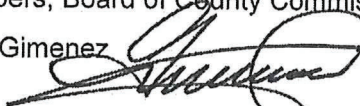


# Memorandum

MIAMI-DADE COUNTY  
CLERK OF THE BOARD  
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19K CIRCUIT & COUNTY CLERK  
MIAMI-DADE COUNTY, FLA.  
#1

**Date:** December 10, 2019  
**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** Mayoral Appointment — Interim Fire Chief

Pursuant to the authority vested in me under the provisions of Section 2.02-C of the Miami-Dade County Home Rule Charter, effective December 10, 2019, I hereby appoint Alan Cominsky to the position of Interim Fire Chief of the Miami-Dade Fire Rescue Department (MDFR).

Chief Cominsky joined Miami-Dade Fire Rescue in 1995 and most recently served as the Assistant Fire Chief of Technical and Supportive Services and Fire Marshal. In this role, Chief Cominsky oversaw MDFR's Training Division, Logistics Division, Communications Division, Management Information & Technology Division, and Fire Prevention Division. Prior to his appointment to Assistant Fire Chief and Fire Marshal, Chief Cominsky served as MDFR's Deputy Fire Marshal, Division Chief of South Operations, Division Chief of North Operations, and Hazardous Materials Battalion Chief. He has steadily risen through the ranks of the organization and has held every civil service rank, including Firefighter, Fire Lieutenant, Fire Captain, and Battalion Chief.

Chief Cominsky holds a master's degree and bachelor's degree in public administration from Barry University. His resume is attached for your review. I am confident that Chief Cominsky's experience will prove invaluable to MDFR and the residents of Miami-Dade County.

Please join me in congratulating Chief Cominsky on his appointment, and in thanking Deputy Mayor Maurice Kemp for serving in a dual role as Interim Fire Chief during the evaluation process.

#### Attachment

- c: Honorable Harvey Ruvim, Clerk of the Courts
- Abigail Price-Williams, County Attorney
- Geri Bonzon-Keenan, First Assistant County Attorney
- Office of the Mayor Senior Staff
- Department Directors
- Yinka Majekodunmi, Commission Auditor
- Linda L. Cave, Director, Clerk of the Board
- Eugene Love, Agenda Coordinator

## **Alan R. Cominsky**

alanrc@miamidade.gov  
(786) 331-5112 Office  
(305) 458-1269 Mobile

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### **SUMMARY OF QUALIFICATIONS**

Accomplished leader in directing programs in support of a large, busy, metropolitan fire and emergency department; offering over 24 years of progressive experience analyzing and facilitating practices and procedures designed to improve operational safety, economic feasibility and program effectiveness. Continues to build upon a decade's worth of instructional experience at the college level in the field of fire and emergency medical services; and upon countless hours spent in training in topics ranging from the basics of fire and emergency response work, to topics such as leadership, management, incident command, pre-incident planning, performance evaluation, and team building to name a few. Excels at merging experience, formal education, and instructional ability to deliver information in a fashion that facilitates the various aspects of learning. Comfortable speaking and presenting to groups of various sizes and through various mediums. Able to rapidly change business environments and needs while ensuring on-time and within-budget delivery of new and highly effective business solutions.

### **PROFESSIONAL HIGHLIGHTS**

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- Fire Marshal of Miami-Dade County
- Logistics and Strategic Planning
- Disaster Management
- Budget Planning and Strategic Management
- Executive Team Leadership
- Measurement of Productivity and Processes
- Administrative and Organizational Abilities
- Policy and Procedure Development
- Task Force and Personnel Leadership
- Fleet and Equipment Management
- Emergency Medical Services
- Firefighting Tactics and Techniques
- EMS Instructor

### **EDUCATION & TRAINING**

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Barry University  
Master of Public Administration  
Miami Shores, FL    May 2010

Barry University  
Bachelor of Public Administration  
Miami Shores, FL    December 2008

## **PROFESSIONAL EXPERIENCE**

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### **MIAMI-DADE COUNTY, Fire Rescue Department, Doral, FL (2016 - Present) Assistant Fire Chief, Technical and Supportive Services Fire Marshal**

Responsible for executive-level work in planning, directing, and supervising diversified activities in support of a variety of departmental technical and supportive services, including the following:

Training Division responsible for ensuring compliance with Florida Statute (FS) 633.801-821, *Firefighter Occupational Safety and Health Act (FFOSHA)*, the State of Florida Bureau of Fire Standards and Training regulations. The Division has the responsibility for the development, coordination, and implementation of many of the department's training programs which range from recruit training, probationary development, driver training, dive rescue training, in-service training, officer development and technical rescue training.

