



FCM 077-2016

FIRE CHIEF MEMORANDUM

DATE: June 28, 2016

TO: All Captains

THROUGH: Eric Tade, Chief of Department *ECT*
Todd Bower, Deputy Chief of Department *TAB*
Scott Heiss, Division Chief, Safety and Training *SEH*

FROM: Chad Burdorf, Assistant Chief, Safety and Training *CTB*

SUBJECT: OFFICER DEVELOPMENT 103

The Civil Service Commission requires an Officer Development 103 certification, issued by the Denver Fire Department Safety and Training Division, to be eligible to sit for the Assistant Chief's test. If you currently hold an Officer Development 103 certificate, you are not required to take this course again; but all Captains are welcome to attend.

Subjects include:

- National Incident Management System
- Strategy and Tactics
- Letter and Report writing
- Administrative functions

The classes will be taught in three separate modules; you will need to attend one day of each of the modules offered.

Module 1- Admin, New Building Construction, and Tablet Command

Module 2- Technical Writing and Mental Health Awareness

Module 3- ICS and Strategy and Tactics

Class Schedule for August

Module 1: August 22, 2016

August 30, 2016

Module 2: August 23, 2016

August 31, 2016

Module 3: August 24, 2016

August 29, 2016

Individuals must meet the eligibility requirements from the Civil Service Commission to sit for the Assistant Chief's exam; this certification does not expire. Sign up began June 20, 2016 and ends July 22, 2016 at 1700 hours. If you have any questions about your eligibility, please call Jeff Wilson at 720-913-3380. Only Civil Service can confirm if you need this class to sit for the test.

Signup for ODP 103 will be by email; please email Assistant Chief Chad Burdorf at: chad.burdorf@denvergov.org by August 17, 2016 and indicate the days you will be attending. For example: "John Doe will be attending August 22, 23, and 24."

Lunch will be on your own, so bring something or plan on going somewhere close. If you have any questions or concerns, please call Assistant Chief Chad Burdorf at 303-944-4057.

:kfc/H/FCM/2016/077-2016 Officer Development 103

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)