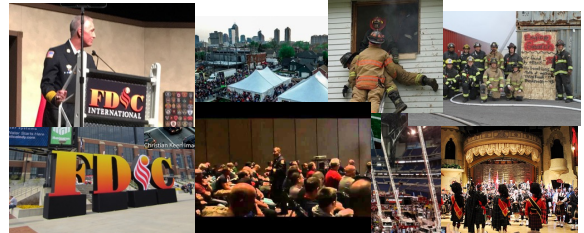


Building the Ladder: Officer Development Programs



1

Welcome to FDIC 2025



2



Rudy Horist, MPSA, EFO, CFO
Fire Chief
McHenry Township FPD
43 Years of Service



rudy@redelmfire.com
815-206-8299



3



Forest Reeder, MPSA
Fire Chief (ret.)
Tinley Park (IL) FD
47 Years of Service



forestthetrainingofficer@gmail.com
www.thetrainingofficer.com

4

Thank You



5

Goals and Objectives

Process for
any rank and
any type of
department

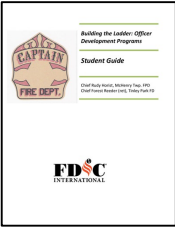
All phases of
officer
development

Ensure a
quality
officer corps

Leave with solid, actionable ideas
to improve your program

6

Our Playbook



Complete Student Manual will be available online and includes templates, exercises, and other resources to supplement your training experience

In Class Handout

7



Why is Officer Development Important?

8

The need for Officers to lead





WHAT FIREFIGHTERS WANT IN 2024

STRONG LEADERSHIP

More than 1,300 firefighters speak up about the impact of poor agency leadership on staffing, morale and more.

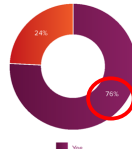
Sponsored by **IMAGETREND**

In partnership with **IPSDI**

9

The need for Officers to lead

Are you worried about the leadership at your department at any level?



Response	Percentage
Yes	76%
No	24%

At what level do you see poor leadership in your department? (Select all that apply.)



Level	Percentage
Chief officer (battalion/deputy, assistant)	64%
Company officer	62%
Fire chief	57%
City/county/ political oversight	43%

10



NVFC survey – why Volunteers leave

- Poor leadership
- Poor culture
- Time & Expectations

11



Poor Leadership

- Lack of communications
- Lack of organization
- Lack of support/focus on the needs of the membership
- No voice in the organization
- Lack of supervisor training

12

Why?

- 👉 Loss of experienced officers
- 👉 Wider range of responsibilities
- 👉 Emerging issues and topics
- 👉 Increased standards and requirements
- 👉 Legal liability

13



What is the state of officer development in your department?

14

Does Your Officer Development Program	Yes / No
Address all phases of officer development?	
Provide training prior to promotion?	
Provide a link to state certification?	
Consider the needs of both current and future officers?	
Take into account the current and future needs of the department?	
Reference national, state, and local standards?	
Include Acting Officers (if applicable)?	
Include practical experience/hands on skills and not only classroom?	
Have a means to determine when someone is ready to train to be an officer	
Provide for both initial and ongoing training?	
Undergo review and revision on a regular basis?	
Utilize current fire service resources?	
Capable of audit by ISO or other agency?	

15

Officer Development Program

Officer Success Program

16

Comprehensive Officer Development Program



17



18

Needs Assessment

- Broad and comprehensive
- Identify the knowledge, skills, abilities (KSA's) needed to meet **current** and **future** needs
- Determine where **gaps** exist



19

Steps for completing your Needs Assessment

1. Put together your team
2. Decide how to gather the data
3. Collect and analyze
4. Identify training needs



20

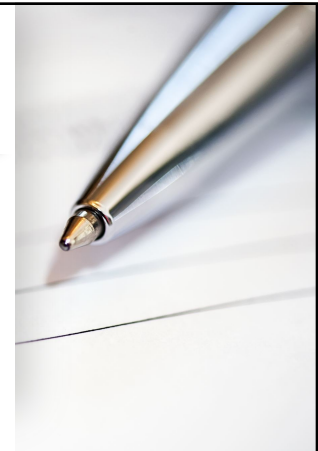
Gathering the Data

- Interviews
- Surveys
- Training evolutions
- Performance at incidents
- After Action Reviews
- Performance Evaluations
- Training Records
- **Ask them what they need!**

21

Key Considerations

- Expectations
- How officers are selected
- Needs of department
- Needs of current and future officers
- Job descriptions
- National, state, and local standards



22

Expectations of an Officer



23



24

How are your officers selected?

- 👤 Promotion
- 👤 Appointment
- 👤 Voting
- 👤 Last person on rig
- 👤 Other



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Needs Assessment

- Needs of department**
- Type of responses
 - Changes in community
 - Retirements
 - New personnel
 - Future challenges



26

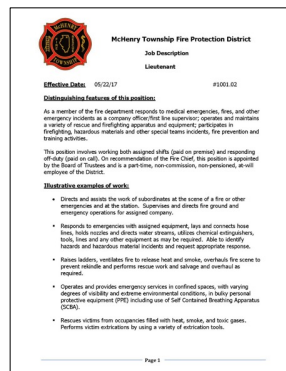
Needs of current and future officers

- Training
- Certification
- Formal Education
- Experience
- Involvement



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Job Descriptions






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Our
Standards
&
Industry
Best
Practices



29

NFPA Standards Consolidation

-  **1021 Fire Officer**
-  **1041 Fire Instructor**
-  **EMS Officer**

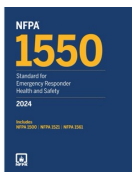
NFPA 1020
Fall 2024

30

NFPA Standards Consolidation



Consolidates
7 individual
standards



NFPA 1550
Standard for
Emergency
Responder
Health & Safety
Fall 2024

31

- OSHA 1910.156 Fire Brigade Standard
- First revision since 1980
- 21 NFPA Standards to be incorporated



32

Center for Public Safety Excellence (CPSE)

- **Credentialing** of fire service personnel
 - Chief Fire Officer (CFO)
 - Chief Emergency Medical Services Officer (CEMSO)
 - Chief Training Officer (CTO)
 - Fire Marshal (FM)
 - Fire Officer (FO)
 - Public Information Officer (PIO)
 - Fire and Emergency Services Analyst (FESA)



