



Commission on Professional Credentialing

4501 Singer Court, Suite 180
Chantilly, VA 20151
Phone: 866.866.2324
Fax: 703.961.0113

Email: debbie@publicsafetyexcellence.org

Chief Officer Protégé Application
CPC Mentoring Program: Support for Chief Fire Officers

Please send completed form and a current resume to:
Debbie Sobotka, Deputy Director,
debbie@publicsafetyexcellence.org or fax: 703.961.0113

Name _____ # of Years in Fire Service _____

CURRENT POSITION:

Agency Name _____ Position Title _____

Population served: _____ Total Personnel: _____ Uniformed: _____ Civilian: _____

Address _____
Street Town/City State Zip Code

Work Phone _____ Mobile Phone _____ Fax _____

Email _____ Years in Position _____

PREVIOUS POSITION:

Agency Name _____ Position Title _____

Address _____
Street Town/City State

Yrs in previous position _____ Are you active in your State Fire Chief's Assoc? Yes _____ No _____

Does your department have a union? Yes _____ No _____ Are you a CFO Designee? Yes _____ No _____

How did you learn about the CPC Mentoring Program? _____

I hereby certify that the statements provided above and on the attachments to this application are true and complete to the best of my knowledge.
I am aware that CPC volunteer consultants provide guidance and recommendations only and that any legal issues should be reviewed with my supervisor and the jurisdiction's legal counsel. CPC assumes no responsibility for the advice and guidance given under this project.
I understand that CPC asks each volunteer consultant to set forth his or her educational and training credentials and other qualifications and experience, but CPC does not independently verify this information other than to check references provided by the volunteer consultant.
Although CPC requires participants in the mentoring program to sign confidentiality agreements and to keep information gained through the project confidential, I am aware that a court, legislative or enforcement agency could compel disclosure of certain information, regardless of the parties' agreement to treat it confidentially.

Signature: _____ Date _____

Chief Fire Officer Application

CPC Mentoring Project

Levels of Assistance: Rate each entry, using a scale of 1 to 5 to indicate the level of assistance that you feel you need. Add additional areas of concern, if any, to the "Other" category.

- | | |
|--------------------------------|------------------------------------------|
| 1 = no assistance needed | 4 = high level of assistance needed |
| 2 = some assistance needed | 5 = very high level of assistance needed |
| 3 = moderate assistance needed | |

EXAMPLE:

Management

- 4 Lines of authority
- 3 Marketing strategies

➤ **Collective Bargaining**

- Management/employee rights
- Negotiating contracts
- Living with contracts

➤ **Community Fire Service**

- Realistic definitions & applications/successful programs
- Partnerships with civic associations, organizations, businesses, schools
- Citizen Fire Academy
- Community surveys

➤ **Financial**

- Budgeting
- Leveraging limited resources
- Capital equipment plans
- Grant resources, writing
- Purchasing: principles and practical considerations

➤ **Governance/Policies**

- Relationships with elected officials, municipal administrators, commissions, etc.
- Local/state/federal policies

➤ **Inherited Issues**

- Unresolved predecessor issues

➤ **Fire Prevention**

- Codes and Ordinances
- Inspections
- Fire Investigation

➤ **Leadership Skills**

- Communication/active listening
- Conflict resolution
- Decision-making
- Establishing authority/limit setting
- Establishing and communicating the vision and goals
- Relationship building
- Shaping organizational culture
- Staff motivation
- Stress management
- Supporting employees

➤ **Liability/Legal Issues**

- Federal and state statutes
- Chief's personal liability issues
- Sexual harassment

Maintenance and Safety

- Maintaining facility
- OSHA compliance—safety officer
- Fleet vehicle management

➤ **Management**

- Internal affairs investigations
- Internal records system
- Internal surveys
- Learning about new initiatives
- Lines of authority
- Marketing strategies
- Measuring success
- Setting priorities
- Strategic planning
- Team-based management

➤ **Media**

- Effective media policy
- Proactive relationship with media
- Public Information Officer issues
- Print vs. electronic media

➤ **Personnel Issues**

- ADA accommodation
- Ethics issues
- Benefit package/wages
- Sick Leave
- Diversity issues
- Family issues
- Mentoring new officers
- Optimizing use of limited personnel
- Marketing/competing for recruits
- Mental health issues
- Hiring: testing, background, selection issues
- Intra-staff issues/conflicts
- Employee recognition
- Use of discipline
- Retention
- Allocation and deployment

➤ **Technology**

- Identifying/acquiring emerging technology/applications
- Website development
- Future needs projection

➤ **Training/Staff Development**

- Internal resources
- External resources
- Funding

➤ **Other** (please list/describe; use reverse side of page if needed):

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CPC Mentoring Program

To help ensure appropriate and timely assistance, please briefly describe your current situation and the nature of the help desired. Use additional sheets if needed.