

FIRE/RESCUE CAREER PROGRESSION

Grade B6	Fire/Rescue Division Chief
Grade B4	Fire/Rescue Assistant Chief
Grade B3	Fire/Rescue Battalion 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

This document outlines advancement requirements within the Fire/Rescue Occupational Series. It indicates the education, training, and experience requirements for promotion to each classification in the Fire/Rescue Occupational Series, and it supersedes all previous requirements.

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

	<u>Class Code</u>	<u>Grade</u>
Fire/Rescue Division Chief	003150	B6
Fire/Rescue Assistant Chief	003163	B4
Fire/Rescue Battalion 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, meaning that 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 then 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 Battalion Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Division 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 promotion to the respective rank. The educational requirements for the officers' ranks are defined by the number of college credits required. Experience cannot be substituted for education.

IV. Training Requirements

Specific training requirements for each rank must be met before receiving a proficiency advancement to that rank, or by the closing date for receipt of an 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 the current Executive Regulation on *Certification Standards for Training, Experience, and Credentialing Requirements*.

V. Experience Requirements

Specific experience requirements for each rank must be met before receiving proficiency advancement to that rank, or by the closing date for receipt of applications 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* will not be considered in meeting the in-grade experience requirement for permanent promotion to the next higher rank above that temporary promotion rank. Education cannot be substituted for required in-grade experience. The 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 Battalion Chief, Fire/Rescue Assistant Chief, and Fire/Rescue Division Chief are competitive.

Before an examination is administered 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 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 creating the Eligibility List; a study list, if applicable; and the anticipated effective date of the Eligibility List.

All minimum qualifications for each rank must be met by the closing date for receipt of applications 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 applications specified in the announcement will be ineligible to compete in the promotion examination process.

VII. Use of Eligibility Lists

After the competitive promotion examination process has been completed, OHR will provide a certified list of candidates who are eligible for promotion to the Fire Chief. The Fire Chief will fill vacancies that occur, in accordance with Personnel Regulations, MCFRS 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 indicated below. Individuals who are appointed or promoted to each of the ranks listed below must serve a probationary period of six months in that rank, during which time their performance will be carefully evaluated. Continuation in that rank will be contingent upon successful completion of the probationary period. Successful completion of all probationary requirements is required to advance to the next rank.

Firefighter/Rescuer II

Experience: One year of career experience as a Montgomery County Firefighter/Rescuer I

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

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

Montgomery County Firefighter II Certification or equivalent
EMT-B, EMT-I, 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 Class (6 hours)
- EEO/AA and the Law (Affirmative Action and Sexual Harassment)
- Cultural Diversity
Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)
Have a valid driver's license.

Firefighter/Rescuer III

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

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

Certification and Training: Montgomery County Firefighter III Certification or equivalent, including:
- Firefighter III, and
- Practical Rescue

OR

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

EMT-B, EMT-I, 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

Truck Company Operations (or Aerial Operations)
Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)
Certified by MCFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate at least one piece of heavy fire/rescue apparatus. Heavy fire/rescue apparatus is defined as engines, trucks/towers, or rescue squads.

Master Firefighter/Rescuer

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

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

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
 - Practical Rescue
- OR**
- Essentials of Firefighting II,
 - Company Level Operations, and
 - Practical Rescue

EMT-B, EMT-I, 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

Truck Company Operations (or Aerial Operations)

Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Instructor I

Incident Command (**OR** Company Level Operations, **OR** Tactics)

Human Relations (6 hours):

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

Hazardous Materials First Responder, Operations (Haz Mat 1A and 1B)
Certified by MCFRS to:

- Be the aide on a BLS unit
- Drive a BLS unit
- Drive and operate an engine, truck/tower, or rescue squad.

Fire/Rescue Lieutenant

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

Education: Successful completion of fifteen semester hours in a degree program at an accredited college or university. MCFRS requires no specific courses. However, employees are encouraged to complete 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

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
 - Practical Rescue
- OR**
- Essentials of Firefighting II,
 - Company Level Operations, and
 - Practical Rescue

EMT-B, EMT-I, 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
Truck Company Operations (or Aerial Operations)
Instructor I
Individual Performance Planning and Appraisal
Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Incident Command (**OR** Company Level Operations, **OR** Tactics)

Human Relations (8 hours):

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

OR

- EEO/AA and the Law (Affirmative Action and 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 and 1B)

Fire/Rescue Captain

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

Education: Successful completion of thirty semester hours in a degree program at an accredited college or university. MCFRS requires no specific courses. However, employees are encouraged to take 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

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
 - Practical Rescue
- OR**
- Essentials of Firefighting II,
 - Company Level Operations, and
 - Practical Rescue

EMT-B, EMT-I, 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

Truck Company Operations (or Aerial Operations)

Instructor I

Individual Performance Planning and Appraisal

Fire Officer Development I, which includes:

- Progressive Discipline
- Problem Solving and Decision Making

OR

Fire Officer I Course (or Officership I)

AND

- Progressive Discipline
- Problem Solving and Decision Making

Incident Command (**OR** Company Level Operations, **OR** Tactics)

Fire Officer Development II (title before 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 (8 hours):

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

OR

- EEO/AA and the Law (Affirmative Action and 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 and 1B)

Fire/Rescue Battalion Chief

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

Education: Associate's Degree, or successful completion of sixty semester hours in a degree program at an accredited college or university

Certification

and Training: Montgomery County Firefighter III Certification or equivalent, including:

- Firefighter III, and
- Practical Rescue

OR

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

- Practical Rescue

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

Current CPR Certification

Current AED Certification

Current Blood Borne Pathogens Certification

Current SCBA Certification

Current Hazardous Materials Certification

Managing Supervisory Performance

Strategic Planning

Human Relations (8 hours):

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

OR

- EEO/AA and the Law (Affirmative Action and 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 and 1B)

Fire/Rescue Assistant Chief

Experience: Two years of career experience as a Fire/Rescue Battalion Chief in the Montgomery County Fire and Rescue Service.

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

Certification and Training: EMT-B, EMT-I, 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

Fire/Rescue Division Chief

Experience: Two years of career experience as a Fire/Rescue Assistant Chief in the Montgomery County Fire and Rescue Service.

Education: Bachelor's degree, or at least one hundred twenty semester hours in a degree program at an accredited college or university.

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

IX. Promotion Examination Schedule

The Montgomery County Fire and Rescue Service 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 Battalion Chief on a two-year cycle. This cycle will be modified as 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 Battalion Chief	Spring, odd numbered years

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