33



Our Standards
&
Industry Best
Practices



34

Analyze the Data

- Identify the required proficiency level – KSA's
- Compare to current proficiency level (gap)
- Look for trends and patterns
- Resources – what is available vs. what is needed
- Prioritize gaps based on impact

35

Examples – Company Officer

Expectations of officers	Haz Mat	Records & Reports	Company training	Performing fire inspections
Initial radio reports	Incident size-up	Reading smoke	Building construction	Fire behavior
Labor contract	Mentoring	Completing performance evaluations	Company Talk	Truck company operations
Incident Command	Leading in the Firehouse	Situational awareness	Mental Health	Coaching
Safety	Public education	Handling personnel issues	Engine company operations	When to notify your boss

36

Examples – Shift Commander

Daily duties	Scheduling	Working with other city departments	Handling personnel issues	Incident Command
Mutual aid	Safety	Media/PIO	When to notify your boss	Severe weather procedures
MAYDAY situations	Incident accountability	Records & reports	Labor contract	Coaching
Budget	Legal issues	Community relations	Local ordinances	Emergency management
High rise operations	Conflict resolution	Training	Accident investigation	Risk assessment

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Needs Assessment Next Steps

01
Identify
Training
Needs

02
Develop
list of
Topics
and
KSA's

03
Determine
if topics
are :
• Continuing
Education
• Initial Training
& Qualification
• Both

04
Prioritize

38

A quick
note about
prioritizing



39

Identify Measurable Knowledge & Skills

Priority #1 – To Be
Safe & Survive

- **Must** Know / Must Do
- Low Frequency – High Severity

Priority #2 – To
Deliver the best
service possible

- **Need** Know / Do

Priority #3 – To
Educate for future

- **Should** Know / Do

Priority #4 – To
Explore our
profession

- **Nice** to Know / Do
- Low Frequency / Low Severity

40

Focus on your
Top 6

41

Level of Proficiency

Beginner – limited knowledge or
experience

Intermediate – basic ability to apply
knowledge/skill with guidance

Advanced – competent and able to
perform independently

Expert – comprehensive mastery,
can mentor others

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Exercise #2 Needs Assessment

Step #1—Needs Assessment

Rank/Position _____

Topic	Required Proficiency	Current Proficiency	Priority 1—Highest 4—Lowest
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	

In Class Handout

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Balancing Topics

Balance of technical and leadership skills



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Leadership Skills

- Communications
- Teamwork
- Decision making
- Conflict resolution
- Problem solving
- Time management
- Coach-Counsel-Mentor



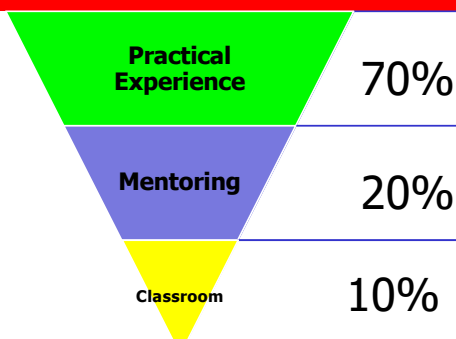
45

As Firefighters How Do We Learn Best?



46

70-20-10 Model



47

70-20-10 Model

Experience	Mentoring	Classroom
?	?	?

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70-20-10 Model



Experience

Committees
Ride-Up
Projects
Instruct
Delegation
Acting Officer
Special Teams
Assignment Rotation
Learns the role of others



Mentoring

Mentoring
Coaching
Role playing
Professional organizations
Local/regional committees
Officer meetings
Performance appraisals
Attend FDIC
Build your network



Classroom

Classes, seminars
State fire officer program
On-line learning
Professional reading list
Podcasts, blogs
Attend FDIC
EFO
College degree

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Exercise #3 Needs Assessment

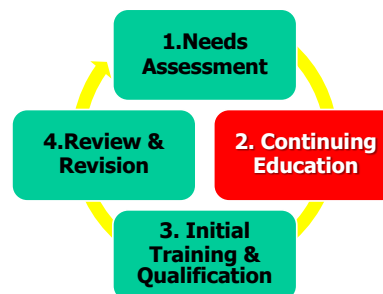
EXERCISE #3		
4 TOPICS Highest priority topics	Continuing Education Initial Training Both	POSSIBLE SOLUTIONS 70-20-10 Experience Mentoring/Peers Classroom
1.		
2.		
3.		
4.		

In Class Handout

50

Job Level	Topic	Required Proficiency	Current Proficiency	Priority	Potential Solutions
Fire Company Officer	Incident Command Systems (ICS)	Advanced > Expert	Intermediate	1	Advanced ICS training and scenario simulations
	Leadership and Team Management	Expert	Advanced	1	Leadership workshops, mentoring by senior officers
	Fireground Strategy and Tactics	Advanced	Intermediate	1	Tactical simulations and decision-making drills
	Communication Skills	Advanced	Advanced	2	Maintain through ongoing training
	Fire Code and Inspection Knowledge	Advanced	Beginner	3	Formal fire inspection certification program
	Emergency Medical Knowledge	Intermediate	Intermediate	1	Periodic EMS refresher courses
	Report Writing and Documentation	Advanced	Intermediate	2	Technical writing training
	Risk Assessment	Advanced	Intermediate	1	Risk management workshops and scenario practice
	Conflict Resolution	Advanced	Advanced	2	Reinforce with peer discussions and case studies
	Safety and Health Management	Advanced	Beginner	2	Training on NFPA 1550 and OSHA standards

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Step # 2 Continuing Education

53

Step #2 - Continuing Education


Purposes

- Provide ongoing education and training
- Incorporate topics/areas not covered during initial training
- Provide refresher training on previous topics
- Prepare Officers for new responsibilities

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Determine

- Who to include?
- Topics
- Delivery & Scheduling




55


Topics



Topics from Needs Assessment



Remember the "other 90%" of the job










Consider using the 70-20-10 model

What are your Top 6?

56

Delivering the training

 Field Experience
  Classroom
  Self-study
  Online courses
  Formal education
  Microlearning
  What other activities or training ?

What are your Top 6?

