information and offers recommendations to assist the Fire Chief and other members of the staff of the Frederick County Fire and Rescue Department in administering the Career Development Program.

Third, the Advisor serves as a liaison between the Fire and Rescue Department and course providers, arranging for Career Development classes to be presented at times and places requested by the Department, and making other arrangements as required.

Equal Employment Opportunity

The Career Development opportunities in this program will be available to all full-time uniform career employees of the Fire and Rescue Department without regard to race, religion, age, national origin, **sexual orientation**, or political affiliation. All applications which meet the eligibility requirements will be given fair and equal consideration and recommendations concerning advancement will be made without regard to the considerations listed above.

TRAINING AND EDUCATION REQUIREMENTS FOR ADVANCEMENT

A Firefighter/EMT may choose to embark upon a promotional process which will require the satisfaction of various requirements, as well as a competitive process of selection. The requirements include length of service, certification, and specific training and education. Competitive testing and/or assessment centers are used to both screen and rank potential candidates for advancement. Additional training, education, and certifications may be utilized, and credit given as preferred qualifications toward the advancement process (see Appendix D).

All employees must meet the minimum required criteria as outlined in each section prior to being considered for each level of classification under this program. Each employee must also maintain those levels of performance established within the criteria to maintain their classification under this program. Failure to maintain criteria for each level may result in reduction of classification. Medical requirements for the job must be met for advancement.

Details outlining the advancement and **promotional** process will be contained in the Department Standard Operating Procedures and the procedures and policies of the Frederick County **Human Resources Department**. All County Personnel Policies and Procedures supersede any conflicts in this document.

Career Development Classification Levels

The Frederick County Fire and Rescue Department's Career Development Program will provide its full-time employees with the opportunities for upward mobility through the creation of several additional personnel classification levels within the County Personnel Classification System. Each classification level will be defined by an eligibility criterion related to, but not limited to, elements such as time in service, training, education, certification, and performance ratings.

The classification levels defined by this program are of two basic types, non-supervisory and supervisory.

The following positions are classified as non-supervisory:

- Probationary Firefighter/EMT (Range 5)
- Firefighter/EMT (Range 5)
- Fire/Rescue Technician (Range 6)
- Fire/Rescue Specialist (Range 7)

The following positions are classified as supervisory:

- Fire/Rescue Supervisor I – Lieutenant (Range 8)
- Fire/Rescue Supervisor II – Captain (Range 9)
- Fire/Rescue Section Head – Battalion Chief (Range 10)
- Fire/Rescue Division Head – Deputy Chief (Range 11)
- Fire/Rescue Deputy Department Head – Assistant Chief (Range 12)
- Fire/Rescue Department Head – Fire Chief Set by Board of Supervisors

PROBATIONARY FIREFIGHTER/EMT

Entry level employees are designated as Probationary Firefighter/EMT and are assigned to a station to gain the added knowledge, skills, and abilities needed in the profession. While serving as a member of a company and working under the overall supervision of a Field Supervisor; the Probationary Firefighter/EMT is paired, when possible, with a Fire/Rescue Specialist, under whose guidance the Probationary Firefighter/EMT will train for approximately one (1) year.

PROBATIONARY FIREFIGHTER/EMT

The training received during the first year reinforces the knowledge, skills, and abilities learned during the required certification training. Further individual and company level training will prepare the Probationary Firefighter/EMT for duty as a Firefighter/EMT. This is an important time for the Probationary Firefighter/EMT, for during this period the need for training is understood and the new Firefighter/EMT can best be developed into a professional.

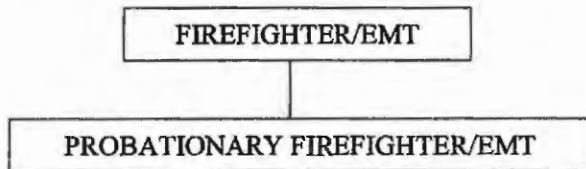
Requirements for employment as a Probationary Firefighter/EMT:

- Virginia Hazardous Materials First Responder: Operations Certification
- Virginia, NBFSPQ, and/or IFSAC Firefighter I Certification
- Virginia Emergency Vehicle Operator's Course (EVOC) Certification
- Virginia Emergency Medical Technician (EMT)

(Equivalency for minimum certifications will be evaluated on a case-by-case basis.)

FIREFIGHTER/EMT

The Firefighter/EMT is the backbone of the delivery system. The Firefighter/EMT is the professional with the knowledge, skills, and abilities needed to provide the Department and the citizens of Frederick County with an effective and productive service-delivery system. The rank of Firefighter/EMT represents a career milestone in which the individual enters the career development process of the Frederick County Fire and Rescue Department.



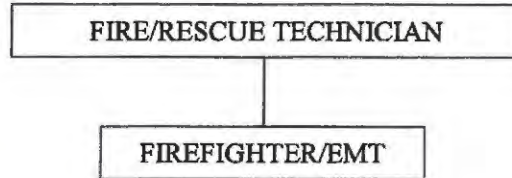
The Firefighter/EMT, under supervision, serves as a driver of a basic/advanced life support unit; assists in rescue and extrication operations, and provides emergency medical care for the sick and injured; responds to fire alarms and other emergency incidents to protect life and property; performs skilled work in combating, extinguishing and preventing fires; and performs other related duties as required.

Requirements for Permanent Status as a Firefighter/EMT:

Successful completion of the probationary period, a Satisfactory Performance Evaluation (3.0) or better, and the successful completion of the Probationary Firefighter testing process are required for permanent status as a Firefighter/EMT.

FIRE/RESCUE TECHNICIAN

The Fire/Rescue Technician performs emergency and non-emergency activities of a specialized nature. The advancement from Firefighter/EMT to the rank of Fire/Rescue Technician recognizes the greater knowledge, experience, and practical skill possessed by these individuals in their area of specialization. A Fire/Rescue Technician must maintain their certification in their specialty field.



Requirements for Promotion to Fire/Rescue Technician:

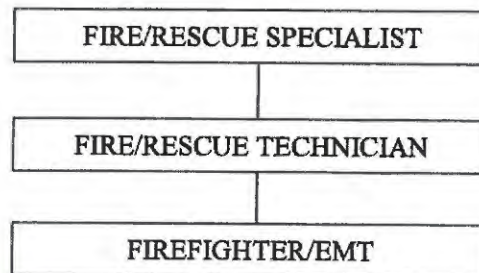
- Two years of continuous service as a career Firefighter/EMT in the Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia, NBFSPQ, and/or IFSAC Firefighter II certification
- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Driver/Operator – Pumper
- Virginia Introduction to Technical Rescue Module I
- Virginia Introduction to Technical Rescue Module II
- National Fire Academy Incident Safety Officer (ISO)
- Must obtain a minimum of two of the following classes:
 - Virginia, NBFSPQ, and/or IFSAC Driver/Operator – Aerial
 - Virginia Rural Water Supply
 - Virginia Vehicle Rescue Level I
- Successful completion of the Fire/Rescue Technician testing process

FIRE/RESCUE SPECIALIST

The position of Fire/Rescue Specialist is to recognize and reward individuals for their experience and demonstrated expertise, acknowledging that the Fire/Rescue Specialist is a valuable resource and a person who can significantly enhance the Department's service-delivery system. This position is similar to that of the technical specialist in a military unit, in that the Fire/Rescue Specialist is utilized to train less-experienced personnel. As such, Fire/Rescue Specialist serve as mentors for the Probationary Firefighter/EMT. This position incorporates all the knowledge, skills, and abilities of the subordinate ranks and utilizes them for the benefit of the Department. As such, the Fire/Rescue Specialist is often assigned as the officer-in-charge during the absence of the field supervisor. For this reason, many knowledge, skills, and abilities required of officers also apply to the Fire/Rescue Specialist.

The Fire/Rescue Specialist has the opportunity to serve as an Assistant Training Officer. In this position the Fire/Rescue Specialist will coordinate, and conduct required training activities to ensure proper certifications are maintained by operational staff.

The Fire/Rescue Specialist has the opportunity to serve as an Assistant Fire Marshal and/or a Fire Inspector, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety.



Requirements for Promotion to Fire/Rescue Specialist:

- Two years of continuous service as a career Fire/Rescue Technician in the Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Fire Instructor I
- Virginia Crew Leader Course (Fire Officer I can be used in lieu of)
- National Fire Academy Leadership II
- National Fire Academy Preparation for Initial Company Operations (PICO)
- FCFRD Building Construction and Fire Behavior Review Class (16 hours)
- Successful completion of the Fire/Rescue Specialist testing process

Requirements for Promotion to Fire/Rescue Specialist in the Training Division:

- Meet the qualifications of Fire/Rescue Specialist
- The following classes must be received within two years of being assigned to Training Division:
 - Fire Suppression Training Specialist:
 - Firefighter I and II Train-The-Trainer (T-T-T)
 - Mayday! Firefighter Down! Awareness and Operations Train-The-Trainer(T-T-T)
 - Emergency Vehicle Operator’s Course Train-The-Trainer (T-T-T)
 - Emergency Medical Services Training Specialist:
 - American Heart Association (AHA) CPR Instructor
 - International Trauma Life Support (ITLS) Instructor
 - Emergency Vehicle Operator’s Course Train-The-Trainer (T-T-T)

Requirements for Promotion to Fire/Specialist in Life Safety Division:

- Meet the qualifications of Fire/Rescue Specialist
- The following classes must be received within two years of being assigned to Life Safety Division:

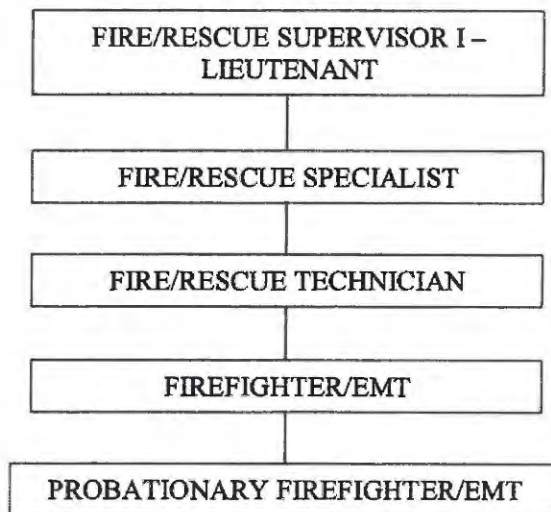
- o Virginia Fire Marshal Academy 1031 Course
- o Virginia Fire Marshal Academy 1033 Course
- o Virginia Fire Marshal Academy Law Enforcement Course (Ten Weeks)
- o Virginia Housing and Community Development CORE Course

FIRE/RESCUE SUPERVISOR I – LIEUTENANT

The Fire/Rescue Supervisor I, under the supervision of the Fire and Rescue Department Captains, with interaction of the Volunteer Fire and Rescue Company Chiefs, serves as a field supervisor to the personnel assigned to the fire/rescue stations. The field supervisor is assigned to a station and coordinates with the Volunteer Fire and Rescue Company Chief to ensure routine daily activities and work assignments are carried out. The field supervisor will serve as the officer-in-charge of emergency incidents in the absence of an authorized volunteer officer. The Fire/Rescue Supervisor I will be the immediate supervisor for the career personnel assigned to his/her station. The Fire/Rescue Supervisor I will be responsible for approving shift exchanges, training, special projects, work assignments, maintaining records, preparing reports, and making recommendations including those regarding the performance of subordinates. They will be responsible for formal performance evaluations of employees, as required under County Personnel Policies and Procedures assigned by the Shift Captain.

