



DIVISION & SPECIAL TEAMS SUPPLEMENT

LEADERSHIP & DEVELOPMENT GUIDE

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LEADERSHIP & DEVELOPMENT GUIDE: DIVISION & SPECIAL TEAMS SUPPLEMENT



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St. Petersburg Fire Rescue has adapted the International Association of Fire Chief's (IAFC) Officer Development Handbook, referred to as the IAFC Handbook from this point forward, to serve as a guide for career development, as a supplement to the Leadership & Development Guide (LDG).

The LDG provides information on the traditional promotional path from Firefighter to Fire Chief. This LDG: Division & Special Teams Supplement will offer additional details on preferences and expectations for non-promotional positions, such as Division Captains and Lieutenants, Division District Chiefs, as well as Special Teams, including Technical Rescue Team, Hazmat, Dive and SWAT. Additionally, preferences for the Deputy & Division Chief roles are noted.

The adaptation of the IAFC Handbook is precipitated by the labor and management initiatives concerning educational requirements for promotion.

SPECIAL TEAMS & DIVISION SPECIFIC POSITIONS

SPFR utilizes several positions within the organization that have specific job duties but are not classified separately from the traditional rank structure. The following preferences are listed by division, team and rank, and include both preferred qualifications upon entry into the position, as well as requirements once the position has been obtained.

Certifications marked with asterisks indicate eligibility for *Division Assignment Pay*. There are three certification levels, identified by one (*), two (**), or three (***) asterisks. Members will receive assignment pay based on the highest qualifying certification they hold. Reference: SPAFF FF, FF/PM & Lt., Article 21.9 and SPAFF Captains & District Chiefs, Article 21.8 for a complete list of qualifying positions and corresponding certifications.

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ST. PETERSBURG FIRE RESCUE PROMOTIONAL MATRIX

The table below provides a cross reference between the IAFC Handbook and SPFR requirements and preferences for each promotional level. With the exception of the rank of Deputy & Division Chief, all requirements are provided in the labor agreement. All job descriptions are available on the U:Drive.

International Association of Fire Chiefs Officer Development Handbook 2nd Edition			
Fire Officer I - Supervising Officer	Fire Officer II - Managing Officer	Fire Officer III - Administrative Officer	Fire Officer IV - Executive Fire Officer
St. Petersburg Fire Rescue Position			
LIEUTENANT	CAPTAIN	DISTRICT CHIEF	DIVISION/DEPUTY CHIEF
St. Petersburg Fire Rescue Requirements			
<ul style="list-style-type: none"> • FO I • Six (6) years as a FF and/or FF/PM with SPFR • 31.5 Credit Hours (To include: Fire Service Course Design, Firefighting Tactics and Strategy II, Fire Prevention Practices, Private Fire Protection Systems I, and ICS-300) 	<ul style="list-style-type: none"> • FO II • Minimum of one (1) year experience as a Fire Lieutenant with SPFR • Associates Degree 	<ul style="list-style-type: none"> • FO II • Associates Degree • Bachelors Level Coursework; or <ul style="list-style-type: none"> • At least forty (40) hours of NFA Course Work • Minimum of one (1) year experience as a Fire Captain with SPFR 	<ul style="list-style-type: none"> • FOI • <i>*Suppression Chief: FOII after 2015</i> • Bachelors Degree
St. Petersburg Fire Rescue Preferences			
<ul style="list-style-type: none"> • Associates Degree • Instructor I 	<ul style="list-style-type: none"> • Bachelors Degree • Instructor II 	<ul style="list-style-type: none"> • Bachelors Degree • Instructor II • NFA Command and Control Curriculum 	<ul style="list-style-type: none"> • Masters Degree • Executive Fire Officer (EFO) • Chief Fire Officer (CFO)

OFFICER OF SPECIAL PROJECTS

- Reports to Fire Rescue Chief

EMERGENCY SERVICES

Deputy Chief of Emergency Services, SP200

- Q0297: Command & Control of Fire Department Operations at Multiple Alarm Incidents – NFA
- IAFC Fire Service Executive Development Institute