57



Scheduling options

- Academy style
- Monthly schedule
- Module format
- Multi-department effort
- Workshop format

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Exercise #4 Annual Training Calendar

Step #2—Continuing Education—Develop Your Annual Training Calendar		EXERCISE #4	
May	Description	November	Description
June		December	
July		January	
August		February	
September		March	
October		April	

In Class Handout

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12 Month Officer Training Plan

<u>May</u> Tactical Refresher	<u>June</u> FG Safety & Ops	<u>July</u> Leadership Scenarios	<u>August</u> The First 10 Minutes
<u>September</u> Truck Co. Operations	<u>October</u> Your Dept. 101	<u>November</u> Engine Co. Operations	<u>December</u> Decision making
<u>January</u> Teamwork	<u>February</u> HazMat Operations	<u>March</u> Special Rescue Operations	<u>April</u> Incident Command

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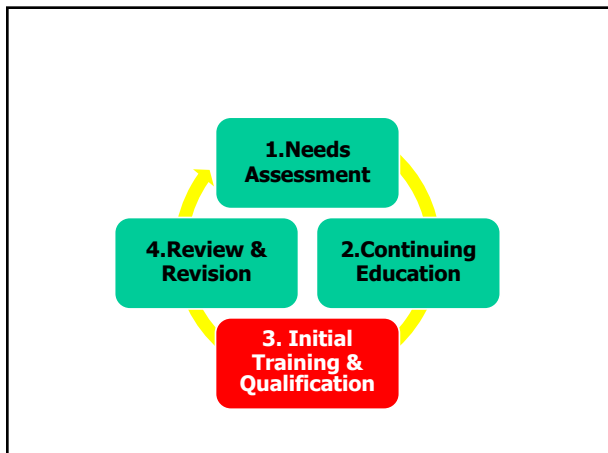
VOLUNTEER / PART-TIME / COMBINATION FIRE DEPARTMENT Training Schedule 2024						
Month	Date	Day	Times	Topic	Standard (s)	Hours
January	8	Monday	1900 - 2200	EMS	AHJ	3
January	15	Monday	1900 - 2200	Blood Borne Pathogens	OSHA 1910.130 NFPA 1581	3
January	22	Monday	1900 - 2200	Department Meeting	AHJ	3
January	29	Monday	1900 - 2200	SCBA Basic Operation / Maintenance	NFPA 1404 / OSHA 1910.134 NFPA 1500 / IDCL	3
February	5	Monday	1900 - 2200	Driver Training Policy & Law Review	NFPA 1500 / NFPA 1451 NFPA 1002 / ISO	3
February	10	Saturday	0800 - 1200	Officer Training	NFPA 1021 / ISO	4
February	12	Monday	1900 - 2200	EMS	AHJ	3
February	19	Monday	1900 - 2200	HazMat Training Operations Level	OSHA 1910.120 ISO	3
February	26	Monday	1900 - 2200	Department Meeting	AHJ	3
March	4	Monday	1900 - 2200	Incident Command Training	NFPA 1500 / NFPA 1001 NFPA 1021 / NIMS	3
March	11	Monday	1900 - 2200	EMS	AHJ	3
March	18	Monday	1900 - 2200	Technical Rescue Awareness Review	NFPA 1500 / OSHA 1910.156	3
March	25	Monday	1900 - 2200	Department Meeting	AHJ	3

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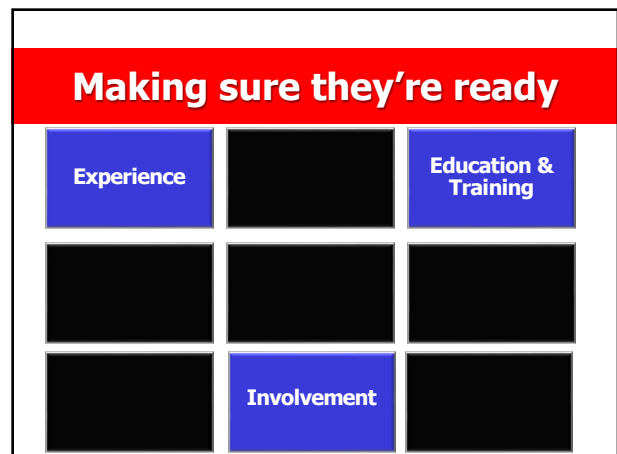
When do they start?

1. Qualify as an Acting Officer
2. Prepare for promotional testing
3. Promotion list
4. Post-promotion

64



65



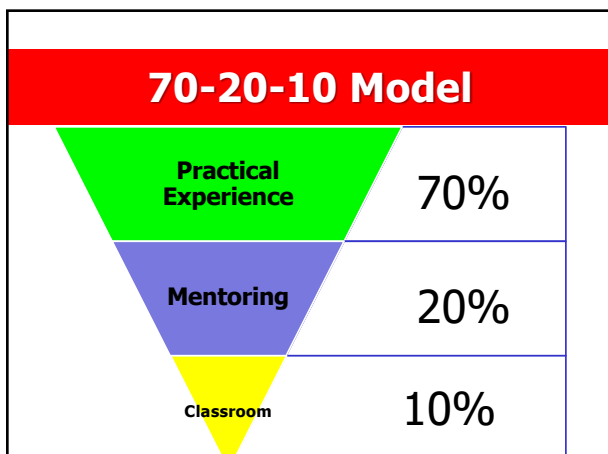
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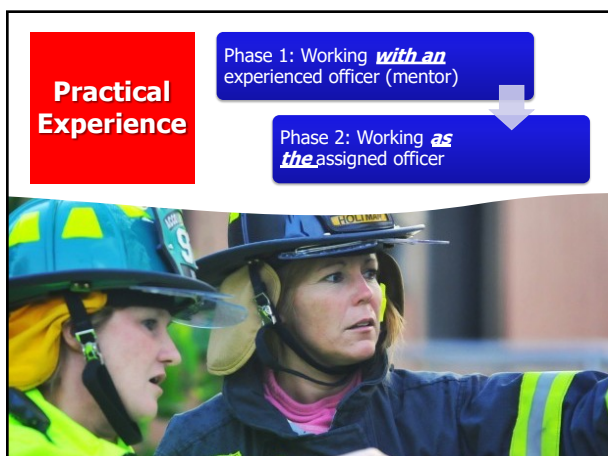
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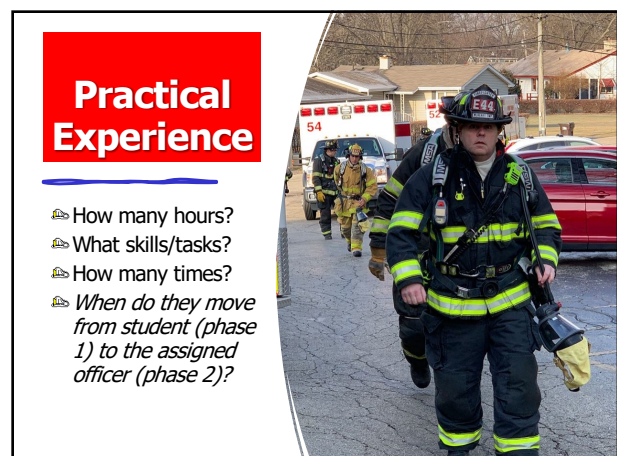
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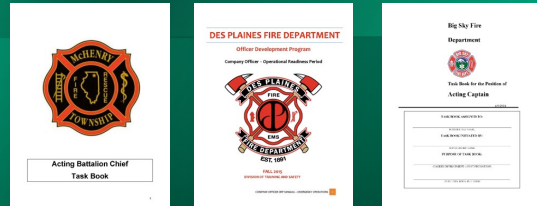
72