The Fire/Rescue Lieutenant has the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by all personnel.

The Fire/Rescue Lieutenant has the opportunity to serve as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety.



Requirement for Promotion to Fire/Rescue Supervisor I – Lieutenant:

- Two years of continuous service as a career Specialist in Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Fire Officer I
- National Fire Academy Leadership I
- National Fire Academy Decision Making for Initial Company Operations (DMICO)
- National Fire Academy Command and Control of Incident Operations (CCIO)
- Federal Emergency Management Agency Intermediate Incident Command System for Expanding Incidents (ICS-300)
- FCFRD Residential Building Construction and Fire Behavior Class (16 hours)
- Successful completion of the Fire/Rescue Supervisor I - Lieutenant testing process

Requirements for Promotion to Fire/Rescue Supervisor I – Lieutenant Training Division:

- Meet the qualifications of Fire/Rescue Supervisor I – Lieutenant
- Following classes must be received within two years of being assigned to the Training Division:
 - Fire Suppression Training Lieutenant:
 - Hazardous Materials First Responder: Awareness and Operations Train-The-Trainer (T-T-T)
 - Driver/Operator – Pumper Train-The-Trainer (T-T-T)
 - Driver/Operator – Aerial Train-The-Trainer (T-T-T)
 - Selected National Fire Academy Courses Train-The-Trainers (T-T-T)
 - Emergency Medical Services Training Lieutenant:
 - Virginia Emergency Medical Services (EMS) Education Coordinator
 - American Geriatrics Society (AGS) Geriatric Education for Emergency Medical Services (GEMS) Instructor
 - American Academy of Pediatrics (AAP) Pediatric Education for Pre-Hospital Professionals (PEPP) Instructor

Requirements for Promotion to Fire/Rescue Supervisor I – Lieutenant Life Safety Division:

- Meet qualifications of Fire/Rescue Supervisor I – Lieutenant
- Following classes must be received within two years of being assigned to Life Safety Division
 - Virginia Fire Marshal Academy Public Fire and Life Safety Educator I Course
 - Virginia Fire Marshal Academy Juvenile Fire Setter I Course
 - Virginia Building Code Academy Nonstructural Plan Review Course
 - Virginia Building Code Academy Fire Protection Systems Course

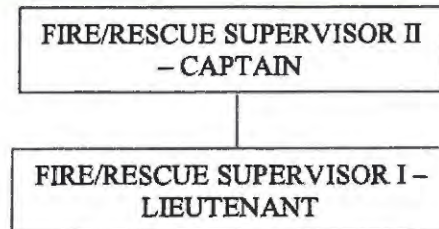
FIRE/RESCUE SUPERVISOR II – CAPTAIN

The Fire/Rescue Supervisor II – Captain, is a step in the advancement ladder for the future. The Fire/Rescue Supervisor II would supervise at the shift level and assist in the design, implementation, and coordination of the goals and objectives of the Fire and Rescue Department and recommend changes and improvements. The Fire/Rescue Supervisor II plans and executes work assignments and manages

resources and department needs. They coordinate citizen public education and information at the battalion level and investigate complaints. They are assigned comparable duties in other divisions of the Department and perform other duties as required.

The Fire/Rescue Captain has the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by all personnel.

The Fire/Rescue Captain has the opportunity to serve as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety.



Requirements for Promotion to Fire/Rescue Supervisor II – Captain:

- Two years continuous service as a career Fire/Rescue Supervisor I – Lieutenant in the Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Fire Officer II
- Virginia, NBFSPQ, and/or IFSAC Fire Instructor II
- National Fire Academy Leadership III
- National Fire Academy Strategy and Tactics for Initial Company Operations (STICO)
- National Fire Academy Command and Control Decision Making at Multiple Alarm Incidents (CCDMMAD)
- Federal Emergency Management Agency Advanced Incident Command System for Command and General Staff – Complex Incidents (ICS-400)
- FCFRD Commercial Building Construction and Fire Behavior Class (16 hours)
- College Level English (required after promotion and completed within two years)
- Successful completion of the Fire/Rescue Supervisor II – Captain testing process

Requirements for Promotion to Fire/Rescue Supervisor II – Captain Training Division:

- Meet the qualifications of Fire/Rescue Supervisor II – Captain
- The following classes must be received within two years of assignment to the Training Division:
 - Fire Suppression Training Captain
 - Fire Instructor I and II Train-The-Trainer (T-T-T)
 - Fire Officer I and II Train-The-Trainer (T-T-T)
 - National Fire Academy/Emergency Management Institute National Incident Management System (NIMS) ICS-100 and 200 Train-The-Trainer (T-T-T)
 - Selected National Fire Academy Courses Train-The-Trainers (T-T-T)
 - Emergency Medical Services Training Captain

- American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Instructor
- American Heart Association (AHA) Pediatric Advanced Life Support (PALS) Instructor
- National Fire Academy/Emergency Management Institute National Incident Management System (NIMS) ICS-100 and 200 Train-The-Trainer (T-T-T)

Requirements for Promotion to Fire/Supervisor II – Captain Life Safety Division:

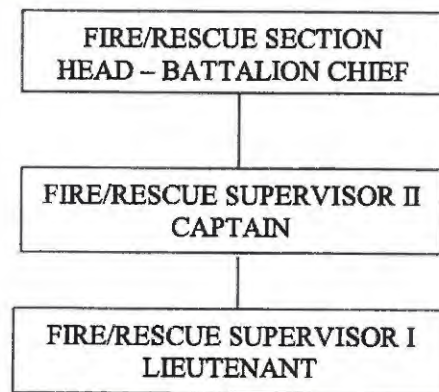
- Meet the qualifications of Fire/Rescue Supervisor II – Captain
- The following classes must be received within two years of assignment to Life Safety Division:
 - Virginia Fire Marshal Academy Public Fire and Life Safety Educator II Course
 - Virginia Fire Marshal Academy Juvenile Fire Setter II Course
 - Virginia Fire Marshal Academy Environmental Crimes Course

FIRE/RESCUE SECTION HEAD – BATTALION CHIEF

The Fire/Rescue Section Head – Battalion Chief will be responsible for the management of a battalion and other areas of expertise in the Fire and Rescue Department. This person will determine schedules and administer the leave program for the Department.

The Fire/Rescue Section Head – Battalion Chief has the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by all personnel.

The Fire/Rescue Section Head – Battalion Chief has the opportunity to serve as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety.



Requirements for Promotion to Fire/Rescue Section Head – Battalion Chief:

- Two years continuous service as a career Fire/Rescue Supervisor II – Captain in the Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods

- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Fire Officer III
- National Fire Academy Command and Control of Fire Department Operations at Target Hazards (CCFDOTH)
- National Fire Academy Communications for Emergency Services Success (CESS)
- College Course in Public Speaking (required after promotion and completed prior to two years)
- Successful completion of the Fire/Rescue Division Head – Battalion Chief testing process

Requirements for Promotion to Fire/Rescue Section Head – Battalion Chief in Training Division:

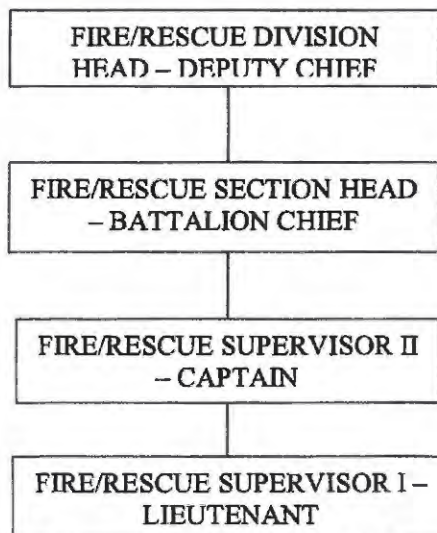
- Meet the qualifications for Fire/Rescue Battalion Chief
- The following classes must be received within two years of assignment to Training Division:
 - Fire Instructor III Train-The-Trainer (T-T-T)
 - Fire Officer III Train-The-Trainer (T-T-T)
 - National Fire Academy/Emergency Management Institute National Incident Management System (NIMS) ICS-300 and 400 Train-The-Trainer (T-T-T)
 - Selected National Fire Academy Courses Train-The-Trainers (T-T-T)

Requirements for Promotion to Fire/Rescue Section Head – Battalion Chief in Life Safety Division:

- Meet the qualifications for Fire/Rescue Battalion Chief
- The following classes must be received within two years of assignment to Life Safety Division:
 - Virginia Certified Forensic Fire Investigator (CFFI) Designation

FIRE/RESCUE DIVISION HEAD – DEPUTY CHIEF

The Fire/Rescue Division Head – Deputy Chief shall be responsible for the management of each of the Departments Divisions. They will be responsible for budgeting for the individual Divisions. They will be responsible for establishing policies and procedures for the Divisions.



Requirements for Promotion to Fire/Rescue Division Head – Deputy Chief:

- Two years continuous service as a career Battalion Chief in Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia certification as an EMT or higher
- Virginia, NBFSPQ, and/or IFSAC Fire Officer IV
- National Fire Academy Command and Control of Fire Department Operations at Natural and Man-Made Disasters (CCFDONMMD)
- National Fire Academy Effective Leadership Skills for Fire and EMS Organization (ELSFEMSO)
- Virginia Community College System Fire Service and the Law (FIR-210)
- Successful completion of the Fire/Rescue Section Head – Deputy Chief testing process

Requirements for Promotion to Fire/Rescue Division Head – Deputy Chief in Training Division:

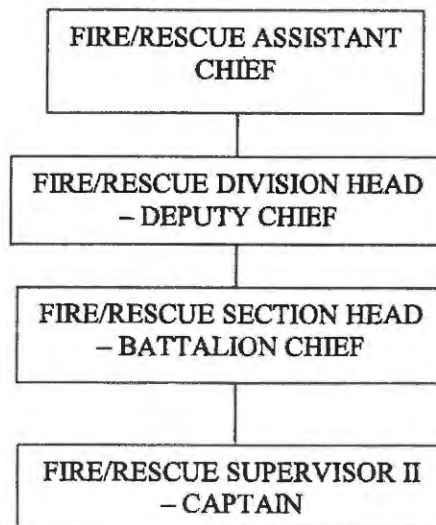
- Meet the qualifications for Fire/Rescue Deputy Chief
- The following classes must be received within two years of assignment to Training Division:
 - Fire Officer IV Train-The-Trainer (T-T-T)
 - Selected National Fire Academy Courses Train-The-Trainers (T-T-T)

Requirements for Promotion to Fire/Rescue Division Head – Deputy Chief in Life Safety Division:

- Meet the qualifications for Fire/Rescue Deputy Chief
- The following classes must be received within two years of assignment to Life Safety Division:
 - Virginia Building Code Academy Advanced Code Official Course

FIRE/RESCUE ASSISTANT CHIEF

The Fire/Rescue Assistant Chief will be responsible for the day-to-day operations of the Fire and Rescue Department. They will oversee the three Divisions within the Department. They will assist the Fire Chief in the management the Department.



