



Fire Department

Mark Rohlffing
Chief

John Schwengel
Assistant Chief
David Votsis
Assistant Chief

May 28, 2019

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

Dear Commissioners:

I am requesting that the position of Fire Medical Officer be classified as exempt from competitive examination pursuant to Fire and Police Commission Rule V, Sections 2 and 5, and serve as an at-will employee of the Chief.

This part-time position must be filled with a Doctor of Medicine (MD), licensed by the State of Wisconsin, who also has knowledge and experience in the firefighting duties as outlined in NFPA 1500. In this way, the understanding of the stamina and physical abilities required to perform successfully as a firefighter is ensured. Exemption is appropriate given that the position requires the utmost confidentiality and skill in dealing with our members' health and safety, and commitment to the Chief to uphold the mission of the department.

The person who fills the Fire Medical Officer position will need a wide range of skills to facilitate the following major job duties (also see attached job description):

- Providing mandatory medical consultation and observations on a weekly basis for department members, identifying members who may be eligible for the department's Return to Work program, or are medically certified to safely perform essential job tasks. Also advises members regarding concerns on subjects of care and/or possible disability.
- Reviewing individual medical evaluations and aggregate data, working in tandem with the department's Health and Safety Manager, to identify possible occupational exposures or clusters of occupational disease or injury. In addition, aids in developing programs and educational presentations to address areas of concern.
- Consulting with members' physicians regarding duty-related illnesses or injuries.
- Consulting with medical groups conducting special team physical examinations and SCBA fit test medical questionnaires as outlined in NFPA 1404; identifying conditions that need to be brought to the attention of members.

- Acting as an advisor, and/or providing support, to the following department committees/programs: Occupational Safety and Health Committee, Peer Support Team, Infectious Control. Also attends critical incident debriefings.

The candidate will need to be current in all pertinent aspects of both medicine and the fire service, as it pertains to our members' health and wellness. We will follow a well-documented procedure in filling this position. Our current Fire Medical Officer will be retiring in the immediate future. With your approval, my staff will aggressively work to fill this position as soon as administratively possible upon vacancy, as this position is actively involved in so many areas that directly impact our members. The candidate will report directly to me, as seen in the attached organizational chart.

If you have any questions regarding this matter, please contact Fire Personnel Officer Juliet Lee Battle at (414) 286-8942.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark Rohlfing", written in a cursive style.

MARK ROHLFING
Chief