Example of Skills and Minimums

Skill	Minimum
Conduct incident size up (fire/EMS)	20
Supervise crew at incident	20
Lead fire inspection	10
Complete fire report	20
Lead company training session	10
Complete training report	10
Function as Incident Commander	5
Conduct incident critique	1
Teach shift-level tactics class	1
Review incident reports	20
Handle simulated personnel issues	6
Conduct employee development sessions	2

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Task Books



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McHENRY TOWNSHIP FIRE PROTECTION DISTRICT
ACTING BATTALION CHIEF TRAINING PROGRAM
TRAINING OBJECTIVES

LIUTENANT _____

THIS CHECKLIST CONSISTS OF SPECIFIC OBJECTIVES TO BE ACCOMPLISHED WITH ASSIGNED MENTOR OR OR DESIGNEE BEFORE ASSIGNMENT AS AN ACTING BATTALION CHIEF. THE COMPLETED PACKET IS TO BE FORWARDED TO THE DEPUTY CHIEF

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS
TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES			
1. Shift Start duties and responsibilities:			
• Transfer of Command from previous Battalion Chief – 15 min. prior to shift.	102.02		
• Coordination of shift activities with Dispatch.	102.02		
• Station Assignments.	102.02		
• Mail Pickup/Delivery to Stations.			
• Daily Training Plan.	113		
• Daily check of 812 / Restart of MDT.	102.02		
• Coordination of shift activities with stations.	102.02		
• Shift Meeting with D.C. of Operations.	102.02		
2. Staffing & Documentation:	103.01		
• Firefighter Tardy/No Show.			
• Emergency Staffing.			

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McHENRY TOWNSHIP FIRE PROTECTION DISTRICT
Professional Development Committee

Acting Battalion Chief

Task to be Completed

Task	Due Date	Completed	Signature
1. Shift Start duties and responsibilities:			
• Transfer of Command from previous Battalion Chief – 15 min. prior to shift.			
• Coordination of shift activities with Dispatch.			
• Station Assignments.			
• Mail Pickup/Delivery to Stations.			
• Daily Training Plan.			
• Daily check of 812 / Restart of MDT.			
• Coordination of shift activities with stations.			
• Shift Meeting with D.C. of Operations.			
2. Staffing & Documentation:			
• Firefighter Tardy/No Show.			
• Emergency Staffing.			

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ELGIN FIRE DEPARTMENT
OFFICER DEVELOPMENT PROGRAM
WORK EXPERIENCE DOCUMENT
(Per Policy #1031.08 – Effective 08/24/09)

Name: _____ Date of work experience: _____

Shift / Assignment: _____ Hrs to _____ TOTAL Hrs: _____

Number of Personnel Under Your Supervision: _____ Station Assignment: _____

Apparatus Assigned: _____ Supervising Officer: _____

During your tour-of-duty, please indicate your work experience by checking each area of responsibility that was completed.

RESPONSIBILITIES	Yes	No	RESPONSIBILITIES	Yes	No
Monitored completion of all assigned tasks and duties.			Other routine reports completed		
Conducted / supervised company level training.			Fire incident reports completed		
Submitted department written reports other than RMS and RMS reports.			# of reports completed _____		
Managed department correspondence/forms.			30 required _____		
Notified supervising officer of any unusual occurrence or circumstances.			Supervised / direct members during non EMS emergency responses (i.e. still alarms, full shift alarms, etc)		
Communicated with superior officer on routine day functions.			# of times _____		
Documented any injuries or accident reports on required forms.			30 required _____		
Conducted supervised training session (i.e. Company/multi-company, probationary objectives, etc)			Supervised / direct members during EMS emergency responses		
Conducted training session / class (i.e. Academy, CPR, etc) since the Step 1 200 hour requirement is completed.			# of times _____		
			30 required _____		
			Conducted stop-up at FIRE / EMS incident # of times _____		
			30 required _____		
			2 of which must be over the air and in compliance with policy 2031.03		
			Lead fire prevention activities (i.e. inspections, public education events, etc)		
			30 required _____		
			Function in a leadership position during a special operations incident / training event (i.e. TWT, Haz Mat, Dive, Fire investigations)		
			20 required _____		

Minimum requirement for the Supervised Field Experience is 200 hours

Form #1031.08a – 08/14/09

77

Identify the emergency incidents where your decision-making was applied to incident scene operations. Describe supervisory related actions performed.

Did you conduct any training or educational exercises? ☐ Yes ☐ No

If yes, please describe your role and the specifics of the training session:

During your tour of duty, describe any personnel issues that you had to confront and the decisions you made to resolve the issue: ☐ Yes ☐ No

During your tour of duty, were there any incidents, situations or problems that could have developed into bigger issues without your intervention? ☐ Yes ☐ No

Please report on your intervention:

Other duties or supplemental information:

The officer candidate will submit their work experience documentation to their assigned supervisor at the completion of shift.

