

# Out of State Travel/Training Request Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: Todd Blaser Department: Fire Rescue

Names of Employees Attending: Jeremy Wagner

Name of Training	Dates of Training	Location of Training
Company Officer Academy	January 13-15, 2018	Glenview, IL.

Estimated cost of training	\$ 175
Estimated cost of travel	\$ 60
Estimated cost of meals	\$ 150
Estimated cost of accommodations	\$ 357
Estimated cost of misc. expenses	\$ <del>0</del> Please explain
Total estimated cost	\$ 742

**Requesting Supervisor/Manager Comments:**

The course is being sponsored by Columbia Southern University and taught by two well respected fire service leaders. This course will allow for professional development of a future company officer.

What are the objectives for the training?

Provide for training and preparedness of a new company officer. Formal training for company officers is a challenge. The hope is to create a less stressful and challenging situation for the newly promoted.

How will this training be shared / implemented upon return?

The goal is for MPO Wagner to share the material learned and assist in creation of a future mentor program for MPOs.

How will this training benefit the City? What is the return on the investment?

The department is currently still working through a cultural change and this course will allow for education that Manitowoc is not unique to the changes occurring in the fire service.

Supervisor Approval/Decline

Approved ☒

Declined ☐

Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature: Todd Blaser

Dated: 11/29/17

**\*\*Please attach any additional information you would like considered with this request**

Course outline attached.



# COMPANY OFFICER ACADEMY

## The Company Officer Academy

### Day 1

Instructor: Chief Rick Lasky

**8:00 AM – 8:30 AM**

Welcoming Remarks

**8:30 AM- 12:00 PM**

- The Leader, Manager, and Supervisor "Traits" of the Company Officer
- Communications, Motivation, Training, Team Building and Mentoring
- Empowerment; instilling ownership and the power of teamwork
- What it takes to be that great Company Officer
- Understanding what today's Firefighters want and expect
- How to get outstanding results and build Firefighter loyalty

**12:00 PM – 1:00 PM**

Lunch Break

**1:00 PM – 5:00 PM**

- Values - Vision – Mission: Defining ours'
- Gaining insight into your team's values and priorities
- Performance Evaluations
- Coaching and Counseling as well as handling Disciplinary Issues
- Awards and Records of Exceptional Performance



# COMPANY OFFICER ACADEMY

## Day 2

Instructors: Chief Rick Lasky & Chief John Salka

**8:00 AM – 12:00 PM**

- Planning and Organizing Your Day
- Roll Call; Setting Up and Planning Your Day
- Riding / Tool Assignments
- Company Training & "Company Quick Drills"
- Communications: Shift to Shift – "Pass It On" – Up & Down the Ladder
- Riding the "Front Seat"

**12:00 PM – 1:00 PM**

Lunch Break

**1:00 PM – 5:00 PM**

- Your Firefighter's First Day: The Company Officer's Role
- Your Company Officer's First Day: The Chief's Role
- Situational Leadership Workshop





# COMPANY OFFICER ACADEMY

## Day 3

Instructor: Chief John Salka

**8:00 AM – 12:00 PM**

Fireground Responsibility-

- Examination of a recent Firefighter Line-Of-Duty-Death (LODD)
- Focus on what the factors were that contributed to the death
- The responsibilities of the Firefighter, Company Officer, and Incident Commander
- How we can increase the Safety and Survival of our Firefighters

**12:00 PM – 1:00 PM**

Lunch Break

**1:00 PM – 5:00 PM**

The First- In Officer-

- Examine a number of different types of structural fires
- During the fire scenarios, the tactics, strategies and other factors will be analyzed and discussed, more importantly by using the staffing levels and resources available to the attendee

**Course Conclusion and Graduation**

**\*\* Snacks and refreshments will be provided during morning and afternoon breaks. \*\***