SUPPRESSION

Division Chief of Suppression, SP600

- R0308: Command & Control of Fire Department Operations at Natural and Man-Made Disasters – National Fire Academy - NFA
- Q0297: Command & Control of Fire Department Operations at Multiple Alarm Incidents - NFA
- R0314: Command & Control of Fire Department Operations at Target Hazards – NFA
- R0645: Leadership in Supervision – NFA *or* Q0891: Foundations of Leadership and Operations for the Company Officer

District Chief of Suppression & Logistics, SP201

Eligible for Suppression Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Fire Inspector I
 - Fire Instructor II*
 - Fire Instructor III**
 - CPSE Chief Fire Officer Designation***
 - Purchasing and i-Procurement Experience
 - Apparatus and Specification Committee experience
 - Dealing with Difficult People – City Training
 - FEMA Incident Management Team Courses: 0950, 0958, 0960, 0962, 0967, 0973, G-191
-

RESCUE

Division Chief of Rescue, SP500

- Pinellas County Certified Paramedic
- CPSE Chief EMS Officer (CEMSO)
- Instructor III
- FL Incident Safety Officer Certification
- Health and Safety Officer Certification
- FL Safety Officer Certification
- NFA Executive Fire Officer
- CPSE Chief Fire Officer

District Chief of Rescue, SP501

Eligible for Rescue Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Pinellas County Certified Paramedic
- Instructor II
- FL Incident Safety Officer Certification
- FL Health and Safety Officer Certification
- FL Safety Officer Certification*
- Infectious Disease Training
- R0150: Management of Emergency Medical Services**
- CPSE Chief EMS Officer (CEMSO)***

Captain of Rescue, SP502 & SP503♦

♦SP503 is eligible for Rescue Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Pinellas County Certified Paramedic
- Instructor II
- FL Incident Safety Officer Certification
- Health and Safety Officer Certification
- FL Safety Officer Certification*
- Infectious Disease Training
- Sports and Special Events Management- TEEX (SP503)
- MGT-475 Crowd Management for Sports and Special Events-TEEX (SP503)
- MGT-404 Sports and Special Events Incident Management-TEEX (SP503)
- IS-15.b Special Events Contingency Planning for Public Safety Agencies (SP503)
- R0168: EMS Planning for Incident and Events (SP503)**
- CPSE Fire Officer Designation***

Lieutenant of Rescue

- Pinellas County Certified Paramedic
- FL Incident Safety Officer Certification
- FL Health & Safety Officer Certification
- FL Safety Officer Certification
- Instructor I

Rescue Instructors & Preceptors

- [SPFR & County CME Instructor Workflow](#)
- [CPR Instructor Workflow & Policy 514 CPR Instructors & Program](#)
- [Policy 504 Paramedic Preceptors](#)

Certifications marked with asterisks indicate eligibility for Division Assignment Pay. There are three certification levels, identified by one (), two (**), or three (***) asterisks. Members will receive assignment pay based on the highest qualifying certification they hold. Reference: SPAFF FF, FF/PM & Lt., [Article 21.9](#) and SPAFF Captains & District Chiefs, [Article 21.8](#)*

TRAINING

Division Chief of Safety and Training, SP300

- Incident Safety Officer Certification (FDSOA) (within 1 year)
- Fire Instructor III
- Fire Officer II (FOII)
- F0722: Health & Safety Training Program Management – NFA
- F0729: Incident Safety Officer – NFA
- BFST6742: FL Incident Safety Officer
- BFST6741: FL Health and Safety Officer
- CPSE CTO: Chief Training Officer
- CPSE CFO: Chief Fire Officer
- 0954: NIMS All-Hazard Safety Officer

Captain of Training, SP301

Eligible for Training Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Instructor II*, plus 1 year experience instructing for SPFR or Training Chief approval
- Instructor III**
- CPSE Chief Training Officer (CTO)***
- Live Fire Instructor I
- State or Department Certified Pump Operator
- State or Department Certified Aerial Operator
- F0729: Incident Safety Officer – NFA
- BFST6742: FL Incident Safety Officer
- 0954: NIMS All-Hazard Safety Officer

