

## **FIRE/RESCUE CAREER PROGRESSION**

|            |                                 |
|------------|---------------------------------|
| Grade B6   | Fire/Rescue Deputy Chief        |
| Grade B4   | Fire/Rescue Assistant Chief     |
| Grade B3   | Fire/Rescue District Chief      |
| Grade B2   | Fire/Rescue Captain             |
| Grade B1   | Fire/Rescue Lieutenant          |
| Grade F4   | Master Firefighter/Rescuer      |
| Grade F3 * | Firefighter/Rescuer III         |
| Grade F2   | Firefighter/Rescuer II          |
| Grade F1   | Firefighter/Rescuer I (Recruit) |

\* Also eligible for Fire/Rescue Lieutenant

### **Promotion Requirements for Fire and Rescue Class Positions**

The purpose of this document is to outline advancement requirements within the Fire/Rescue Occupational Series. This document contains the education, training, and experience requirements for promotion to each classification in the Fire/Rescue Occupational Series and supersedes all previous documents.

The Fire/Rescue Personnel System includes the following classifications within the Fire/Rescue Occupational Series:

|                                 | <u>Class Code</u> | <u>Grade</u> |
|---------------------------------|-------------------|--------------|
| Fire/Rescue Deputy Chief        | 003150            | B6           |
| Fire/Rescue Assistant Chief     | 003163            | B4           |
| Fire/Rescue District Chief      | 003165            | B3           |
| Fire/Rescue Captain             | 003167            | B2           |
| Fire/Rescue Lieutenant          | 003168            | B1           |
| Master Firefighter/Rescuer      | 003169            | F4           |
| Firefighter/Rescuer III         | 003170            | F3           |
| Firefighter/Rescuer II          | 003171            | F2           |
| Firefighter/Rescuer I (Recruit) | 003172            | F1           |

## **I. Proficiency and Non-Competitive Advancement**

The Firefighter/Rescuer III class is the budget level class for the Firefighter/Rescuer series, consisting of Firefighter/Rescuer I (Recruit), Firefighter/Rescuer II, and Firefighter/Rescuer III. A budget level series is intended to identify qualitative differences between the work performed by individuals in different classes and the amount of supervision exercised over these individuals as they perform their work. The budget level, i.e., Firefighter/Rescuer III, is the highest grade in the occupational series to which Firefighter/Rescuers may be advanced within their positions on a non-competitive basis.

Advancement from Firefighter/Rescuer I (Recruit) through Firefighter/Rescuer III is proficiency advancement. In proficiency advancement, all Firefighter/Rescuers who meet the advancement criteria are advanced to a higher grade when the requirements are met. Contingent upon completion of the service time and training requirements, all Firefighter/Rescuers who hold the rank of Firefighter/Rescuer I and who meet the advancement criteria will advance to the rank of Firefighter/Rescuer II, and to Firefighter/Rescuer III.

## **II. Competitive Advancement Requirements**

In a competitive advancement, there are usually more qualified applicants than available positions. Above the rank of Firefighter/Rescuer III, the numbers of authorized positions are limited. Selection for the ranks of Master Firefighter/Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue District Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Deputy Chief will be competitive. Only some of the officers qualified for these positions will be advanced due to the limited number of positions or other organizational, management, and/or budgetary reasons.

## **III. Educational Requirements**

Specific educational requirements for each rank must be met by the closing date for receipt of applications for the promotion of the respective rank. The educational requirements for the officers' ranks are defined by the number of college credits required. Experience may not be substituted for education.

## **IV. Training Requirements**

Specific training requirements for each rank must be met prior to receiving a proficiency advancement to that rank or by the closing date for receipt of application for a competitive promotion examination to that rank (See Section IX).

Questions concerning training equivalencies at all ranks should be directed to the **Training Officer** in accordance with FRC Executive Regulation No. 2-98AMII.

## **V. Experience Requirements**

Specific experience requirements for each rank must be met prior to receiving proficiency advancement to that rank or by the closing date for receipt of application for competitive promotion examination to that rank. In-grade experience within any rank is defined as the experience gained while permanently promoted in that rank. Experience gained while serving in a temporary promotion capacity cannot be used to meet the in-grade experience requirement for permanent promotion to the next higher rank above that temporary promotion rank. Education may not be substituted for required in-grade experience. Date of appointment to a rank is the date listed on the Personnel Action Form (PAF).