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FIRE/RESCUE SUPERVISOR I –
LIEUTENANT

Requirements for Promotion to Fire/Rescue Assistant Chief:

- Two years continuous service as a career Deputy Chief in Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations (3.0 or higher) for the last two periods
- Current Virginia certification as an EMT or higher
- National Fire Academy Fire Service Financial Management (FSFM)
- National Fire Academy Strategic Organizational Issues in Fire and EMS (SOIFEMS)
- Virginia Community College System Human Resources Management (BUS-205)
- Lord Fairfax Community College Family Medical Leave Act (FMLA) and Workers Compensation (Class ID 24544) – Workforce Solutions Course
- Successful completion of the Fire/Rescue Assistant Chief testing process

FIRE/RESCUE CHIEF

Requirements for Promotion to Fire/Rescue Chief:

- Two years continuous service as a career Assistant Chief in Frederick County Fire and Rescue Department
- Satisfactory Performance Evaluations for the last two periods or better
- Current Virginia certification as an EMT or higher
- National Fire Academy Politics and the White Helmet (PWH)
- National Fire Academy Emergency Resource Deployment Planning Standards of Cover (ERDPSC)
- National Fire Academy Executive Development (ED)
- Lord Fairfax Community College Strategic Planning (Class ID 24637-63694) – Workforce Solutions Course

REPORTING ACCOMPLISHMENTS

It is the employee's responsibility to complete the appropriate courses and report successful completion thereof to the Department. Proof of this activity must be presented at the time the employee makes application for advancement. To facilitate this process, an application form for each level is provided in Appendix C of this document.

Employees are strongly encouraged to complete this process well in advance of the possibility of advancement. These forms should be submitted to the Career Development Advisor so that the completed training and educational courses can be verified. Upon verification and completion of the

application, the form will be signed by the Training Officer and returned to the employee with a copy maintained in a file at the fire and rescue office. Keep the signed form in a safe place, as the completed document must be presented at the time of advancement application.

ADVANCED LIFE SUPPORT INCENTIVE

The Fire and Rescue Department provides for the health and welfare of the citizens of Frederick County by providing quality Emergency Medical Care. To provide this high quality of care, the providers within the system train and certify to one of three Advanced Life Support (ALS) levels. These levels are Advanced Emergency Medical Technician, Intermediate, and Paramedic.

The standards, initial training, and continuing education requirements for these ALS levels are set down by the Virginia Department of Health, Office of Emergency Medical Services (VOEMS). The Lord Fairfax Emergency Medical Services Council and Medical Direction Board, the Operational Medical Director, and the Frederick County Fire and Rescue Department provide Protocols, Standard Operating Procedures, and oversee a continuous quality improvement program for our EMS Providers.

Initial Certification

These rigorous requirements are well above and beyond the normal basic Firefighter/Emergency Medical Technicians duties. Each ALS provider spends many long hours on both didactic and clinical applications. The following is a preview of the requirements and highlights for each level of certification:

- **Advanced Emergency Medical Technician**
 - Three-year certification
 - Provide the technician with specific skills to provide a limited amount of ALS treatment to patients with specific medical conditions and traumatic injuries
 - Authorized to initiate specific intravenous infusions and administer a limited number of intravenous, subcutaneous, and intramuscular medications based upon local medical protocols
 - Consists of a minimum of 102.0 hours of classroom and skills instruction
 - Clinical rotations totaling at least 48.0 hours in hospital Emergency Departments are required
 - Fulfills all of the requirements of the National Emergency Medical Services Education Standards for Advanced Emergency Medical Technician
 - Topics include: preparatory skills, airway management and ventilation, patient assessment, trauma, medical, and assessment-based management
 - Complete International Trauma Life Support (ITLS) Provider certification
 - Maintain and assume responsibility for life saving medications per protocol

- **Intermediate**
 - Three-year certification
 - Consists of all subjects and skills included in the Advanced Emergency Medical Technician Program
 - Additional critical skills necessary to provide advanced coronary care

- Consists of a minimum of 272.0 hours of classroom and skills instruction
- Clinical rotations totaling a minimum of 68.0 hours in specialty units
- Course was developed utilizing topic outlines from the Virginia Emergency Medical Services Education Standards adopted and modified from the National Emergency Medical Services Education Standards Paramedic
- Topics include: preparatory skills, airway management and ventilation, patient assessment, trauma, medical, special considerations, and assessment-based management
- Includes certification in American Heart Association – Advanced Cardiac Life Support, specialized pediatric care and trauma care
- Maintain and assume responsibility for life saving and controlled medications issued per protocol

• **Paramedic**

- Three-year certification
- Designed to certify the technician to the highest level of pre-hospital advanced life support care in Virginia
- Fulfills all of the requirements of the National Emergency Medical Services Education Standards Paramedic
- All subjects and skills contained in the Advanced Emergency Medical Technician and Intermediate programs are expanded upon in this course
- Consists of a minimum of 781.0 hours of classroom and skills instruction
- Clinical rotations totaling a minimum of 136.0 hours in specialty units
- Designed to educate the technician in *all* areas of pre-hospital patient care
- Topics include: pre-hospital environments, preparatory skills, airway management and ventilation, patient assessment, trauma care, medical patient management, obstetrical/gynecological conditions, pediatric patients, neonatal care, psychiatric and behavioral emergencies, special considerations, and assessment-based management
- Maintain and assume responsibility for life saving and controlled medications issued per protocol

At the course completion, each ALS provider must participate in the ALS Preceptor Program. This program provides the new ALS provider the opportunity to refine the skills acquired during the certification course. This program is for a period of six months and a preassigned number of ALS incidents. These incidents are handled under the supervision of an experienced ALS provider that has been approved as a Preceptor within the Lord Fairfax Emergency Medical Services Council Region. At the successful completion of the preceptorship, the ALS provider will be granted full ALS provider status.

Continuing Education

Once the Firefighter/EMT meets the above requirements for certification, a required continuing education program must be followed. To be eligible to re-certify before the certification period ends, each provider level must meet the following continuing education requirements:

- **Advanced Emergency Medical Technician**
 - Complete 25 hours of Category 1, required topics, as outlined by VOEMS
 - Complete an additional 25 hours of Category 2 or 3 topics, as outlined by VOEMS
 - Maintain a valid CPR, Basic Life Support for Healthcare Provider card
 - Maintain International Trauma Life Support (ITLS) Provider certification
 - Complete local annual skills review/evaluation
- **Intermediate**
 - Complete 28 hours of Category 1, required topics, as outlined by VOEMS
 - Complete an additional 27 hours of Category 2 or 3 topics, as outlined by VOEMS
 - Maintain a valid CPR, Basic Life Support for Healthcare Provider card
 - Maintain Advanced Cardiac Life Support (ACLS) Provider certification
 - Maintain Pediatric Advanced Life Support (PALS) Provider certification
 - Complete local annual skills review/evaluation
- **Paramedic**
 - Complete 30 hours of Category 1, required topics, as outlined by VOEMS
 - Complete an additional 30 hours of Category 2 or 3 topics, as outlined by VOEMS
 - Maintain a valid CPR, Basic Life Support for Healthcare Provider card
 - Maintain Advanced Cardiac Life Support (ACLS) Provider certification
 - Maintain Pediatric Advanced Life Support (PALS) Provider certification
 - Complete local annual skills review/evaluation

Incentive Program Objective

The ALS provider is an essential part of the Frederick County Fire and Rescue Department and an invaluable asset to the health and well-being of the citizens and visitors of Frederick County. The extensive program requirements and added responsibilities that are placed upon these individuals are seemingly endless. It is the objective of this incentive program to provide the ALS provider with additional compensation for this certification. This compensation will assist the provider in the cost incurred to attend continuing education programs that are not compensated by the Department. It will also provide an incentive for the basic Firefighter/EMT to increase their level of certification, greatly benefitting the citizens and community in which they serve.

Requirements and Compensation

Each ALS provider will be compensated based on their level of certification. The following requirements will be enacted for the ALS provider to receive compensation:

- **Once cleared as an ALS provider in the Frederick County Fire and Rescue Department, the employee shall be compensated ALS incentive**
- Be a full ALS provider in good standing
- Be actively participating in pre-hospital Advanced Life Support within the Department

- Maintain all certifications necessary for Advanced Life Support
- Maintain a satisfactory Performance Evaluation

Each individual ALS Provider must request application into the incentive program from the Fire Chief, through the Department's Career Development Advisor. Upon verification of the above requirements, the Fire Chief will provide the Human Resources Department with the application for processing.

The compensation will be based on a flat rate for each position. This compensation will be divided equally over a period of one year and distributed in the employees pay check each pay period. The flat rates are as follows:

- Advanced Emergency Medical Technician will receive \$3,000.00
- Intermediate will receive \$5,000.00
- Paramedic will receive \$7,000.00

Maintaining Compensation

The ALS incentive compensation is subject to all of the requirements provided within this document. Failure to comply with these requirements will result in the loss of this incentive compensation. If an individual drops to a lower level of ALS certification, the incentive compensation will also drop accordingly. The Career Development Advisor will maintain all of the necessary documents to assure compliance with this program.

Training Division Incentive

The Training Division requires many hours of recertification to maintain their level of training expertise and Train-The-Trainers. The Training Division also must maintain certain levels of EMS certification to be able to teach the classes that are needed by the Department. The Training Division incentive will be to the current level EMS certification or their ALS level, whichever is the highest. The Training Division Incentive will be paid out the same as the ALS incentive is.

Life Safety Division Incentive

The Life Safety Division brings about many additional certifications and continuing requirements much like ALS providers. These requirements require the employee to invest much time and effort into maintaining these certifications. The incentive for the Life Safety Division will be set as the same for ALS Intermediate position. The incentive for the Life Safety Division will be paid out the same as the ALS incentive.

Hazardous Materials Team Incentive

The Frederick County Fire and Rescue Department, in partnership with the Winchester Fire and Rescue Department, maintains a Virginia Department of Emergency Management, Regional Hazardous Materials Response Team. The training for the team is very intense and requires a multitude of time and energy. The Team is on constant 24 hour on-call status to respond to incidents in the region and

possibly all over the Commonwealth of Virginia. The Fire and Rescue Department has established an incentive to help recruit and help maintain the team's personnel. The Hazardous Materials Team Leader will supply the Fire Chief with documentation of the team members and their current certification. The Fire Chief will forward the appropriate documentation to the Human Resources Department for payment to the team members. This amount shall be distributed biannually. The following amounts will be paid for their respective certification levels:

- Hazardous Materials Technician will receive \$1,000.00
- Hazardous Materials Specialist will receive \$2,000.00

APPLICATION FOR FIRE/RESCUE TECHNICIAN

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS	COURSE/REQUIREMENTS	COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIREFIGHTER/EMT	VIRGINIA INTRODUCTION TO TECHNICAL RESCUE MODULE I	CANDIDATE MUST HAVE TWO OF THE FOLLOWING:
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS	VIRGINIA INTRODUCTION TO TECHNICAL RESCUE MODULE II	DRIVER/OPERATOR - AERIAL VIRGINIA/NBFSPQ/IFSAC
EMT OR HIGHER	NFA INCIDENT SAFETY OFFICER (ISO)	VIRGINIA RURAL WATER SUPPLY
FIREFIGHTER II VIRGINIA/NBFSPQ/IFSAC		VIRGINIA VEHICLE RESCUE LEVEL I
DRIVER/OPERATOR - PUMPER VIRGINIA/NBFSPQ/IFSAC		

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE TECHNICIAN.