Signature of Officer Candidate: _____ Date: _____

SUPERVISING OFFICER ATTESTATION STATEMENT:

I have reviewed the work experience document with the officer trainee and made recommendations where applicable. By my signature I attest I had direct supervision of the officer trainee confirm the above statements are true and accurate.

Supervisor Signature: _____ Date: _____

Completed forms are to be maintained by the Officer Trainee until all job performance requirements have been met. Once all JPAs have been completed the entire packet of completed forms are to be forwarded to the Training Division

Form #1031.08a – 08/14/09

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Exercise #5 Building Your Task Book

Step #3—Initial Training

Building Your Task Book

Skill	Reference(s)	Minimum #	Phase 1 or 2?
1.			
2.			
3.			
4.			
5.			
6.			

What specific items will be part of your daily work experience documentation?

Responsibilities	Yes	No	Responsibilities	Yes	No
1.			4.		
2.			5.		
3.			6.		

In Class Handout

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Mentoring

- Experienced Fire Officer giving advice and guidance to a newer officer
- Informal or formal
- One-on-one, long term relationship



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Mentoring

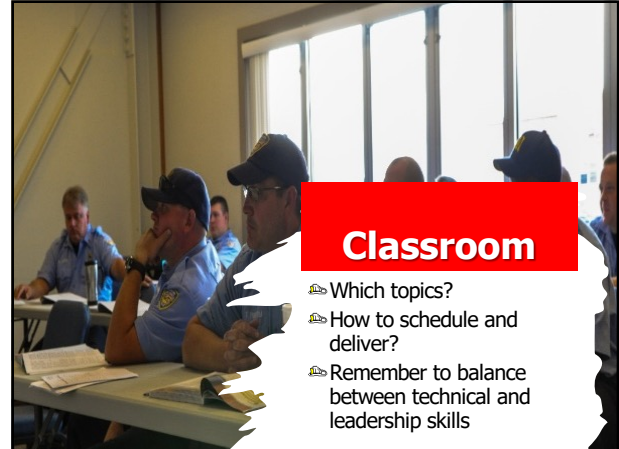
- Benefits**
 - Increases retention
 - Increases learning
 - Enhances succession planning
 - Helps prepare new leaders
- It's What They Want!**



81

Classroom

- Which topics?
- How to schedule and deliver?
- Remember to balance between technical and leadership skills



82

1. Making sure they're ready
2. Experience & Education
3. Qualified Officer



83

Documenting the training

- Training reports
- Link to state certification
- Certificate
- Recognition

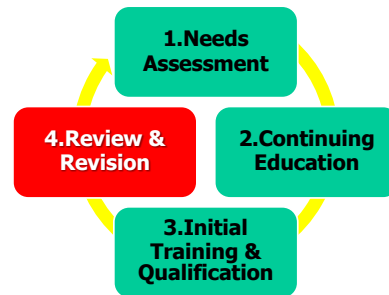


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Other Considerations

Existing acting officers
Labor contract issues/concerns
Relationship to promotional process
Failure of assessment process
Who serves as a mentor?
Expectations of student, acting officer, officer
Where does the field experience start and stop?

85



86

Step #4 Review & Revision

Include regular process to review program
New training topics
Changes in officer ranks
Policy/SOG changes
When does officer begin training for next rank?

87



Case Studies

88

McHenry Township FPD



89

Background

145 personnel,
5 stations, 9
communities
Combination fire
department
Over 7,700 calls
per year
60,000
population



90

Results of Needs Assessment

- Duty Officer program
- 30+ part-time officers, many with several years of experience
- No formal Acting Officers
- Various training efforts
- Fire Officer certification not required
- Focus primarily on handling incidents



91

Results of Needs Assessment

- Changes to promotional process
- Increased expectations of an officer
- Loss of senior officers
- Changing demographics of district
- Younger Officers and Acting Officers



92

Promotion Process

- Increased requirements
- More formal process
- Incorporated expectations into testing process



93

Asking What's Important

Current officers were asked "*what knowledge, skills, abilities should a Firefighter have before being promoted?*"

Over 100 responses - 81% did not involve fighting fire

More focus on leading and working with people

94

Asking What's Important

Adaptable
Motivated
Pride in the job
Ability to make good decisions
Organized
Coach-Counsel-Mentor
Lead by example
Strong interpersonal skills
Problem solver


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Expectations

1. Safety is a priority (be aggressive but be smart)
2. Support the other members of the department
3. Be professional every day (professionalism in everything we do)
4. Hold those around you to a high standard
5. Don't ever embarrass the department or your rank
6. Be willing to work with others and understand you will not always get your way
7. Take care of the apparatus and stations
8. Respect our customers
9. Don't hide mistakes
10. Understand that it is a privilege to be a member of the McHenry Township FPD



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McHenry Township Fire Protection District
2020 Part-Time Lieutenant Training Process
Evaluation & Activity Points

Activity Points
Maximum of 6 points

Candidate: _____

Evaluation Criteria:

- 1. Attitude, organizational and individual maturity** – shows initiative, motivation, humility, cooperation, is dependable, has the ability to adapt to change, learns from their mistakes, and supports the organization.
- 2. Performance of emergency incidents** – as a Firefighter uses good judgment and decision making, tasks are completed safely, can adapt to incident scene changes, and has ability to work effectively under emergency conditions.
- 3. Reliability and productivity** – can be relied upon to complete tasks and assignments, requires minimal supervision, provides follow up, accepts additional assignments/tasks beyond the regular and normal expectations of a Firefighter, including assignment as a Big Brother/Big Sister, public education, team, activities, etc.
- 4. Leadership** – demonstrates the **Coach-Consult-Mentor** approach, projects enthusiasm, supports an atmosphere of teamwork, willingness to solve problems rather than create them, discusses and performs at their best in conversation with department officers and EMTs, can both lead and follow. Demonstrates a strong potential to lead others in both emergency and non-emergency situations.
- 5. Interpersonal relationships** – cooperates and communicates well with other firefighters, interns, associates and communicates well with officers, Chief officers and other personnel, understands and follows the Chain of Command, treats citizens, customers, and others with respect, builds relationships.
- 6. Communications** – Speaks effectively, ability to write clearly and concisely, maintains open communication, completes records and reports accurately and timely.
- 7. Professional development** – maintains skills/knowledge required of a Firefighter and EMTs or Paramedic, completes assigned training, seeks and participates in additional educational opportunities.
- 8. Attendance** – meets monthly shift requirements and attendance at all Company meetings, off duty (OTC) training, and other Department activities.
- 9. Status as an Acting Officer** – as an approved Acting Officer, performance in Acting Officer position.
- 10. Overall preparedness/readiness to be promoted to Lieutenant**

