



Department of Employee Relations

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REV 7/15/2024

Job Evaluation Report

Fire and Police Commission Meeting: July 25, 2024

Fire Department

Current	Recommended
Fire Lieutenant (Survive Alive House Director) PR 4EN (\$82,190 - \$95,575) (One Position)	Survive Alive House Director PR 4JN (\$90,567 - \$109,766) (One Position)
Fire Lieutenant (Community Relations Director) PR 4EN (\$82,190 - \$95,575) (One Position)	Fire Community Relations Director PR 4JN (\$90,567 - \$109,766) (One Position)
Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant) PR 4EN (\$82,190 - \$95,575) (One Position)	Milwaukee Overdose Response Initiative Lead Assistant PR 4EN (\$82,190 - \$95,575) (One Position)

Note: the rates for the Fire positions in this report are for those who are hired on or after October 3, 2011. For positions in Pay Range 4EN, there is a higher rate for those who hold a current EMT-11 certification and are available for assignment to paramedic duties.

Fire Department - Reclassifications

Current	Fire Lieutenant (Survive Alive House Director)	PR 4EN (\$82,190 - \$95,575)	One Position
Recommended	Survive Alive House Director	PR 4JN (\$90,567 - \$109,766)	One Position

The primary duty of this position is to manage Milwaukee Public Schools (MPS) / Milwaukee Fire Department (MFD) intergovernmental partnership Fire and Life program (Survive Alive House) including the supervision of volunteer instructors and MPS Recreation employee(s), providing targeting public fire and life safety education information to 2nd and 5th grader students at a fixed facility. The secondary duty is to support the Mobile Survive Alive House (MSAH), and research, develop, and execute programs for special populations in the same age group. Duties and responsibilities include:

- 25% Meets the requirements of Fire and Life Safety Education Program Manager (National Fire Protection Association [NFPA] 1035, Ch 11); leads community risk reduction (CRR) program, coordinates collaboration within the organization and with external partners, understands and effectively communicates with people across different cultures, analyzes data, develops short and long term plans, and writes grants and reports (11.1.2); researches, develops, and modifies the Survive Alive House (SAH) curriculum, including lesson plans to ensure behaviors taught follow approved standards (11.4.1); and develops handout materials and program evaluations (11.5.1).

- 25% Monitor, evaluate, and participate in the delivery community risk reduction presentations and programs to students, visitors, and adults in the greater Milwaukee community; identifies and assigns department members or other qualified personnel trained to conduct SAH programs, given the program needs, available resources, and MFD/MPS Recreation Division policies and procedures, so that programs are conducted according to MPS policies and procedures and demonstrate cultural competence (11.2.4); prioritize scheduling of target age groups and target audiences using the MPS school calendar.
- 10% Performs functions as a member of the Survive Alive Foundation, including member recruitment, meeting scheduling and management, associated fundraising, and evaluating/justifying the funding expenditures; participates in associated committee work.
- 10% Interviews and hires civilian staff in cooperation with MPS representatives; develops standard operating guidelines and trains, supervises, and schedules civilian and department employees, as well as, volunteers; manages payroll records for civilian employees, and submits personnel evaluations for civilian and volunteer staff.
- 10% Prepares quarterly reports to ensure the MFD, MPS, and the City of Milwaukee Recreation Department are informed about operations; formulates annual operating budget to submit to MFD and MPS; prepares a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs (10.2.1); develops a fire and life safety education budget, given schedules and guidelines concerning its preparation, so that operating costs are determined and justified (11.2.1)
- 5% Conducts in-services for MPS teachers to familiarize them with the Survive Alive House.
- 5% Makes and/or approves operational purchases; requests maintenance supplies/repairs from MPS; at the direction of the Foundation Board, hires contractors for repairs not covered by MPS.
- 5% Ensures MFD compliance with NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, 2024 Edition; assists the MFD Training Division's Deputy Chief with subject matter expertise collaboration on public safety and health initiatives with K-12 partners.
- 5% Assists MFD Training Division officers in supervising special projects, vacant burns, and departmental training.