## **VI. Competitive Examinations**

Promotion to the rank of Master Firefighter/Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain, Fire/Rescue District Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Deputy Chief are competitive.

Prior to the administration of an examination for these ranks, the Montgomery County Office of Human Resources will publish an announcement detailing the examination procedures. The announcement may include, but is not limited to, the following information: the procedures for application submission; the deadline for receipt of applications; the minimum requirements for eligibility to compete in the examination; a description of the examination process, suggestions related to preparing for the examination, if applicable; procedures for examination review and appeal, if applicable; procedures for scoring and creation of the Eligible List; study list, if applicable; and the anticipated effective date of the Eligible List.

All minimum qualifications for each rank must be met by the closing date for receipt of application for the promotion examination of the specific rank. Individuals who fail to meet the required experience, education, or training requirements by the closing date for receipt of application as specified in the announcement will be determined ineligible to compete in the promotion examination process.

## **VII. Use of Eligible Lists**

Following the competitive promotion examination process, the Montgomery County Office of Human Resources will provide to the DFRS Division Chief a certified list of candidates eligible for promotion. The Division Chief will fill vacancies that occur in accordance with Personnel Regulations, Division Policy, and related provisions of the Bargaining Agreement between the County and IAFF Local 1664.

## **VIII. Qualifications for Promotion to Each Rank**

The specific experience, education and training requirements, for promotion to each rank, except Firefighter/Rescuer I are listed below. Individuals appointed or promoted to each of the ranks listed below will be required to serve a probationary period of six months, during which time performance will be carefully evaluated. Continuation in the rank will be contingent upon successful completion of the probationary period.

### **Firefighter/Rescuer II**

Experience: One (1) year of career experience as a Montgomery County Firefighter/Rescuer I.

Education: High school graduate or equivalent acceptable to the State of Maryland.

Certification & Training: Successful completion of Montgomery County Division of Fire and Rescue Recruit School

Montgomery County Firefighter II Certification or equivalency  
EMT-B, EMT-I, CRT or EMT-P Certification  
Current CPR Certification  
Current AED Certification  
Current Blood Borne Pathogens Certification  
Current SCBA Certification  
Current Hazardous Materials Certification  
Emergency Vehicle Operator Course (EVOC)  
Human Relations Course (6 hours)\*  
    - EEO/AA and the Law (Affirmative Action & Sexual Harassment)  
    - Cultural Diversity  
Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)  
Valid Vehicle Driver's License

**Firefighter/Rescuer III**

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Firefighter/Rescuer II.

Education: High School graduate or equivalent acceptable to the State of Maryland.

Certification & Training: Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

**OR**

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Valid Class A or B Maryland Drivers License or

Out of State License (that does not have Non-CDL A & B)

Certified by DFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of major Fire/Rescue apparatus requiring a minimum of a Class "B" license. Major Fire/Rescue apparatus is defined as engines, trucks/towers or rescue squads.

**Master Firefighter/Rescuer**

**Experience:** Satisfactory completion of one (1) year of career experience as a Montgomery County Firefighter/Rescuer III.

**Education:** High school graduate or equivalent acceptable to the State of Maryland.

**Certification**

**& Training:** Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

**OR**

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

**OR**

Fire Officer I Course (or Officership I)

**and**

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Instructor I Course

Incident Command Course

(or Company Level Operations, or Tactics)

Human Relations Course (6 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

Certified by DFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of major Fire/Rescue apparatus requiring a minimum of a Class "B" license. Major Fire/Rescue apparatus is defined as engines, trucks/towers, or rescue squads.

## **Fire/Rescue Lieutenant**

**Experience:** Satisfactory completion of three (3) years of career experience as a Montgomery County Firefighter/Rescuer III OR completion of two (2) years of experience as a Montgomery County Master Firefighter/Rescuer OR any combination of experience at these two ranks equal to three (3) years.

**Education:** Successful completion of fifteen (15) semester hours in a degree program at an accredited college or university. The Division requires no specific courses. However, employees should take courses in English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

### **Certification**

**& Training:** Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

**OR**

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Instructor I Course

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

**OR**

Fire Officer I Course (or Officership I)

**and**

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Incident Command Course

(or Company Level Operations, or Tactics)



Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

**OR**

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

**OR**

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

## Fire/Rescue Captain

**Experience:** Satisfactory completion of two (2) years of career experience as a Montgomery County Fire/Rescue Lieutenant.