CAREER DEVELOPMENT ADVISOR **DATE**

CHIEF, FIRE AND RESCUE DEPARTMENT **DATE**

APPLICATION FOR FIRE/RESCUE SPECIALIST

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS	COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE TECHNICIAN	NFA LEADERSHIP II
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS	NFA PREPARATION FOR INITIAL COMPANY OPERATIONS (PICO)
EMT OR HIGHER	FCFRD BUILDING CONSTRUCTION AND FIRE BEHAVIOR REVIEW CLASS (16 HOURS)
FIRE INSTRUCTOR I VIRGINIA/NBFSPQ/IFSAC	
VIRGINIA CREW LEADER COURSE	

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE SPECIALIST.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR FIRE/RESCUE SUPERVISOR I – LIEUTENANT

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS	COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE SPECIALIST	NFA DECISION MAKING FOR INTIAL COMPANY OPERATIONS (DMICO)
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS	NFA COMMAND AND CONTROL OF INCIDENT OPERATIONS (CCIO)
EMT OR HIGHER	FEMA INTERMEDIATE ICS FOR EXPANDING INCIDENTS (ICS-300)
FIRE OFFICER I VIRGINIA/NBFSPQ/IFSAC	FCFRD RESIDENTIAL BUILDING CONSTRUCTION AND FIRE BEHAVIOR COURSE (16 HOURS)
NFA LEADERSHIP I	

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE SUPERVISOR I – LIEUTENANT.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR FIRE/RESCUE SUPERVISOR II – CAPTAIN

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS	COURSE REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE SUPERVISOR I – LIEUTENANT	NFA STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS (STICO)
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS	NFA COMMAND AND CONTROL DECISION MAKING AT MULTIPLE ALARM INCIDENTS (CCDMMAI)
EMT OR HIGHER	FEMA ADVANCED ICS FOR COMMAND AND GENERAL STAFF – COMPLEX INCIDENTS (ICS-400)
FIRE OFFICER II VIRGINIA/NBFSPQ/IFSAC	FCFRD COMMERCIAL BUILDING CONSTRUCTION AND FIRE BEHAVIOR COURSE (16 HOURS)
FIRE INSTRUCTOR II VIRGINIA/NBFSPQ/IFSAC	ENGLISH COMPOSITION (REQUIRED AFTER PROMOTION AND COMPLETED PRIOR TO TWO YEARS)
NFA LEADERSHIP III	

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE SUPERVISOR II – CAPTAIN.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR FIRE/RESCUE SECTION HEAD – BATTALION CHIEF

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE SUPERVISOR II – CAPTAIN
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS
EMT OR HIGHER
FIRE OFFICER III VIRGINIA/NBFSPQ/IFSAC
NFA COMMAND AND CONTROL OF FIRE DEPARTMENT OPERATIONS AT TARGET HAZARDS (CCFDOTH)
NFA COMMUNICATIONS FOR EMERGENCY SERVICES SUCCESS (CESS)
COLLEGE COURSE IN PUBLIC SPEAKING (REQUIRED AFTER PROMOTION AND COMPLETED PRIOR TO TWO YEARS)

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE DIVISION HEAD – BATTALION CHIEF.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR FIRE/RESCUE DIVISION HEAD – DEPUTY CHIEF

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE SECTION HEAD – BATTALION CHIEF
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS
EMT OR HIGHER
FIRE OFFICER IV VIRGINIA/NBFSPQ/IFSAC
NFA COMMAND AND CONTROL OF FIRE DEPARTMENT OPERATIONS AT NATURAL AND MAN-MADE DISASTERS (CCFDONMMD)
NFA EFFECTIVE LEADERSHIP SKILLS FOR FIRE AND EMS ORGANIZATIONS (ELSFEMSO)
VIRGINIA COMMUNITY COLLEGE SYSTEM FIRE SERVICE AND THE LAW (FIR-210)

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE SECTION HEAD – DEPUTY CHIEF.

CAREER DEVELOPMENT ADVISOR DATE

CHIEF, FIRE AND RESCUE DEPARTMENT DATE

APPLICATION FOR FIRE/RESCUE ASSISTANT CHIEF

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE DIVISION HEAD – DEPUTY CHIEF
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS
EMT OR HIGHER
NFA FIRE SERVICE FINANCIAL MANAGEMENT (FSFM)
NFA STRATEGIC ORGANIZATIONAL ISSUES IN FIRE AND EMS (SOIFEMS)
VIRGINIA COMMUNITY COLLEGE SYSTEM HUMAN RESOURCES MANAGEMENT (BUS-205)
LORD FAIRFAX COMMUNITY COLLEGE FAMILY MEDICAL LEAVE ACT (FMLA) AND WORKERS COMPENSATION (CLASS ID 24544) – WORKFORCE SOLUTIONS COURSE

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE ASSISTANT CHIEF.

CAREER DEVELOPMENT ADVISOR **DATE**

CHIEF, FIRE AND RESCUE DEPARTMENT **DATE**

APPLICATION FOR FIRE/RESCUE CHIEF

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

COURSE/REQUIREMENTS
TWO YEARS OF CONTINUOUS SERVICE AS A FIRE/RESCUE ASSISTANT CHIEF
SASTIFACTORY EVALUATION FOR THE PAST TWO PERIODS
EMT OR HIGHER
NFA POLITICS AND THE WHITE HELMET
NFA EMERGENCY RESOURCE DEPLOYMENT PLANNING STANDARDS OF COVER (ERDPSC)
NFA EXECUTIVE DEVELOPMENT (ED)
LORD FAIRFAX COMMUNITY COLLEGE STRATEGIC PLANNING (CLASS ID 24637-63694) – WORKFORCE SOLUTIONS COURSE

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR FIRE/RESCUE CHIEF.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR ADVANCED LIFE SUPPORT (ALS) INCENTIVE

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

ADVANCED LIFE SUPPORT (ALS) LEVEL	RELEASE DATE	SIGNATURE
ADVANCED EMT		
INTERMEDIATE		
PARAMEDIC		

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR ADVANCED LIFE SUPPORT (ALS) INCENTIVE.

CAREER DEVELOPMENT ADVISOR

DATE

CHIEF, FIRE AND RESCUE DEPARTMENT

DATE

APPLICATION FOR HAZARDOUS MATERIALS TEAM INCENTIVE

NAME: _____

EMPLOYEE NUMBER: _____

CURRENT RANK: _____

ASSIGNMENT/SHIFT: _____

HOME TELEPHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____



CAREER DEVELOPMENT ADVISOR USE ONLY

HAZARDOUS MATERIALS TEAM LEVEL	RELEASE DATE	SIGNATURE
TECHNICIAN		
SPECIALIST		

I CERTIFY THAT THE ABOVE-NAMED APPLICANT HAS SATISFIED ALL OF THE REQUIREMENTS OF THE CAREER DEVELOPMENT PROGRAM FOR HAZARDOUS MATERIALS TEAM INCENTIVE.

CAREER DEVELOPMENT ADVISOR _____ **DATE** _____

CHIEF, FIRE AND RESCUE DEPARTMENT _____ **DATE** _____

PROMOTIONAL PROCESSES

Non-Supervisory Classifications

Firefighter/EMT

The process for transition from Probationary Firefighter/EMT to Firefighter/EMT will be conducted by the Training Division. This process will be conducted on an as needed basis. The Probationary Manual must be completed prior to being able to sit for the testing process.

- 100 question written examination covering all of the candidate's certifications met for Firefighter/EMT
- One Medical Patient Assessment according to their current EMS Certification
- Two Firefighter I skill stations
- One Hazardous Materials First Responder: Operations skill station

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the transition process.

The remaining portions of the transition process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points. If a candidate fails any portion they will have to retest that portion of the transition process when the next transition process is offered. If the candidate fails the same portion of the transition process the second time, the candidate will have to repeat the entire transitional process.

Fire/Rescue Technician and Fire/Rescue Specialist

The promotional process for Fire/Rescue Technician and Fire/Rescue Specialist will be conducted by the Training Division. The process will be conducted during the months of January, May, and September of each year. The promotional process can be taken up to seven months prior to their two-year service mark being met as long as the employee meets all of the required certifications. The promotional process for Fire/Rescue Technician and Fire/Rescue Specialist will include a written examination and practical applications.

Fire/Rescue Technician:

- 100 question written examination covering all of the candidate's certifications met for Fire/Rescue Technician
- One Driver/Operator – Pumper practical application
- One Introduction to Technical Rescue Module I and/or II verbal application
- One National Fire Academy Incident Safety Officer verbal application
- One practical application from one of the selected certifications obtained

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points. If a candidate fails any portion they will have to retest that portion of the promotional process when the next promotional process is offered. If the candidate fails the same portion of the promotional process the second time, the candidate will have to repeat the entire promotional process.

Fire/Rescue Specialist:

- 100 question written examination covering all of the candidate's certifications met for Fire/Rescue Specialist
- One practical application of being an initial company officer on a structure fire in charge of an Engine Company
- One practical application of supervisory role play
- One ten-minute presentation on a topic given by a panel
- One verbal application of Building Construction and Fire Behavior

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points. If a candidate fails any portion they will have to retest that portion of the promotional process when the next promotional process is offered. If the candidate fails the same portion of the promotional process the second time, the candidate will have to repeat the entire promotional process.

Supervisory Classifications

The promotional process for Lieutenant, Captain, Battalion Chief, Deputy Chief, and Assistant Chief will be conducted by the Assistant Chief of the Fire and Rescue Department in conjunction with the Training Division. The promotional process will be conducted every two years to ensure that there is a list of candidates kept at all times. The promotional process will include a written examination, practical applications, and oral applications.

Fire/Rescue Supervisor I – Lieutenant:

- 100 question written examination covering all of the candidate's certifications met for Fire/Rescue Supervisor I – Lieutenant

- One practical application of being Incident Commander for the first fifteen minutes of an incident
- One supervisory role play scenario
- Panel Interview
- One verbal application of Residential Building Construction and Fire Behavior

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points.

Fire/Rescue Supervisor II – Captain:

- 100 question written examination covering all of the candidate's certifications met for Fire/Rescue Supervisor II – Captain
- One practical application of being Incident Commander for the first twenty-five minutes of an incident
- One written exercise on conflict resolution
- Panel Interview
- One verbal application of Commercial Building Construction and Fire Behavior

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points.

Fire/Rescue Division Head – Battalion Chief:

- 100 question written examination covering all of the certifications met for Fire/Rescue Division Head – Battalion Chief
- One practical application of being Incident Commander for the first twenty minutes for a Complex Incident
- Develop and write an Incident Action Plan (IAP) for a planned event
- Panel Interview
- One fifteen-minute oral presentation on a current event in the fire service (topic selected by the panel)

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points.

