



Fire Department

**Aaron Lipski**  
Chief

**Joshua Parish**  
Assistant Chief  
**Sharon Purifoy-Smoots**  
Assistant Chief  
**De'Wayne Smoots**  
Assistant Chief

March 9, 2023

To the Honorable  
The Board of Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

Dear Commissioners:

I am requesting that the position of Vehicle Operations Training Coordinator continue to be classified as exempt from competitive examination, pursuant to Fire and Police Commission Rule V, Sections 1 and 5. This position is assigned to the Bureau of EMS, Training, and Education, Training Division.

The Vehicle Operations Training Coordinator, a sworn position represented by Local 215, Milwaukee Professional Fire Fighters' Association, must either be a current Heavy Equipment Operator or have held the position. State of Wisconsin certification as Driver/Operator-Pumper and Driver/Operator-Aerial is also required. Additionally, a high degree of knowledge in the operation of firefighting tools, equipment, and apparatus is needed, as well as the ability to communicate with and teach others with awareness of ethnic and lifestyle diversity. The candidate must be able to successfully motivate, evaluate, direct, and coordinate others' activities. Oral and written reporting must be clear, concise, and accurate. This position requires the ability to effectively interact with all MFD divisions, other City departments, and external agencies to obtain logistical support for the purpose of providing effective training and operations. The candidate must exhibit a high degree of integrity and professionalism.

Exemption is appropriate given that the Vehicle Operations Training Coordinator position requires a wide range of skills in the mission-critical responsibilities of development, instruction, supervision, and coordination of all fire department equipment and vehicle operators. The following primary job duties will have to be fulfilled:

- Schedules, plans, trains, and qualifies department members in driving, pumping, aerial ladder operations, and the operations of special equipment.
- Directs and assists with in-service programs, online company-based training, and cadet and recruit training.
- Develops and updates the department's Motor Vehicle Instruction Guide, Apparatus Procedures Manual, and other vehicle-related publications.

- Assists the Fire and Police Commission with the writing and administration of the promotional exams for Heavy Equipment Operator.
- Researches and tests new firefighting equipment, apparatus, and firefighting techniques, including recommendations for their purchase, or a change in their operation. Coordinates, assists with, and/or performs annual testing of engines and trucks in accordance with NFPA standards.
- Works with the Construction and Maintenance Division to establish performance standards and specifications for all apparatus and equipment, and once received, tests for performance.
- Monitors vehicle accidents to develop training, safety, and accident control programs to prevent similar occurrences.

We currently have a vacancy in the position due to a retirement. We followed an open, well-documented procedure to select a candidate to fill this position. I have attached a current job description. If you have any questions regarding this matter, please contact Assistant Chief Joshua Parish at (414) 286-8982.

Respectfully,



AARON LIPSKI  
Chief

AL/jlb  
Enclosure: Job Description  
FPC\Exempt Positions\Request Exemption VOTCO 3/23