Minimum qualifications include six or more years as a sworn member of the MFD, and meet the general requirements for Fire and Life Safety Educator II (NFPA 1035). Must have a minimum of twelve months of leadership experience in the Fire Lieutenant position or similar leadership experience. Must have proven teaching, mentoring, and leadership experience in or outside the department. Must possess a Wisconsin Emergency Medical Technician (EMT) License.

This position trains and supervises all Survive Alive House employees and volunteers and is also the lead instructor and coordinator for events and staffing at the facility. The incumbent of this position will now have to meet the requirements of the Fire and Life Safety Education Program Manager per the National Fire Protection Association (NFPA), 1035, Chapter 11. New higher-level responsibilities include: leads Community Risk Reduction program, coordinates collaboration both within and outside the organization, analyzes data, writes grants and reports, and is a member of the Survive Alive Foundation, with duties including recruitment, fundraising, and evaluating expenditures and interactions of the foundation, MPS recreation, and the MFD.

This position requires a very specialized skill set and knowledge base, much beyond the average Fire Lieutenant position in the field. It also requires a minimum of 30 hours of approved continuing education every three years per NFPA, 1035, Ch. 9.1.2.6.1.

Based off the duties and responsibilities, this report recommends one position of Fire Lieutenant in Pay Range 4EN (\$82,190 - \$95,575) be reclassified to Survive Alive House Director in Pay Range (\$90,567 - \$109,766).

Current	Fire Lieutenant (Community Relations Director)	PR 4EN (\$82,190 - \$95,575)	One Position
Recommended	Fire Community Relations Director	PR 4JN (\$90,567 - \$109,766)	One Position

The primary duty of this position is to manage the department’s Fire and Life Safety and Community Risk Reduction (CRR) programs, including the supervision of sworn Fire Education Specialists (FESs) who are Fire and Life Safety Educators (FLSE), and provide public fire and life safety education information in the form of fire safety programs, fire extinguisher training, and research/development. Duties and responsibilities include:

- 25% Creates and administers age and skill appropriate fire education programs in a clear, concise, and non-discriminatory manner to the public and private sectors; meets the requirements of Fire and Life Safety Education Program Manager (NFPA 1035 Ch 11) – leads community risk reduction program, coordinates collaboration within the organization and with external partners, understands and effectively communicates with people across different cultures, analyzes data, develops short and long term plans, and writes grants and reports (11.1.2); and creates educational messages, given an identified community risk(s), so that the messages are accurate, specific to the audience, and congruent with nationally-standardized campaign themes and messages reflecting current best practices, while also taking into consideration epidemiology of injury, characteristics of the audience, including people with low literacy skills, people who do not speak the dominant language, and people who need to receive information in accessible formats (11.4.1)
- 17% Supervises sworn fire education specialists in the performance of fire education programs. Schedules both fire education specialists and field companies for programs (11.2.4); identifies and assigns an FSLE or other qualified personnel trained to conduct educational programs given the program needs, available resources, and MFD policies and procedures, so that programs are conducted according to the MFD policies and procedures and demonstrate cultural competence (11.2.3).
- 15% Develops and maintains relationships with various community groups, partners, and coalition members reflective and representative of the diverse makeup of the City of Milwaukee (12.2.4).
- 15% Formulates alternate systems of program development and delivery, given interagency networks, funding sources, and volunteer recruitment, so that the fire and life safety strategy is sustained in the community through nontraditional approaches utilizing cultural competence (11.2.2); assembles information in a specific format, integrates information into adopted education curriculum requirements, generates written communication relevant to the needs of the target population, and locates resources to assist people with disabilities and those who need materials in a different language.
- 15% Performs the duties of public information officer (NFPA 1035 Ch 12) to include, but not be limited to: preparing media alerts, attending media events, serving as an MFD point-of-contact for the Mayor’s Office, conducting media interviews, maintaining the department’s social media presence, and managing the fire education specialists who maintain the department’s website; disseminates information to the media and public via news releases, media advisories, social media, website, and/or interviews and new conferences, whether an incident, situation, or planned event, per organizational policies, so that the information is pertinent, on time, concise, and accurate (NFPA 1035 Ch 12); develops a communication plan, given organizational policies and access to media outlets, including social media, so that the mission and vision of the department are met (12.2.2).