Total points: _____

Evaluator name: _____



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Professional Development Committee



To have the most professional, confident, and tactically sound group of officers in the State of Illinois

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PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

"WHAT MAKES A GOOD BOSS"
April 8, 2022 9:00 AM & 6:30 PM (Station 1 Classroom)

Live Discussion Panel
Tips for Junior and Veteran Officers
Desirable Leadership

How to Boost Morale
Interactive Q & A
Understanding Firefighter Needs



This panel brings an excellent blend of experience and perspective to help officers understand "What People Want to Work For." This workshop provides real-world leadership tips, skills, and feedback on how officers can improve morale by meeting firefighter expectations.

About the Instructors:

To have the most professional, confident, and tactically sound group of officers in the State of Illinois.

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What they said

- 👉 Tell me your expectations
- 👉 Give us straight up feedback
- 👉 Realize that you impact the pride of the crew
- 👉 Be engaged with us
- 👉 Train us
- 👉 Know us
- 👉 **Mentor Us!**

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Step #2 – Continuing Education

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PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

"HOW TO NAIL YOUR SIZE-UPS"
March 28 and 29 @ 09:30 (Station 1 Classroom)

This workshop focuses on critical benchmarks to help A/Os and Company Officers take control and mitigate various emergency incidents.

- What incidents need size ups
- Critical benchmarks
- Initial radio reports
- Practical scenarios

- Establishing command
- 360s and ongoing assessments
- Department expectations
- Risk management



Lt. Todd Reibel brings over 15 years of experience working for the MFD, He is a student of the job that possesses a M.S. in Public Safety along with extensive critical decision-making related to training, administration, and incident management.

About the Instructor:

To have the most professional, confident, and tactically sound group of officers in the State of Illinois.




PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

FIREFIGHTER MINDSET & FIREHOUSE CULTURE
5/25 - 6:30 pm (Station 1)
5/26 - 8:30 am (Station 1)
5/27 - 8:30 am (Station 1)

This workshop focuses on leadership and pride among shifts, stations, and companies. Our success unmistakably RELIES on our ability to WORK WITH and SUPPORT each other.

- Firefighter Mindset
- How to Prepare
- Mastering Your Craft

- Firehouse Culture
- The "Senior" Role
- Order of Command



Lt. Ryan Moore provides solid logic and experience as gained from being a member on several area departments and working in the construction industry. He offers real-world examples and applications of how our profession relies on teamwork and cohesion to accomplish any task or mission.

About the Instructor:

To have the most professional, confident, and tactically sound group of officers in the State of Illinois.

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PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

EMPLOYEE EVALUATIONS AND GOAL-SETTING

January 23 @ 18:30 & January 24 @ 09:00 (Station 1 Classroom)

This workshop explains the importance of employee evaluations and the Company Officer's significant role in helping firefighters to set and achieve goals.

- Critical Conversations
- Clear Expectations
- Identifying Needs and Setting Goals
- Grading Rubrics and Criteria



Workshop Instructor:
Lt. Paul Ryan brings years of experience in advising, guiding, and leading firefighters toward successful careers. He will share real-life experiences and situations to help newer and seasoned members achieve higher values on their monthly and annual evaluations and help members establish attainable goals.



Workshop Instructor:
Lt. Chris Kozel provides multiple perspectives and considerations when grading and sending formal communications. This class will apply lessons learned from real-life experiences with external departments, formal education, and legal issues.

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PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

Using Emotional Intelligence to be an Effective Leader

December 12 - 8:30 am
December 13 - 6:30 pm
December 14 - 8:30 am

This course offers real-world examples of conflict, accountability, and leadership. This interactive workshop will provide advice and suggestions on how to effectively lead change through interpersonal relationships.

- Stay calm under pressure
- Behave with empathy
- Resolve conflict effectively
- Lead by example



Workshop Instructor:
Deputy Chief Bush is a certified Chief Fire Officer and a graduate of the National Fire Academy Executive Fire Officer Program. He also possesses a Bachelor's Degree in Marketing and strives to increase professionalism across the MTFPD.



Workshop Instructor:
FF Brianne Brinkman assists with firefighting and office of development through interactive and attractive Professional Development bulletins, videos, and other training materials. She continues to demonstrate her passion of "building up the team" and focusing on "the bigger picture."

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PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

INITIAL OPERATIONS AT STRUCTURE FIRES

12/19 @ 18:30 & 12/20 @ 09:00 (MTFPD Station 1)

This workshop provides interactive size-ups and teaches critical benchmarks and objectives to help support first-in companies and operations.

- Tactical Size-ups
- Building Construction Tips
- First-due Engine
- Communications
- First-due Truck
- The first 5 Minutes
- Officer Priorities
- Taking Command



Workshop Instructor:
Lt. Corvian has served the MTFPD for over 12 years and also works for the Program Insights 19 at the rank of Battalion Chief. He recently completed his M.S. Degree, Chief Fire Officer, and has a wealth of knowledge and quick tips. (Lt. Corvian object instructor)



Workshop Instructor:
Lt. Kozel offers a variety of formal education, experience, and task-oriented leadership. He is an OEFM AFO, a Master's student, has attended multiple fire specialty courses, with a strong background in building construction.

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MTFPD PROFESSIONAL WORKSHOP SERIES

MTFPD STATION 1

NOV 25 - 10:00
NOV 26 - 18:30
NOV 27 - 9:00

30 FIRES YOU MUST KNOW (PART I)

This workshop examines two fires that resulted in firefighter fatalities and had significant impact on the fire service.

TOPICS COVERED:

- NIGHTFIRE Reports
- Lessons Learned
- Houston McDonald's Fire
- Resources for Company Training
- Brk Travel Incident

The problem with the idea that history repeats itself is that when it isn't making us wiser it's making us complacent.