Lieutenant of Training, SP302

Eligible for Training Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Live Fire Instructor I*
- Instructor I, plus 1 year experience instructing for SPFR or Training Chief approval
- Instructor II**
- Instructor III***
- State or Department Certified Pump Operator
- State or Department Certified Aerial Operator
- F0729: Incident Safety Officer – NFA
- BFST6742: FL Incident Safety Officer
- 0954: NIMS All-Hazard Safety Officer

Training Specialist, SP303

- Live Fire Instructor I
- Instructor I, plus 1 year experience instructing for SPFR or Training Chief approval
- State or Department Certified Pump Operator
- State or Department Certified Aerial Operator
- F0729: Incident Safety Officer – NFA
- BFST6742: FL Incident Safety Officer
- 0954: NIMS All-Hazard Safety Officer

Instructors

- FL State Fire Instructor I, Instructor II preferred
- [Fire Instructor Application](#)

Certifications marked with asterisks indicate eligibility for Division Assignment Pay. There are three certification levels, identified by one (), two (**), or three (***) asterisks. Members will receive assignment pay based on the highest qualifying certification they hold. Reference: SPAFF FF, FF/PM & Lt., [Article 21.9](#) and SPAFF Captains & District Chiefs, [Article 21.8](#)*

PREVENTION

Division Chief of Fire Prevention, Fire Marshal, SP400

- Fire Inspector II (required within 1 year of appointment)
- NFPA Certified Fire Protection Specialist (preferred)

Deputy Fire Marshal, Captain, SP401

Eligible for Prevention Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Fire Inspector I* (preferred upon appointment, required within 4 months)
- Fire Inspector II** (preferred upon appointment, required within 1 year)
- FL State Fire Investigator certification*** (preferred)

Deputy Fire Marshal, Lieutenant, SP402

Eligible for Prevention Assignment Pay based on the highest active qualifying certification held, as indicated below by one (), two (**), or three (***) asterisks. The highest-level certification determines the pay amount.*

- Fire Inspector I* (preferred upon appointment, required within 4 months)
- Fire Inspector II**
- FL State Fire Investigator certification*** (preferred)

Recommended for SP401 & SP402

- Plans Review for Fire and Life Safety - NFA
- Principles of Building Construction - NFA
- Introduction to Fire Behavior in a Single-Family Dwelling - NFA
- Fire Inspection Principles I - NFA
- Fire Inspection Principles 2: Inspection of Structures and Systems - NFA
- Testing and Evaluation of Water Supplies for Fire Protection -NFA
- Hazardous Materials Code Enforcement - NFA
- Sports and Special Events Incident Management: MGT404 - TEEEX
- Sport and Special Event Risk Management and Planning: AWR167 – TEEEX
- IS-15.B: Special Events Contingency Planning for Public Safety Agencies- FEMA
- Enforcement Officials Fireworks Training Program - APA (American Pyrotechnics Association)

Firefighter/Inspector Position

- Fire Inspector I

Certifications marked with asterisks indicate eligibility for Division Assignment Pay. There are three certification levels, identified by one (), two (**), or three (***) asterisks. Members will receive assignment pay based on the highest qualifying certification they hold. Reference: SPAFF FF, FF/PM & Lt., [Article 21.9](#) and SPAFF Captains & District Chiefs, [Article 21.8](#)*

ADMINISTRATION

Division Chief of Administration, SP700

- R0645: Leadership in Supervision – NFA *or* Q0891: Foundations of Leadership and Operations for the Company Officer
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SPECIAL OPERATIONS

Applying for a Special Operations Team: With approval of your Company Officer and District Chief, submit a memo to the appropriate Division Chief and SPFR Special Operations Commander through the chain of command.