- 10% Responds to inquires from the general public and local businesses.
- 3% Participates in associated committee work; prepares written budget proposals for specific programs or activities, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs (10.2.1); develops a fire and life safety education budget, given schedules and guidelines concerning its preparation, so that the capital operating and personnel costs are determined and justified (11.2.1); ensures MFD compliance with NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist, 2024 Edition.

Minimum qualifications include six or more years as a sworn member of the MFD, and meet the general requirements for Fire and Life Safety Educator II (NFPA 1035). Must have a minimum of twelve months of leadership experience in the Fire Lieutenant position, similar leadership experience, or applicable subordinate experience within the Community Relations section. Must have proven teaching, mentoring, and leadership experience in or outside the department. Must possess a valid Wisconsin Emergency Medical Technician (EMT) License.

This position’s primary duty is to manage the department’s public fire education programs conducted by the Fire Education Specialists (FESs) and field companies, in the form of fire safety presentations and fire extinguisher training. This role also conducts research and development, in conjunction with, the FESs and the proposed Survive Alive House Director, and performs public information officer tasks. The incumbent of this position will now have to meet the requirements of Fire and Life Safety Education Program Manager per the NFPA 1035, Ch 11. New higher-level responsibilities include: creates education messages for identified community risks, develops and maintains relationships with various community groups, partners, and coalition members - which reflect Milwaukee’s diverse makeup, formulates alternate systems of program development and theory, leads Community Risk Reduction Program, ensures programs are conducted demonstrating cultural competence and prepares budget proposals.

Based off the duties and responsibilities, this report recommends one position of Fire Lieutenant in Pay Range 4EN (\$82,190 - \$95,575) be reclassified to Fire Community Relations Director in Pay Range (\$90,567 - \$109,766).

Fire Department – Title Changes

To assist with recruiting, the Fire Department has requested to retitle the following position to more accurately reflect the duties and responsibilities of the position.

Current	Fire Lieutenant (Milwaukee Overdose Response Initiative Assistant)	PR 4EN (\$82,190 - \$95,575)	One Position
Recommended	Milwaukee Overdose Response Initiative Lead Assistant	PR 4EN (\$82,190 - \$95,575)	One Position

In conjunction with the Mobile Integrated Healthcare (MIH) Program and in support of the Milwaukee Overdose Response Initiative (MORI), primary duties include assisting the MORI Supervisor with the daily duties of the MORI Program and completing the duties of the MORI Supervisor when required. These duties include examining multiple databases (Milwaukee Fire Department/Milwaukee Health Department/Medical Examiner’s Office) on a daily basis to compile a list of the most recent overdose victims in Milwaukee County, and then schedule and manage MFD community paramedics, in conjunction with community partner substance use disorder (SUD) peer support specialists, to form a multi-disciplinary team to rapidly engage SUD patients. As the assistant leader in a team environment, this position will engage, navigate, and facilitate the addressing of patient needs ranging from harm reduction initiatives, family support, and NARCAN delivery, to transporting to local SUD facilities/centers. Duties and responsibilities include:

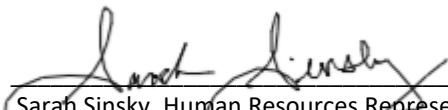
- 35% Leads a team in SUD patient engagement to include treatment and navigating multiple approaches to address patient needs.
- 20% Compiles daily pre-deployment data analysis from multiple databases, and maintains a database of outcome measures for statistical analysis.
- 20% Assists the MORI Supervisor, including completing that position’s duties when required.
- 15% Documents interaction with SUD patients, SUD families, and community partners.
- 10% Provides mentoring, education, safety, and deployment briefings to the MORI team of MFD community paramedics and community partner SUD peer support specialists. Briefs the MIH Program Manager and MORI Supervisor on program engagement and affiliated topics.


Minimum requirements include six or more years as a sworn member of the MFD. Must have proven teaching, mentoring, and leadership experience in or outside the department. Requires a Wisconsin Community EMS (CEMS) License (CEMS – Paramedic or CEMS – Practitioner) with six months of MIH Program experience at the CEMS level.


Based off the duties and responsibilities of the position, this report recommends retitling one position of Fire Lieutenant as a Milwaukee Overdose Response Initiative Assistant in Pay Range 4EN (\$82,190 - \$95,575).

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

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