



## Fire Department

**Aaron Lipski**  
Chief

**Joshua Parish**  
Assistant Chief  
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Assistant Chief



May 20, 2025

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 705  
Milwaukee, Wisconsin 53202

Dear Commissioners:

The department is in the process of revising all sworn job descriptions. The attached group includes sworn positions in the Training Division, including the Community Relations Section, in the Bureau of EMS, Training, and Education. The job descriptions included, in rank order, are:

Deputy Chief, Fire*	Fire Lieutenant (Lead Recruit Instructor)
Fire Captain (Fire Training Coordinator)	Fire Lieutenant (Lead Cadet Instructor)
Fire Captain (Fire Cadet Training Coordinator)	Vehicle Operations Instructor*
Fire Community Relations Director*	Firefighter (Fire Service Instructor)
Survive Alive House Director*	Firefighter (Fire Education Specialist)
Vehicle Operations Training Coordinator*	

*\*Exempt Positions*

The primary revisions are under F., Minimum Qualifications Required, and are as follows, for all positions:

- Adding verbiage that members must retain their Emergency Medical Technician (EMT) – Basic license throughout employment.
- Adding verbiage that members must maintain a valid Wisconsin Driver's License throughout employment.
- Adding, "All certifications, credentialing, licenses, and registrations required for the position must be maintained throughout employment and without restriction(s), unless there is express consent given by the Fire Chief."
- Adding, if not already there, "Must have a working knowledge of computer programs and software applicable to job duties." (Many of these titles require proficiency.)

For management (Chief Officers), the following additions have been made:

- All Chief Officers now have verbiage indicating that they may be required to complete additional training and/or education at the discretion of the Fire Chief as a part of the promotion.

For Local 215 positions (non-Chiefs), the additional revisions are:

- Adding, "Must meet and remain current with all qualifications as established by the department, and approved by the City of Milwaukee Fire and Police Commission."
- Captains, Lieutenants and Equivalent Positions: Adding verbiage that members must complete the MFD Professional Development program for the rank into which they are being promoted prior to promotion.



- Captains, Lieutenants (and equivalent positions), and Firefighters: Adding verbiage that members may be required to complete additional training and/or education relevant to the position at the discretion of the Fire Chief.

Many of these additions were made to bring the descriptions in line with the current performance, practices, or expectations contained in other documents, such as previously approved FPC job announcements.

Additional training or education references are intended to reflect existing National Fire Protection Association (NFPA) standards, future-proof the positions, and/or to make clear the department expectation to update legacy training as necessary. Additional professional development and mentoring guidance are included as appropriate for each position to ensure continual advancement. Our training academy and current practices continue to support members receiving training locally or nationally, whether for maintaining or advancing skills, or for promotion. Additionally, multiple members in different operational areas must acquire or maintain specialized licensing by other bodies as a part of their employment. The changes make clear the expectation to keep said licensing in good standing, as it pertains to the job or position, and we continue to make accommodations for exceptional unavoidable cases such as military leave or unforeseeable emergencies. These changes formally hold the membership and management accountable to support the development and maintenance of the knowledge, skills, and abilities of department members.

The job descriptions are also attached for your review. Alterations are highlighted in yellow. Any questions or concerns regarding these revisions can be directed to Assistant Chief Joshua Parish, Support Bureau, at (414) 286-8946.

Respectfully,



AARON LIPSKI  
Chief

AL/JP/jlb  
Enclosures  
FPC\Misc\Job Descriptions for Training Division 052025

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director