Fire/Rescue Section Head – Deputy Chief:

- 100 question written examination covering all of the certifications met for Fire/Rescue Section Head – Deputy Chief
- One practical application of being Incident Commander for the first twenty minutes for a Complex Incident
- Develop and write an Incident Action Plan (IAP) for an emergency event
- Panel Interview
- One fifteen-minute oral presentation on a Department issue or challenge (topic assigned by the panel)

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points.

Fire/Rescue Assistant Chief:

- 100 question written examination covering all of the certifications met for Fire/Rescue Assistant Chief
- Develop and write an Incident Action Plan (IAP) for a complex planned event
- Panel Interview
- Verbal Presentation on Vision of the Department's Future
- Budget Justification for a project (project assigned by the panel)

The written examination shall be pass/fail and the candidate must score at least 70% for a passing performance. Once the candidate passes the written examination they will be allowed to proceed to the remaining portion of the promotional process.

The remaining portions of the promotional process will be assessed a numerical value of 25 points each. The maximum total score will be 100. Each individual station must be passed with a minimum score of 18 points.

Implementation Timeline

Based on the significant changes in the revised Career Development Program, the Committee has recommended that the implementation be based on the following timeline:

- Probationary Firefighter/Firefighter – 1 year (2020)
- Specialist – 2 years (2021)
- Lieutenant – 2 years (2021)
- Captain – 2 years (2021)
- Battalion Chief – 3 years (2022)
- Deputy Chief – 3 years (2022)
- Assistant Chief – 3 years (2022)
- Fire Chief – 3 years (2022)

Grandfathering

At the time that this Career Development Program is implemented, employees are grandfathered at their current rank. Those employees wanting to promote to the next level are required to meet that level's minimum certification and training requirements as defined by the Career Development Program.

**FREDERICK COUNTY
FIRE AND RESCUE
DEPARTMENT**



**CAREER DEVELOPMENT
PROGRAM**

**AUGUST 1998
CAREER DEVELOPMENT PROGRAM**

INTRODUCTION

Purpose

The fire and rescue service is unique. No other occupation serves the community in so many ways. The ability to react to the community's needs and resolve any problems encountered places a high level of responsibility on every employee of the Fire and Rescue Department, including the newest Firefighter/EMT. For these reasons, demanding entry level requirements and rigorous training programs are vitally important. Because of the complex nature of the profession, fire and rescue personnel are carefully screened before entering the Department and once in the Department, all employees must maintain a high level of proficiency.

In order to maintain these skills and learn new ones, a continuing program of training and education is provided for all members of the Department. This training helps employees maintain proficiency at their present level, meet certification requirements, learn new procedures, and become familiar with new technologies. Most of the training is accomplished through courses of study from the Virginia Department of Fire Programs, Virginia Office of Emergency Medical Services, Lord Fairfax Emergency Medical Services Council, Lord Fairfax Community College, and the Fire and Rescue Department. The Department also encourages fire and rescue education and training from outside agencies, such as the National Fire Academy, as well as many others.

The Frederick County Fire and Rescue Department Career Development Program will help employees develop the skills, knowledge, and abilities needed for advancement and successful service in positions of increasing responsibility. The employees of the Department are committed to a policy that increases the level of their professional development by providing equal opportunity and incentive for professional growth throughout their career with the County of Frederick. The process will stress actual job performance, combined with professional development through advanced technical training and academic educational opportunity.

Preparing for Advancement

While routine training is provided by the Department as part of the employee's job, preparing for *advancement* will require individual initiative on the part of the employee. Although advancement brings greater prestige and increased pay, it also brings added responsibilities. The Career Development Program requires that the new skills, knowledge, and abilities be mastered *before* becoming eligible for advancement to the next level.

Information regarding the scheduling of the courses will be the responsibility of the Department Training Officer. This information will be published as each training program becomes available. All department personnel will receive training notifications as outlined by the training officer.

The pages that follow provide information regarding the requirements of the Career Development Program for advancement from firefighter to director, and is provided to assist the employee in clearly understanding the requirements for advancement. Forms and check off lists are provided for recording progress as the courses are accomplished.

Requirements are Job Related

While some personnel may view these training and education requirements as barriers to their advancement, others will see them as opportunities. Taking the courses will help them develop new skills, knowledge, and abilities so that they can perform duties in additional areas, perform current duties in a more effective and safe manner, and learn new procedures as they are introduced.

Much of the training and education can also help in one's personal life, both now and after retirement. The information obtained while learning computer skills, improving communications skills, or becoming more effective in interpersonal relations does not have to be left in the station.

All of the requirements in the Career Development Program are the result of long and careful consideration. They are based on the requirements of the position, as well as the minimum standards set forth by the National Fire Protection Association (NFPA), and the Commonwealth of Virginia. Additional requirements were established by Frederick County and the Fire and Rescue Department to meet clearly demonstrated needs.

Since the Department designed a "custom-built" list of requirements for advancement, the Department's listing is similar to, but not the same as, the list of courses that one might find in a college fire science program. Hence, *one will not have earned a degree just by taking the courses listed in this program.* However, those who have taken these courses will be very close to an associate degree, and the Fire and Rescue Department strongly encourages employees to complete the degree program. The Department also will provide tuition reimbursement for each employee enrolled and completing course work with a "C" or better per county policy.

Employees who have had college courses may find that some of those courses may be used to satisfy the requirements of the Career Development Program. On the other hand, even those employees who have satisfied degree requirements must still take courses to satisfy the requirements of the Program.

Career Development Advisor

To facilitate the administration of the Career Development Program, the Fire and Rescue Department has established the Training Officer as the Career Development Advisor.

The Career Development Advisor serves in three roles to support the Program:

First, the Advisor informs employees regarding the details of the Career Development Program, advising them as to which courses to take to satisfy the Program's requirements.

The Advisor also evaluates programs and courses already taken by the employees to determine if they meet the Program's intent. In addition, the Advisor will provide information regarding the location and schedules of courses.

Second, the Advisor provides information and offers recommendations to assist the Director and other members of the staff of the Frederick County Fire and Rescue Department in administering the Career Development Program.

Third, the Advisor serves as a liaison between the Fire and Rescue Department and course providers, arranging for Career Development classes to be presented at times and places requested by the Department, and making other arrangements as required.

Equal Employment Opportunity

The Career Development opportunities in this program will be available to all uniform career employees of the Fire and Rescue Department without regard to race, religion, age, national origin, or political affiliation. All applications which meet the eligibility requirements will be given fair and equal consideration and recommendations concerning advancement will be made without regard to the considerations listed above.

TRAINING AND EDUCATION REQUIREMENTS FOR ADVANCEMENT

A Firefighter/EMT may choose to embark upon a promotional process which will require the satisfaction of various requirements, as well as a competitive process of selection. The requirements include length of service, certification, and specific training and education. Competitive testing and/or assessment centers are used to both screen and rank potential candidates for advancement. Additional training, education, and certifications may be utilized and credit given as preferred qualifications toward the advancement process (see Appendix D).

All employees must meet the minimum required criteria as outlined in each section prior to being considered for each level of classification under this program. Each employee must also maintain those levels of performance established within the criteria to maintain their classification under this program. Failure to maintain criteria for each level may result in reduction of classification. Medical requirements for the job must be met for advancement.

Details outlining the advancement and reduction process will be contained in the Department Standard Operating Procedures and the procedures and policies of the Frederick County Office of Personnel. All County Personnel Policies and Procedures supercede any conflicts in this document.

Career Development Classification Levels

The Frederick County Fire and Rescue Department's Career Development Program will provide it's employees with the opportunities for upward mobility through the creation of several

additional personnel classification levels within the County Personnel Classification System. Each classification level will be defined by an eligibility criteria related to, but not limited to, elements such as time in service, training, education, certification and performance ratings.

The classification levels defined by this program are of two basic types, non supervisory and supervisory.

The following are classified as non supervisory:

- Probationary Firefighter/EMT (Range 17 \$28,381 - \$41,940) NE
- Firefighter/EMT (Range 17 \$28,381 - \$41,940) NE
- Fire/Rescue Technician (Range 19 \$31,292 - \$46,239) NE
- Fire/Rescue Specialist (Range 20 \$32,862 - \$48,551) NE

The following are classified as supervisory:

- Fire/Rescue Supervisor I - Lieutenant (Assistant Fire Marshal) (Range 22 \$36,231 - \$53,528) NE
- Fire/Rescue Supervisor II - Captain (Range 23 \$38,031 - \$56,204) E/NE
- Fire/Rescue Division Head - Battalion Chief (Fire Marshal, Training Officer) (Range 25 \$41,940 - \$61,967)E
- Fire/Rescue Section Head - Assistant Director (Range 27 \$46,239 - \$68,320) E

PROBATIONARY FIREFIGHTER/EMT

Entry level employees are designated as Probationary Firefighter/EMT and are assigned to a station to gain the added skills, knowledge, and abilities needed in the profession. While serving as a member of a company and working under the overall supervision of a Field Supervisor, the Probationary Firefighter/EMT is paired with a Fire/Rescue Specialist, under whose guidance the Probationary Firefighter/EMT will train for approximately one (1) year.

PROBATIONARY FIREFIGHTER/EMT

The training received during this first year reinforces the skills, knowledge, and abilities learned during the required certification training. Further individual and company level training will prepare the Probationary Firefighter/EMT for duty as a Firefighter/EMT. This is an important time for the Probationary Firefighter/EMT, for during this period the need for training is understood and the new Firefighter/EMT can best be developed into a professional.

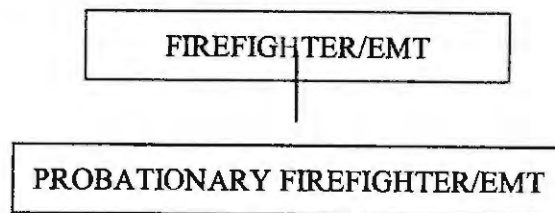
Requirements for employment as a Probationary Firefighter/EMT

- Virginia Hazardous Materials Awareness Certification
- Virginia/NFPA Firefighter I Certification
- Virginia Emergency Vehicle Operator Certification
- Virginia Emergency Medical Technician-Basic Certification

(equivalency for minimum certifications will be evaluated on a case by case basis)

FIREFIGHTER/EMT

The Firefighter/EMT is the backbone of the delivery system. The Firefighter/EMT is the professional with the skills, knowledge, and abilities needed to provide the Department and the citizens of Frederick County with an effective and productive service-delivery system. The rank of Firefighter/EMT represents a career milestone in which the individual enters the career development process of the Frederick County Fire and Rescue Department.



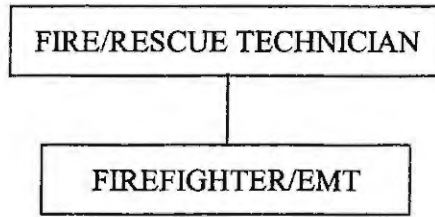
The Firefighter/EMT, under supervision, serves as a driver of a life support unit; assists in rescue and extrication operations, and provides emergency medical care for the sick and injured; responds to fire alarms and other emergency incidents to protect life and property; performs skilled work in combating, extinguishing and preventing fires; and performs other related duties as required.