- Include your resume and a review of your TrackIT evaluations
 - Must be in good standing for the previous 3 years
 - An interview may be scheduled by the commander and the Division Chief
 - Final approvals lie with the Division Chief
 - *Suppression Chief: TRT, Hazmat, Dive Team & Boat Operators*
 - *Rescue Chief: SWAT Medic*
-

TECHNICAL RESCUE TEAM (TRT)

Classes are taken through Pinellas County's TRT (once every 2 years), Hillsborough County USAR, when available, or state-approved offerings held throughout Florida.

- Rope Rescue Operations & Rope Rescue Technician
- Confined Space Rescue
- Trench Rescue
- Structural Collapse Technician
- Vehicle Machinery Rescue
- Florida USAR (FLUSAR) state certificate, once classes are complete

Additional Classes May be Assigned as TRT/USAR Team Member

- USAR Medical Specialist *Paramedic*
- Swift Water Rescue Technician *Out-of-State*
- Light Marine Boat Operator (LMBO) *USCG online class & task book*
- Heavy Extrication & Rigging Specialist (HERS)
- Technical Search Specialist (TSS)
- Logistics Specialist (LOGS)
- Hazmat Specialist (HMS)

Manager Classes

- Task Force Leader (TFL)
 - Plans Teams Manager (PLANS)
 - Safety Officer (SO)
 - LOGS Manager (LM)
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HAZMAT

- 160 Hour Hazardous Materials Technician - BFST508
 - Drone Pilots:
 - Part 107 Small UAS Initial online training
 - Renew every 24 months: Part 107 Small UAS Recurrent online training
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SWAT MEDIC

- [Policy 508: SWAT Alert and Call Out](#)
 - Standalone paramedic for a minimum of three years with SPFR, in good standing with EMS administration
 - Try outs are held on an ‘as needed’ basis.
 - Selected team members must remain in good standing and will:
 - Undergo a background check
 - Complete Pinellas County Tactical EMS (TECC) course at first available offering
 - Attend six SWAT trainings a year
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DIVE TEAM & BOAT OPERATORS

Dive Team

- Open Water Dive Certification
- Diver Task Book

Boat Operators

- Florida Boating Safety Course *online*
 - Deckhand & Boat Operator Task Books
-

ADDITIONAL DEPARTMENT ROLES

The following positions play an important role within the department, and their success relies on the dedication of volunteers. All are encouraged to join a team that aligns with their interests to support both personal growth and the department's mission. Additional volunteer opportunities are available year-round through the Office of Special Projects and Public Education.

PEER SUPPORT

- [Policy 311 Peer Support Team](#)
- [Peer Support Guidebook](#)

If interested, submit a memo of interest to the Peer Support Shift Coordinator for your shift. Must be in good standing for the previous 3 years. Selections are made by the Safety & Training Chief based on the needs of the department.

CISM

- [Policy 310 CISM](#)

If interested, submit a memo of interest to the Safety & Training Chief. Must be in good standing for the previous 3 years. Selections are made by the Safety & Training Chief based on the needs of the department.

PEER FITNESS TRAINER

- [Policy 602 Physical Fitness Program](#)

If interested, submit a memo of interest to a Physical Fitness Committee officer. Must be in good standing for the previous 3 years. Selections are made by the Committee based on the needs of the department.

RECRUITERS

- [#MEMO 30-24 Department Recruiters](#)

If interested, submit a memo of interest to the Administration Chief. Must be in good standing for the previous 3 years. Selections are made by the Administration Chief based on the needs of the department.

VIDEO CREW

- [#MEMO 23-25R Video Crew \(Revised\)](#)

If interested, submit a memo of interest to the Special Projects Officer. Must be in good standing for the previous 3 years. Selections are made by the Special Projects Officer based on the needs of the department.

This manual is intended to serve as a guide for the required and the preferred knowledge, skills, and abilities for each rank in our organization. It should be used to help you accomplish the goals you have set for your future within our organization.

For positions outside of sworn firefighters & fire officers, such as Inspector, Emergency Management Coordinator or QC/QA, please see the job description on the U:Drive and discuss with that division, through the chain of command.