INSTRUCTOR:
Chief Horst is a 43-year member of the fire service and Fire Chief for the Victoria Township Fire Protection District. He has a Masters Degree in Fire Administration and is a 1998 Executive Fire Officer program graduate. He teaches (and is) at the Fire Department Institute Conference (FDIC), state and regional fire schools, and throughout Illinois.



INSTRUCTOR:
Battalion Chief Beers brings a plethora of knowledge and passion for proficiency in the art of incident command. He possesses a B.S. degree in Fire Administration from the prestigious CSU University and dedicates much of his time to training at regional academies.

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Step #3 – Initial Training

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Step #3 – Initial Training

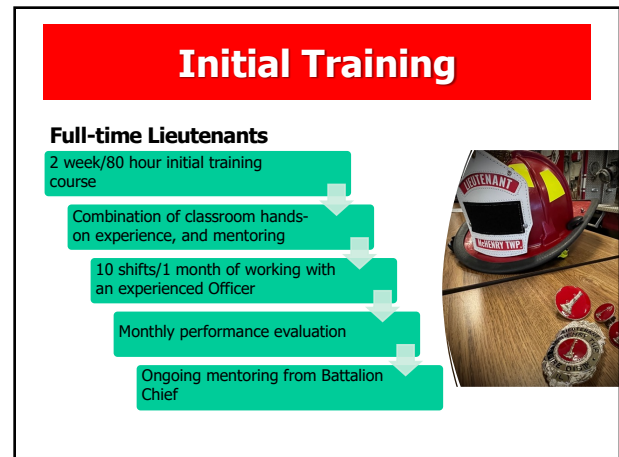
- Acting Officer selection process
- Formal training program
- Task book concept
- Tied to state certification
- Mentor assigned to candidate



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McHenry Township Fire Protection District

New Lieutenant Monitoring Program - Week 1

Week 2

McHenry Township Fire Protection District

New Lieutenant Monitoring Program - Week 2

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MTFPD GUIDED PATHWAYS

The following classes and timelines are Professional Development Committee recommendations.

MTFPD Mandatory Requirements

- Basic Operations Firefighter
- EMT - Paramedic
- Fire Apparatus Engineer

PD Training Recommendations

Years 1 - 5:

- Engine Co. & Truck Co. Operations
- IRT Operations (Rope, Extrication, Trench, Collapse)
- Smoke Divers / RIT Under Fire
- Advanced Technician Firefighter
- Associates Degree

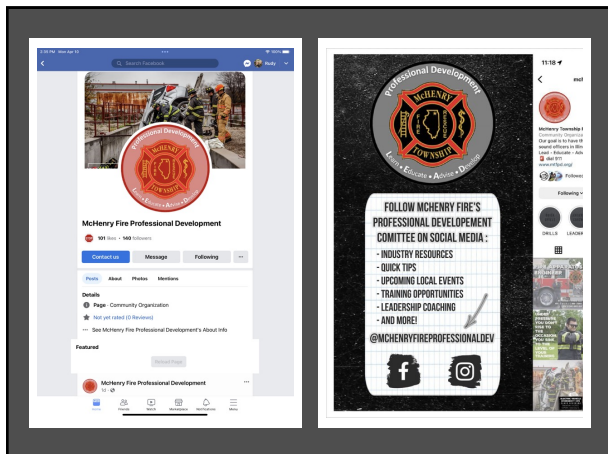
Years 5 - 10:

- MTFPD Acting Officer Program
- Fireground Company Officer (IFSA, RFA)
- Company Fire Officer (Instructor I)
- Rope Tech, HAZMAT Tech, Trench Tech, Adv. Extrication
- Leadership Development Decision Making (IFS)
- Bachelors Degree

Years 10+:

- Advanced Fire Officer (Instructor II, Incident Safety)
- Fireground Command School (IFS, RFA)
- National Fire Academy Courses

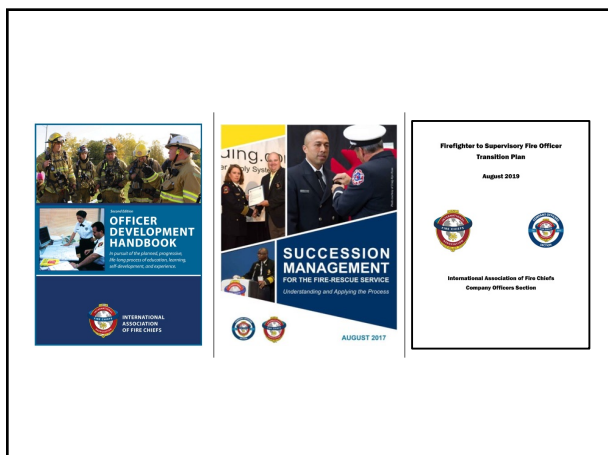
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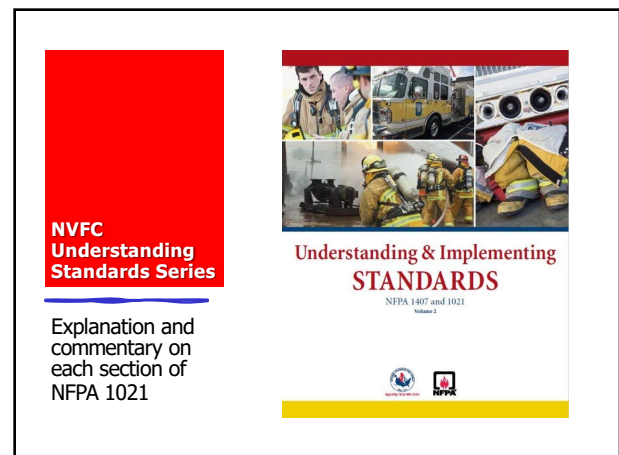
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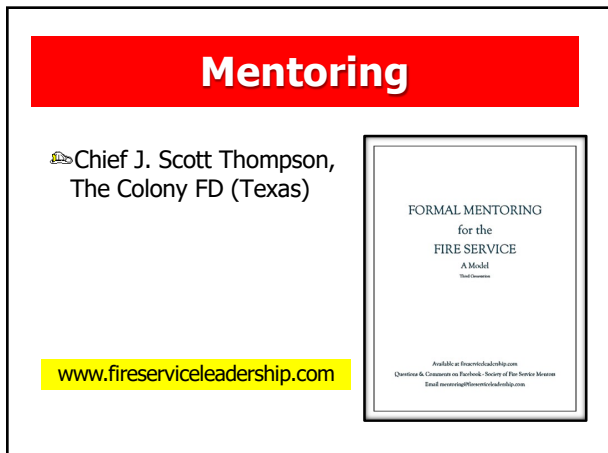
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Resources