Requirements for Permanent Status as a Firefighter/EMT

Successful completion of the probationary period and a satisfactory performance evaluation of 4.0 or better are required for permanent status as a Firefighter/EMT.

FIRE/RESCUE TECHNICIAN

The Fire/Rescue Technician performs emergency and non emergency activities of a specialized nature. The advancement from Firefighter/EMT to the rank of Fire/Rescue Technician recognizes the greater knowledge, experience, and practical skill possessed by these individuals in their area of specialization. A Fire/Rescue Technician must maintain their certification in their speciality field.



At present, there are three types of Fire/Rescue Technicians:

Apparatus Technician. This specialty includes all personnel certified as Driver/Operator - Pumper Certification and qualified to serve as apparatus drivers/operators.

Advanced Life Support Technician. This specialty includes all personnel certified to the advanced life support level for the purpose of providing emergency medical care.

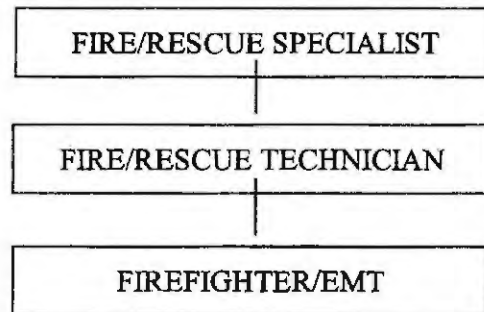
Hazardous Materials Technician. This specialty encompasses all personnel who are subject to assignment on the Regional Hazardous Materials Response Team.

Requirements for Advancement to Fire/Rescue Technician

- Two years of continuous service or equivalent as a career Firefighter/EMT in the Frederick County Fire and Rescue Department.
- Current Virginia/NFPA Firefighter II certification.
- Current Virginia certification as an EMT-B or higher.
- Training and certification in one or more of the specialities listed above.
- Satisfactory Performance Evaluations for the last two periods averaging 4.0 or better.

FIRE/RESCUE SPECIALIST

The position of Fire/Rescue Specialist is to recognize and reward individuals for their experience and demonstrated expertise, acknowledging that the Fire/Rescue Specialist is a valuable resource and a person who can significantly enhance the department's service-delivery system. This position is similar to that of the technical specialist in a military unit, in that the Fire/Rescue Specialist is utilized to train less-experienced personnel. As such, Fire/Rescue Specialist serve as mentors for the Probationary Firefighter/EMT.



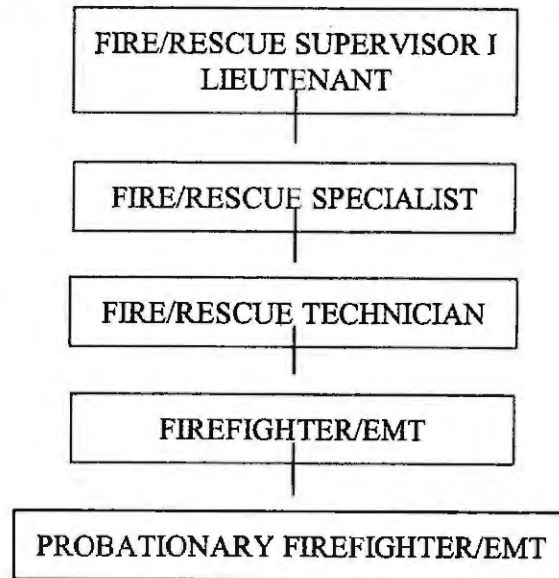
This position incorporates all the skills, knowledge, and abilities of the subordinate ranks and utilizes them for the benefit of the Department. As such, the Fire/Rescue Specialist is often assigned as the officer-in-charge during the absence of the Field Supervisor. For this reason, many skills, knowledge, and abilities required of officers also apply to the Fire/Rescue Specialist.

Requirements for Advancement to Fire/Rescue Specialist

- Four years of continuous service or equivalent as a career Firefighter/EMT in the Frederick County Fire and Rescue Department.
- Qualified as a Fire/Rescue Technician.
- Certified as a Virginia /NFPA Fire Instructor I.
- Current Virginia certification as an EMT-B or higher.
- Satisfactory Performance Evaluations for the last two periods averaging 4.0 or better.

FIRE/RESCUE SUPERVISOR I - LIEUTENANT

The Fire/Rescue Supervisor I, under the supervision of the Fire and Rescue Department Director, with interaction of the volunteer company chiefs, serves as a Field Supervisor to the personnel assigned to the fire/rescue stations within a battalion. The Field Supervisor is assigned to a station and coordinates with the volunteer company chiefs in the battalion to ensure routine daily activities and work assignments are carried out. The Field Supervisor will serve as the officer-in-charge of emergency incidents in the absence of an authorized volunteer company officer.



The Fire/Rescue Supervisor I, will be the immediate supervisor for the career personnel assigned to his/her battalion. The Fire/Rescue Supervisor will be responsible for leave requests, training, special projects, work assignments, maintaining records, preparing reports, and making recommendations including those regarding the performance of subordinates. They will be

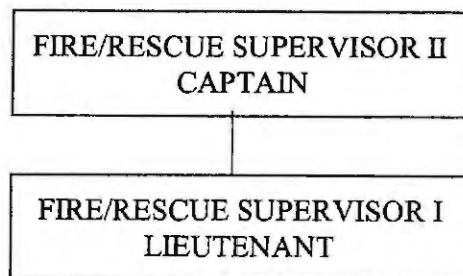
responsible for formal performance evaluations of employees, as required under County Personnel Policies. They are assigned comparable duties in the other Divisions of the Fire and Rescue Department or perform other tasks as required. They also serve as the Assistant Fire Marshal and Assistant Training Officer.

Requirement for Advancement to Fire/Rescue Supervisor I - Lieutenant

- Six years of continuous service or equivalent as a career Firefighter/EMT in the Frederick County Fire and Rescue Department.
- Qualified as a Fire/Rescue Specialist.
- Certified Virginia/NFPA Fire Officer I.
- Current Virginia certification as an EMT - Basic or above.
- Satisfactory Performance Evaluations for the last two periods averaging 4.0 or better.

FIRE/RESCUE SUPERVISOR II - CAPTAIN

The Fire/Rescue Supervisor II - Captain, is a step in the advancement ladder for the future. The Fire/Rescue Supervisor II would supervise at the battalion level and assist in the design, implementation, and coordination of the goals and objectives of the Fire and Rescue Department, and recommend changes and improvements.



The Fire/Rescue Supervisor II plans and executes work assignments and manages resources and department needs. They coordinate citizen public education and information at the battalion level and investigate complaints. They are assigned comparable duties in other Divisions of the Fire and Rescue Department and perform other duties as required.

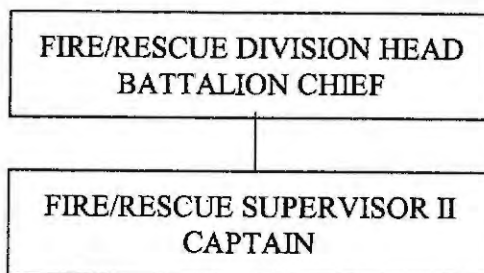
Requirements for Advancement to Fire/Rescue Supervisor II - Captain

- Two years of experience or equivalent as a career Fire/Rescue Supervisor I - Lieutenant in the Frederick County Fire and Rescue Department.
- Certified as a Virginia/NFPA Fire Officer II.
- Certified as a Virginia/NFPA Fire Instructor II.
- Current Virginia certification as an EMT - Basic or higher.
- Completion of Zenger-Miller Frontline Leadership I or equivalent.
- Successful completion of Incident Management Course.

- Successful completion of college level courses or the equivalent, as follows:
 - English Composition I
 - Building Construction
 - Fire Suppression Methods
- Satisfactory Performance Evaluations for the last two periods averaging 4.0 or better.

FIRE/RESCUE DIVISION HEAD - BATTALION CHIEF

The Fire/Rescue Division Head - Battalion Chief is responsible for the administrative and supervisory work necessary in planning and directing the activities of their division; preparing the division budget; developing and reviewing agency rules and regulations; maintaining an effective relationship with the other divisions, appropriate County agencies, and the volunteer companies; and serving as the staff duty officer for major events and disasters.



The Fire/Rescue Division Head - Battalion Chief attends volunteer meetings; makes public appearances before citizen groups; originates and reviews performance evaluations; assures compliance with County and Departmental regulations, procedures, and policies; and procures, prepares, maintains, and transmits records and reports as required. They serve in staff positions as Fire Marshal, Training Officer, or Operations officer and perform administrative duties as assigned or related tasks as required.

Requirements for Advancement to Fire/Rescue Division Head - Battalion Chief

- Two years experience or equivalent as a career Fire/Rescue Supervisor II - Captain in the Frederick County Fire and Rescue Department.
- Certified as a Virginia/NFPA Fire Officer III.
- Current Virginia Certification as an EMT - Basic or higher.
- Completion of Zenger-Miller Frontline Leadership II or equivalent.
- Successful completion of college level courses or the equivalent, as follows:
 - Any college mathematics course.
 - Emergency Service Supervision or EMS Supervision.
 - Hazardous Materials.
 - Public Relations.
 - Speech Communications.
- Satisfactory Performance Evaluation for the past two periods averaging 4.0 or better.

FIRE/RESCUE SECTION HEAD - ASSISTANT DIRECTOR

This position would be a section head that reports to the Fire and Rescue Director. This position is responsible for managing a multitude of activities in the Fire and Rescue Department as well as filling in during the absence of the Director. Emergency Operations Section or Administrative Services Section would be the responsibility of the Assistant Director in the future as the Department develops.

Advancement to Assistant Director

The requirements for advancement to the most senior levels in the Frederick County Fire and Rescue Department include a thorough knowledge of emergency services, fire and rescue operations, hazardous materials, and major incident coordination and command; ability to prepare budgets and reports, and to investigate complaints; ability to communicate and work effectively with fire and rescue companies, law enforcement, and the general public. Education and experience equivalent to graduation from college with extensive training in emergency services operations is required.

REPORTING ACCOMPLISHMENTS

It is the employee's responsibility to complete the appropriate courses and report successful completion thereof to the Department. Proof of this activity must be presented at the time the employee makes application for advancement. To facilitate this process, an application form for each level is provided in Appendix C of this document.

Employees are strongly encouraged to complete this process well in advance of the possibility of advancement. These forms should be submitted to the Career Development Advisor so that completed training and educational courses can be verified. Upon verification and completion of the application, the form will be signed by the Training Officer and returned to the employee with a copy maintained in a file at the fire and rescue department office. *Keep the signed form in a safe place, as the completed document must be presented at the time of advancement application.*

ADVANCED LIFE SUPPORT INCENTIVE

The Fire and Rescue Department provides for the health and welfare of the citizens of Frederick County by providing quality Emergency Medical Care. To provide this high quality of care, the providers within the system train and certify to one of three Advanced Life Support (ALS) levels. These levels are Emergency Medical Technician-Shock Trauma, Emergency Medical Technician-Cardiac, and Emergency Medical Technician-Paramedic.