**Education:** Successful completion of thirty (30) semester hours in a degree program at an accredited college or university. No specific courses required by the Division. However, employees are encouraged to take courses in English, Technical Writing, Public Speaking, Mathematics, and Fire Science or EMS-related courses. Degree seeking employees should consider Fire Science, Fire Administration, EMS, or other fire service-related areas as a major.

### Certification

**& Training:** Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

**OR**

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Emergency Vehicle Operator Course (EVOC)

Pumps and Hydraulics Course

Truck Company Operations Course (or Aerial Operations)

Instructor I Course

Fire Officer Development I Course, which includes:

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

**OR**

Fire Officer I Course (or Officership I)

**and**

- Performance Planning and Appraisal Course
- Progressive Discipline Course
- Problem Solving and Decision Making Course

Incident Command Course

(or Company Level Operations, or Tactics)

Fire Officer Development II Course (prior to September 2000),  
which includes:

- Fundamentals of Mid-Level Management
- Planning For Results
- Performance and Conduct Problems

**OR**

Fire Officer II Course

**and**

- Fundamentals of Mid-Level Management
- Planning For Results
- Performance and Conduct Problems

Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

**OR**

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

**OR**

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

## **Fire/Rescue District Chief**

**Experience:** Satisfactory completion of two (2) years of career experience as a Montgomery County Fire/Rescue Captain.

**Education:** Associate Degree or successful completion of sixty (60) semester hours in a degree program at an accredited college or university.

### **Certification**

**& Training:** Montgomery County Firefighter III Certification or equivalency, consisting of:

- Firefighter III Course, and
- Practical Rescue

**OR**

- Essentials of Firefighting II,
- Company Level Operations, and
- Practical Rescue

EMT-B, EMT-I, CRT or EMT-P Certification

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Fire Officer III Course (beginning with the 2003 promotional exam)

Managing Supervisory Performance Course

Strategic Planning Course

Human Relations Course (8 hours)

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Managing Diversity

**OR**

- EEO/AA and the Law (Affirmative Action & Sexual Harassment)
- Cultural Diversity
- EEO and More: What Officers Need To Know

**OR**

- Managing EEO/AA and the Law
- Managing Diversity

Hazardous Materials First Responder, Operations (Haz Mat 1A & 1B)

**Fire/Rescue Assistant Chief**

Experience: Two (2) years of career experience as a Fire/Rescue District Chief in the Montgomery County Division of Fire and Rescue Services.

Education: Successful completion of ninety (90) semester hours in a degree program at an accredited college or university.

Certification & Training: EMT-B, EMT-I, CRT or EMT-P Certification  
Current CPR Certification  
Current AED Certification  
Current Blood Borne Pathogens Certification  
Current SCBA Certification  
Current Hazardous Materials Certification

**Fire/Rescue Deputy Chief**

Experience: Two (2) years of career experience as a Fire/Rescue Assistant Chief in the Montgomery County Division of Fire and Rescue Services.

Education: Bachelor's degree or at least one hundred and twenty (120) semester hours from an accredited college or university.

Certification & Training: EMT-B, EMT-I, CRT or EMT-P Certification  
Current CPR Certification  
Current AED Certification  
Current Blood Borne Pathogens Certification  
Current SCBA Certification  
Current Hazardous Materials Certification

## **IX. Promotion Examination Schedule**

The Division of Fire and Rescue Services and the Office of Human Resources intend to provide promotional examinations for the ranks of Master Firefighter/ Rescuer, Fire/Rescue Lieutenant, Fire/Rescue Captain and Fire/Rescue District Chief on a two-year cycle. This cycle may be modified if needs require.

### **Projected Schedule**

|                            |                            |
|----------------------------|----------------------------|
| Master Firefighter/Rescuer | Fall, even numbered years  |
| Fire/Rescue Lieutenant     | Fall, even numbered years  |
| Fire/Rescue Captain        | Fall, odd numbered years   |
| Fire/Rescue District Chief | Spring, odd numbered years |

The examination processes for Fire/Rescue Assistant Chief and Fire/Rescue Deputy Chief will be scheduled as needed.