- Firefighter Close Calls
- Fire Engineering
- National Near Miss Reporting System
- National Fallen FF Foundation

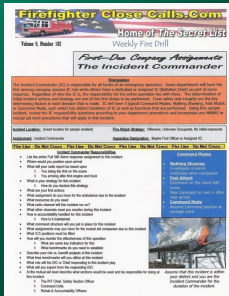
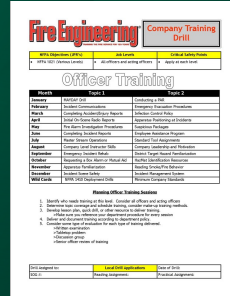
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Quick Drills




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Quick Drills

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Resources




- Officer texts
- State certification programs
- Learning Management Systems
- Simulator programs
- Youtube Videos

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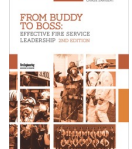
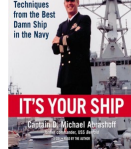




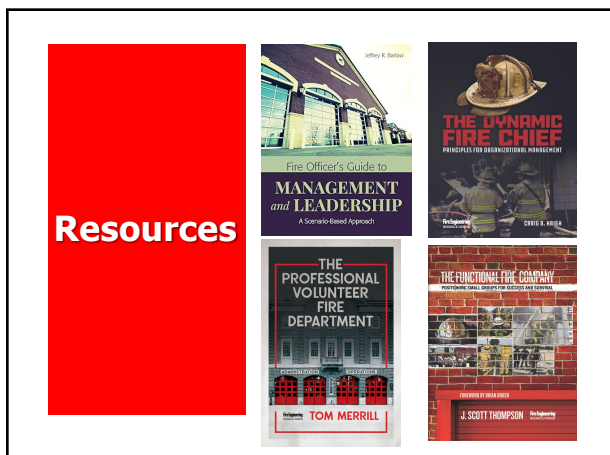
Tuition Partnerships

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Resources

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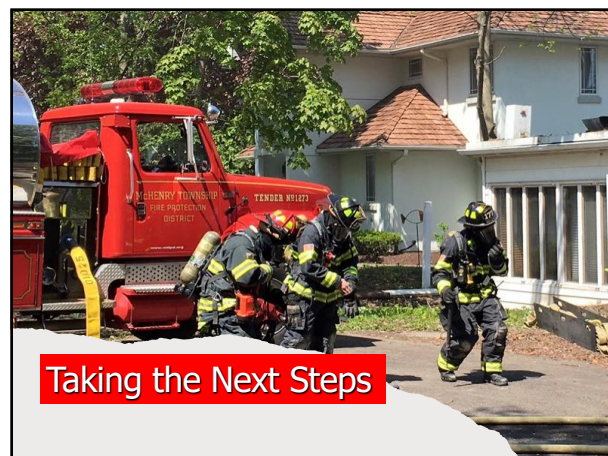
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The Next Steps

- 📌 This can initially be overwhelming
- 📌 Focus on essentials needed by your officers that will ***protect the safety*** of your members
- 📌 Utilize in-class resources and those of your fellow students
- 📌 Post-Workshop Assignments
- 📌 Follow-up with each other

**Personal Follow Up Plan
In Class Handout**

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3 Things You Will Do

Officer Development Program – Follow Up Plan

The following are 3 things that I will do between now and the next FDIC, to improve officer development in my department:

1. _____
2. _____
3. _____

Signature _____ Date _____

To-Do List / Notes

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Challenges on the Horizon

- 📌 Loss of senior department members
- 📌 The "Next Generation" of the fire service
- 📌 The "Next Generation" of officers
- 📌 Changes in standards and regulations

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***Our job
isn't
getting
any
easier***

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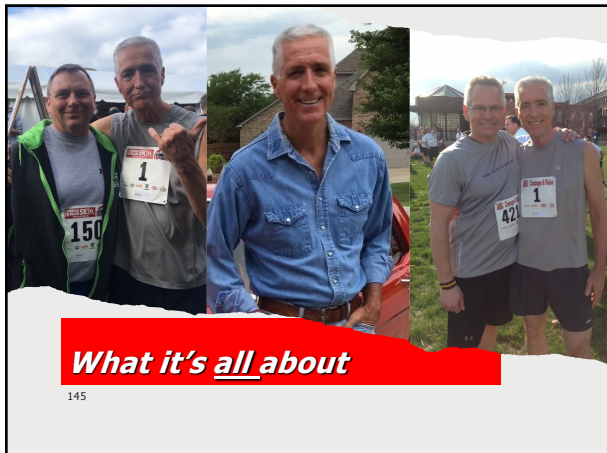
What It's All About

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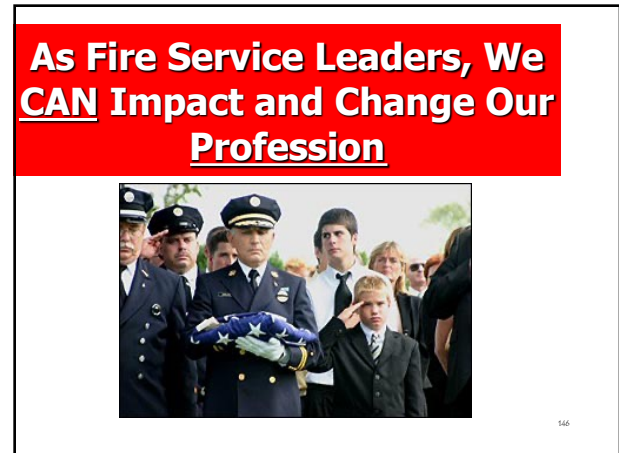
What it's all about

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