The standards, initial training, and continuing education requirements for these ALS levels are set down by the Virginia Department of Health, Office of Emergency Medical Services (VOEMS). The Lord Fairfax Emergency Medical Services Council, the Medical Direction Board,

the Operational Medical Director, and the Frederick County Fire and Rescue Department provide standard operating procedures and oversee a continuous quality improvement program for our providers.

Initial Certification

These rigorous requirements are well above and beyond the normal basic firefighter/emergency medical technician's duties. Each ALS provider spends many long hours on both didactic and clinical applications. The following is a preview of the requirements and highlights for each level of certification:

- **Emergency Medical Technician - Shock Trauma**
 - three year certification.
 - provide the technician with specific skills to provide a limited amount of ALS treatment to patients with traumatic injuries and specific medical conditions.
 - authorized to initiate specific intravenous infusions and administer a limited number of intravenous, subcutaneous, and intramuscular medications based upon local medical protocols.
 - consists of a minimum of 57.0 hours of classroom and skills instruction.
 - clinical rotations totaling at least 30.0 hours in specific hospital departments are required.
 - course was developed utilizing topic outlines from the National Standard Curriculum for the EMT - Paramedic.
 - topics include: roles and responsibilities, human systems and patient assessment, shock, fluid therapy, respiratory system, central nervous system, soft tissue injuries, and musculoskeletal injuries.
 - complete BTLIS certification.
 - maintain and assume responsibility for life saving medications issued per protocol.

- **Emergency Medical Technician - Cardiac**
 - three year certification
 - consists of all subjects and skills included in the Shock Trauma Technician Program.
 - additional critical skills necessary to provide advanced coronary care.
 - consists of a minimum of 141.5 hours of classroom, skills and clinical instruction.
 - topics include: advanced radio communications, pharmacology, and cardiovascular system function.
 - 60 hours of specific hospital clinical rotations are included.
 - includes certification in American heart Association - Advanced Cardiac Life Support, specialized pediatric care, and trauma care.
 - Maintain and assume responsibility for life saving and controlled medications issued per protocol.

- **Emergency Medical Technician - Paramedic**
 - three year certification.
 - designed to certify the technician to the highest level of pre-hospital advanced life support care in Virginia.

- fulfills all of the requirements of the National Standard Curriculum for the EMT - Paramedic.
- all subjects and skills contained in the Shock Trauma and Cardiac technician programs are expanded upon in the course.
- a minimum total of 444.0 hours of instruction.
- 232.0 hours of this instruction is devoted to extensive clinical rotations in specialty critical care units.
- designed to educate the technician in *all* area of pre-hospital patient care.
- topics include: pre-hospital environment, preparatory skills, trauma care, medical illness management, obstetrical/gynecological conditions, pediatrics, neonatal care, psychiatric, and behavioral emergencies.
- certified to National Registry EMT - Paramedic.
- maintain and assume responsibility for life saving and controlled medications issued per protocol.

At the course completion, each ALS provider must participate in the ALS Preceptor Program. This program provides the new ALS provider the opportunity to refine the skills acquired during the certification course. This program is for a period of 6 months and a preassigned number of ALS incidents. These incidents are handled under the supervision of a experienced ALS provider that has been approved as a Preceptor within the Lord Fairfax Emergency Medical Services Council region. At the successful completion of the preceptorship, the ALS provider will be granted full ALS provider status.

Continuing Education

Once the Firefighter/EMT meets the above requirements for certification, a required continuing education program must be followed. To be eligible to re-certify before the certification period ends, each provider level must meet the following requirements:

- Emergency Medical Technician - Shock Trauma
 - complete 24 hours of Category 1, required topics, as outlined by VOEMS.
 - complete an additional 12 hours of Category 2 or 3 topics as outlined by VOEMS.
 - maintain a valid CPR, Health Care Provider card.
 - complete local annual skills review.
 - maintain BTLS certification.
- Emergency Medical Technician - Cardiac
 - complete 34 hours of Category 1, required hours, as outlined by VOEMS.
 - complete an additional 12 hours of Category 2 or 3 topics as outlined by VOEMS.
 - maintain a valid CPR, Health Care Provider card.
 - complete local annual skills review.
- Emergency Medical Technician - Paramedic
 - complete 48 hours of Category 1, required hours, as outlined by VOEMS.
 - complete an additional 24 hours of Category 2 or 3 topics as outlined by VOEMS.
 - maintain a valid CPR, Health Care Provider card.
 - complete local annual skills review.
 - maintain ACLS certification.

Incentive Program Objective

The ALS provider is an essential part of the Frederick County Fire and Rescue Department and an invaluable asset to the health and well-being of the citizens and visitors of Frederick County, Virginia. The extensive program requirements and added responsibilities that are placed upon these individuals are seemingly endless. It is the objective of this incentive program to provide the ALS provider with addition compensation for this certification. This compensation will assist the provider in the cost incurred to attend continuing education programs that are not compensated by the Department. It will also provide an incentive for the basic Firefighter/EMT to increase their level of certification, greatly benefitting citizens and community in which they serve.

Requirements and Compensation

Each ALS provider will be compensated based on their level of certification. The following requirements will be enacted for the ALS provider to receive compensation:

- be a certified as an ALS provider with the Frederick County Fire and Rescue Department for a period of one year.
- be an full ALS provider in good standing.
- be actively participating in pre-hospital Advanced Life Support within the Department.
- maintain all certifications necessary for Advanced Life Support.
- maintain a satisfactory Performance Evaluation rating of 4.0 or better.

Each individual ALS Provider must request application into the incentive program from the Fire and Rescue Director, through the Department Career Development Advisor. Upon verification of the above requirements, the Director will provide the Office of Personnel with the application for processing.

The compensation will be based on a percentage of a Firefighter/EMTs starting salary. This compensation will be divided equally over a period of one year and distributed in the employees pay check each pay period. These percentages are as follows:

- EMT - ST will receive 5%.
- EMT - Cardiac will receive 7.5%.
- EMT - Paramedic will receive 10%.

Maintaining Compensation

The ALS incentive compensation is subject to all of the requirements provided within this document. Failure to comply with these requirements will result in the loss of this incentive compensation. If an individual drops to a lower level of ALS certification, the incentive compensation will also drop accordingly. The Career Development Advisor will maintain all of the necessary documents to assure compliance with this program.

SUMMARY LISTING OF THE REQUIREMENTS FOR CAREER DEVELOPMENT

For Advancement To:	Entry Level Firefighter	Firefighter EMT	Fire/Rescue Technician	Fire/Rescue Specialist	Fire/Rescue Lieutenant	Fire/Rescue Captain	Fire/Rescue Batt. Chief
Haz MaT Awareness	X	X	X	X	X	X	X
EMT-B	X	X	X	X	X	X	X
Firefighter I	X	X	X	X	X	X	X
EVOC	X	X	X	X	X	X	X
Firefighter II			X	X	X	X	X
ALS Certification *			X				
Haz Mat Tech Certification *			X				
Driver/Oper.- Pumper Cert. *			X				
Instructor I				X	X	X	X
Officer I					X	X	X
Officer II						X	X
Instructor II						X	X
Frontline Leadership I						X	X
Incident Management						X	X
English Composition I						X	X
Building Construction						X	X
Fire Suppression Methods						X	X
Officer III							X
Frontline Leadership II							X
College Mathematics							X
Supervision							X
Hazardous Materials							X
Public Relations							X
Speech Communications							X

* Only one of these certifications are required for advancement to Fire/Rescue Technician

**See Appendix B for listing of courses and options for each requirement



County of Frederick

Michael J. Marciano
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: February 1, 2019

SUBJECT: Overview from the Human Resources Department re a February 8, 2019 Agenda Item

Discussion of the Employee of the Month: The Human Resources Department would like to review the process for selecting our Employee of the Month and Year awards that highlight the extraordinary contributions of employees.



County of Frederick Employee of the Month Nomination Form

Received: (HR use)

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the County as a whole. Outstanding service includes job performance that clearly exceeds requirements. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : _____ Department: _____

Nomination Submitted By: _____ Department: _____

Nominator's Signature: _____ Date: _____

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

Explain how the employee provided outstanding and exceptional service through his/her work:

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).



Frederick County, VA Salary Administration Program

Title	Department	Range
ACCOUNT ANALYST	TREASURER'S OFFICE	6
ACCOUNT CLERK	FREDERICK COUNTY	3
ACCOUNTING SUPERVISOR	FINANCE	9
ACCOUNTING TECHNICIAN	NRADC	4
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
AIRPORT EXECUTIVE DIRECTOR	WINCHESTER REGIONAL AIRPORT	NC
ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	2
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	8
ASAP CASE MANAGER	NRADC/DCS	5
ASAP CASE MANAGER ASSISTANT	NRADC/DCS	4
ASSESSOR I	COMMISSIONER OF THE REVENUE	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
ASSISTANT COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
ASSISTANT COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	10
ASSISTANT COURT SERVICES DIRECTOR	NRADC/DCS	9
ASSISTANT DIRECTOR	PLANNING & DEVELOPMENT	12
ASSISTANT DIRECTOR, TRANSPORTATION	PLANNING & DEVELOPMENT	12
ASSISTANT FINANCE DIRECTOR	FINANCE	12
ASSISTANT PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	11
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASSISTANT SUPERINTENDENT	NRADC	12
ASST ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	6
ASST COMMONWEALTH ATTY	COMM ATTORNEY'S OFFICE	10
ASST CONVENIENCE SITE SUPERVISOR	PUBLIC WORKS/LANDFILL	4
ASST NURSING DIRECTOR	NRADC	8
AUDITOR	COMMISSIONER OF THE REVENUE	8
BASICREC MANAGER	PARKS & RECREATION	7
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	10
BOOKING TECHNICIAN	NRADC	3
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
BUSINESS MANAGER	NRADC	8
BUSINESS RETENTION MANAGER	EDA	9
CAPTAIN	SHERIFF'S OFFICE/NRADC	10
CASHIER	TREASURER'S OFFICE	3
CHIEF CC	NRADC/DCS	10
CIRCUIT COURT CLERK	CLERK'S OFFICE	NC
CIVIL ENGINEER	PUBLIC WORKS/ADMINISTRATION	9
CMA	NRADC	2
COLLECTOR	TREASURER'S OFFICE	8
COMMISSIONER OF THE REVENUE	COMMISSIONER OF THE REVENUE	NC
COMMONWEALTH'S ATTORNEY	COMM ATTORNEY'S OFFICE	NC
COMMUNICATION OFFC I	PUBLIC SAFETY COMMUNICATIONS	4
COMMUNICATION OFFC II	PUBLIC SAFETY COMMUNICATION	5
COMMUNICATION OFFC III	PUBLIC SAFETY COMMUNICATION	6
COMMUNICATIONS SHIFT SUPERVISOR	PUBLIC SAFETY COMMUNICATIONS	7
COMMUNITY OUTREACH COORDINATOR	SHERIFF'S OFFICE	5
CONVENIENCE SITE ATTENDANT	PUBLIC WORKS/LANDFILL	1
CONVENIENCE SITE SUPV	PUBLIC WORKS/LANDFILL	5
CORRECTIONAL INVESTIGATOR	NRADC	5
CORRECTIONAL NURSE I	NRADC	6
CORRECTIONAL NURSE II	NRADC	6.5
CORRECTIONAL NURSE III	NRADC	7
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL OFFICER II	NRADC	6
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEM TECH.	NRADC	5
CORRECTIONAL SYSTEMS OFFC	NRADC	7
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
COUNTY ATTORNEY	COUNTY ATTORNEY'S OFFICE	NC
COURT SERVICES DIRECTOR	NRADC/DCS	10
CRIME ANALYST	SHERIFF'S OFFICE	6
CSA ACCOUNT SPECIALIST	CHILDREN'S SERVICES	4
CSA COORDINATOR	CHILDREN'S SERVICES	8
CSR (CUSTOMER SERVICE REPRESENTATIVE)	FC-ALL DEPT'S EXCEPT AIRPORT	2
CUSTODIAN	MAINTENANCE	1
CUSTODIAN SUPERVISOR	MAINTENANCE	3
CUSTOMER SERVICE REPRESENTATIVE	WINCHESTER REGIONAL AIRPORT	2
CUSTOMER SERVICE TECHNICIAN	PARKS & RECREATION	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	4

Frederick County Salary Administration Program - January 2019

Title	Department	Range
DATABASE ADMINISTRATOR/DEVELOPER	INFORMATION TECHNOLOGY	8
DEPUTY CHIEF	FIRE & RESCUE	10
DEPUTY CLERK TO THE BOARD OF SUPERVISORS	COUNTY ADMINISTRATION	10
DEPUTY CLERK/OPERATIONS	CLERK'S OFFICE	6
DEPUTY COMMONWEALTH ATTORNEY	COMM ATTORNEY'S OFFICE	12
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	NC
DEPUTY I	SHERIFF'S OFFICE	5
DEPUTY II	SHERIFF'S OFFICE	6
DEPUTY III	SHERIFF'S OFFICE	7
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DEPUTY REGISTRAR	REGISTRAR'S OFFICE	5
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6
DIRECTOR OF ELECTIONS/GEN REGISTRAR	REGISTRAR'S OFFICE	NC
EDA DIRECTOR	EDA	NC
EMS BILLING MANAGER	FIRE & RESCUE	4
EMS BILLING SPECIALIST	FIRE & RESCUE	2
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/ADMINISTRATION	5
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	9
ENVIRONMENTAL PROGRAM ADMINISTRATOR	PUBLIC WORKS/ADMINISTRATION	8
ENVIRONMENTAL SAFETY TECH	PUBLIC WORKS/LANDFILL	6
EVIDENCE CLERK	SHERIFF'S OFFICE	4
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
F&R BATTALION CHIEF	FIRE & RESCUE	9
F&R CAPTAIN	FIRE & RESCUE	9
F&R LIEUTENANT	FIRE & RESCUE	8
F&R SPECIALIST	FIRE & RESCUE	7
F&R TECHNICIAN	FIRE & RESCUE	6
FINANCE DIRECTOR	FINANCE	NC
FINANCE SPECIALIST	FINANCE	6
FINANCE TECHNICIAN	AIRPORT	3
FIRE CHIEF	FIRE & RESCUE	NC
FIREFIGHTER/EMT	FIRE & RESCUE	5
FLIGHT LINE TECH	WINCHESTER REGIONAL AIRPORT	4
FOOD SERVICES MANAGER	NRADC	8
FOOD SERVICES SUPERVISOR	NRADC	3
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
GIS ANALYST	COMMISSIONER OF THE REVENUE	9
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
GIS MANAGER	INFORMATION TECHNOLOGY	10
GIS TECHNICIAN	INFORMATION TECHNOLOGY/PLANNING	6
HEAD CUSTODIAN	MAINTENANCE	2
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	8
HR ASSISTANT	HUMAN RESOURCES	3
HR DIRECTOR	HUMAN RESOURCES	NC
HR GENERALIST	HUMAN RESOURCES	6
HR MANAGER	HUMAN RESOURCES	10
HR SPECIALIST	HUMAN RESOURCES	4
INMATE PROGRAM SPECIALIST	NRADC	5
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
INVESTIGATOR	SHERIFF'S OFFICE	8
IT DIRECTOR	INFORMATION TECHNOLOGY	NC
LABORER	PUBLIC WORKS/LANDFILL SHAWNEELAND	2
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
LANDFILL OPERATIONS SUPERVISOR	PUBLIC WORKS/LANDFILL	7
LANDFILL OPERATIONS MANAGER	PUBLIC WORKS/LANDFILL	8
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	3
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	4
LIDS TECH/RECORDS SUPV	NRADC	8
LIEUTENANT	NRADC/SHERIFF'S DEPT	9
LITIGATION SUPPORT MANAGER	COMM ATTORNEY'S OFFICE	9
MAINTENANCE MECHANIC ASST	WINCHESTER REGIONAL AIRPORT	4
MAINTENANCE SPECIALIST	PARKS & REC/MAINTENANCE	6
MAINTENANCE SUPERVISOR	MAINTENANCE/NRADC	8
MAINTENANCE SUPERVISOR ASSISTANT	MAINTENANCE	7
MAINTENANCE TECHNICIAN	AIRPORT/NRADC	4
MAINTENANCE WORKER	MAINTENANCE	3
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MARKETING COORDINATOR	PARKS & RECREATION	6
MARKETING MANAGER	EDA	9
MENTAL HEALTH CONSULTANT	NRADC	7
MENTAL HEALTH DIRECTOR	NRADC	9

Frederick County Salary Administration Program - January 2019

Title	Department	Range
MIS DIRECTOR	INFORMATION TECHNOLOGY	NC
MIS PROGRAMMER	MIS DEPARTMENT	11
MORTGAGE SPECIALIST	TREASURER'S OFFICE	7
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
NETWORK ADMINISTRATOR	INFORMATION TECHNOLOGY	9
NETWORK OPERATIONS MANAGER	INFORMATION TECHNOLOGY	10
NURSING DIRECTOR	NRADC	9
OPERATIONS MANAGER	PARKS & RECREATION	8
OPERATIONS SUPERVISOR	AIRPORT/Public Safety Communications	9
OPERATIONS SUPERINTENDENT	PARKS & RECREATION	9
P&R ASSISTANT DIRECTOR	PARKS & RECREATION	10
P&R DIRECTOR	PARKS & RECREATION	NC
P&R MARKETING MANAGER	PARKS & RECREATION	7
P&R PROGRAM COORDINATOR	PARKS & RECREATION	5
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	8
PARK CARETAKER	PARKS & RECREATION	2
PARK MANAGER	PARKS & RECREATION	8
PARK TECHNICIAN	PARKS & RECREATION	3
PARKS & RECREATION MARKETING MANAGER	PARKS & RECREATION	7
PARKS SUPERINTENDENT	PARKS & RECREATION	9
PAYROLL MANAGER	FINANCE	10
PC TECHNICIAN	INFORMATION TECHNOLOGY	4
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	4
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	8
PLANNER	PLANNING & DEVELOPMENT	9
PLANNING DIRECTOR	PLANNING & DEVELOPMENT	NC
POST DISPOSITIONAL CASE MANAGER	JUVENILE PROBATION OFFICE	4
PROBATE CLERK	CLERK'S OFFICE	9
PROBATION OFFICER	NRADC/DCS	5
PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	10
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
PROPERTY CLERK	NRADC	3
PTS CASE MANAGER	NRADC/DCS	5
PTS/PROBATION OFFICER	NRADC/DCS	5
PUBLIC INFORMATION OFFICER	COUNTY ADMINISTRATION	9
PUBLIC SAFETY DIRECTOR	PUBLIC SAFETY COMMUNICATION	NC
PUBLIC WORKS DIRECTOR	PUBLIC WORKS/ADMINISTRATION	NC
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
RECORDS CLERK	FREDERICK COUNTY	3
RECORDS CLERK II	SHERIFF'S OFFICE	4
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
RECREATION TECHNICIAN	PARKS & RECREATION	3
REVENUE ANALYST	TREASURER'S OFFICE	7
RISK MGR BUDGET ANALYST	FINANCE	9
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	8
SCALE OPER/CONVEN SITE ASST	PUBLIC WORKS/LANDFILL	4
SCALE OPERATOR	PUBLIC WORKS/LANDFILL	5
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SECRETARY	FREDERICK COUNTY	3
SERGEANT	SHERIFF'S OFFICE/NRADC	8
SHERIFF	SHERIFF'S OFFICE	NC
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR ACCOUNT ANALYST	TREASURER'S OFFICE	7
SR ACCOUNT CLERK	FREDERICK COUNTY	4
SR ANIMAL CARETAKER	PUBLIC WORKS/ANIMAL SHELTER	4
SR ASAP CASE MANAGER	NRADC/DCS	7
SR COLLECTOR	TREASURER'S OFFICE	10
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
SR INSPECTOR	PUBLIC WORKS/INSPECTIONS	8
SR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	5
SR LEGAL SECRETARY	COMM ATTY/CNTY ATTORNEY'S OFFICE	5
SR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
SR PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	5
SR PLANNER	PLANNING & DEVELOPMENT	10
SR PROBATION CASE OFFC	NRADC/DCS	4
SR PROGRAM COORDINATOR	INFORMATION TECHNOLOGY	11
SR PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	10
SR RECORDS CLERK	FREDERICK COUNTY	5
SR SECRETARY	FREDERICK COUNTY	4
SUPERINTENDENT	NRADC	NC

Frederick County Salary Administration Program - January 2019

Title	Department	Range
TREASURER	TREASURER'S OFFICE	NC
VW PROGRAM ASST. MANAGER	VICTIM/WITNESS PROGRAM	5
VW PROGRAM MANAGER	VICTIM/WITNESS PROGRAM	7
VW PROGRAM OFFICE ASSISTANT	VICTIM/WITNESS PROGRAM	3
WORK RELEASE SPECIALIST	NRADC	5
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5

SALARY RANGES					
<i>Adopted July 2018</i>					
Range	Minimum	Progress	Midpoint	Advance	Maximum
13	\$101,988	\$117,254	\$132,520	\$147,787	\$163,053
12	\$90,750	\$104,426	\$117,996	\$131,566	\$145,242
11	\$81,420	\$93,612	\$105,804	\$117,996	\$130,188
10	\$69,759	\$80,254	\$90,750	\$101,245	\$111,741
9	\$60,323	\$69,441	\$78,452	\$87,463	\$96,581
8	\$53,114	\$61,065	\$69,017	\$76,968	\$84,919
7	\$47,919	\$55,128	\$62,337	\$69,547	\$76,756
6	\$42,831	\$49,191	\$55,658	\$62,125	\$68,486
5	\$39,014	\$44,845	\$50,676	\$56,507	\$62,337
4	\$34,243	\$39,438	\$44,527	\$49,616	\$54,810
3	\$31,275	\$35,939	\$40,604	\$45,269	\$49,934
2	\$27,352	\$31,487	\$35,621	\$39,756	\$43,891
1	\$23,536	\$27,140	\$30,639	\$34,137	\$37,742