Logistics Division provides support services for Miami-Dade Fire Rescue Department. The Logistics Division is comprised of three sections, responsible for maintaining all the Department's heavy fleet emergency response vehicles, ensuring proper management of capital assets, maintains the supply warehouse ensuring the necessary stock for the department's operational readiness. Continues to develop, design, and generate specifications for the refurbishment of current apparatus and the development of new apparatus to include suppression, rescue, specialty vehicles, equipment and supplies.

Communications Division, responsible for processing and dispatching emergency and non-emergency calls for Fire Rescue service as well coordinating radio frequencies, improve interoperability amongst adjacent fire departments, police agencies, and other key federal, state and local agencies. Continue to enhance community response by establishing CAD-to-CAD connectivity between all Public Safety Answering Point (PSAP) and communications centers in Miami-Dade County

Management Information & Technology Division responsible for the needs of Fire Department Personnel by providing rapid, professional, and essential data processing services which are consistent with prudent business practices.

Fire Prevention Division promotes life safety through a proactive program of Education, Engineering, Code Enforcement, and Fire Investigation, and by providing fire suppression, inspection, emergency medical and other specialized services for Special Events. As the largest fire and life safety regulatory agency in the County, the Fire Prevention Division provides fire avoidance services aimed at reducing the incidence of injury, death, and property loss attributed to fire.

Responsible for assisting and reviewing annual budget, the development and review of new construction and capital improvement projects. Develop, consolidate, and review statistical reports, correspondence, research summaries, to assist in the development of Department Business Plans and strategic goals.

- Management and administration of emergency medical rescue and modern firefighting and fire prevention principles, practices and techniques.
- Development and monitoring mission, goals and objectives for the department in providing firefighting, fire prevention and emergency medical rescue services
- Develop the planning, organizing, direction and coordination, through various levels of line and staff officers, managers and supervisors, the work of subordinates in a manner conducive to assure the maximum performance.

- Establish and maintain effective working relationships with senior County management, members of the Board of County Commissioners, the Mayor's Office, and officials of Other local, state, and national organizations.
- Developing and implementing divisional and/or departmental policies and procedures.
- Assure that divisional standards, objectives and goals are being met and to redirect priorities as necessary.

**MIAMI DADE COMMUNITY COLLEGE, Miami, FL (2000 - Present)**  
**EMS Instructor**

Lectures and provides laboratory instruction of students undergoing training for Florida State certification as Emergency Medical Technician and Paramedics.

**Miami-Dade Fire Rescue Department (2013 – 2016)**  
**Fire Prevention, Division Chief**

Promote life safety through a proactive program of Education, Engineering, Code Enforcement, and Fire Investigation, and by providing fire suppression, inspection, emergency medical and other specialized services for Special Events.

As the largest fire and life safety regulatory agency in the County, the Fire Prevention Division provides fire avoidance services aimed at reducing the incidence of injury, death, and property loss attributed to fire. Responsibilities include; fire inspections of new and existing buildings, buildings undergoing repair, remodeling, renovation or reconstruction, building plan reviews, systems engineering review, fire investigations, code enforcement, event coordination, Public Fire Safety Education and providing staffing throughout the Fire-Rescue Service District, including Miami-Dade Aviation Department facilities and the Seaport.

- Development and monitoring of performance measures
- Development and monitoring of the Division's budget
- Development and monitoring of Division's business plan
- Oversight of special programs and projects assigned to the Division
- Provide administrative and logistical support to the Fire Prevention and Safety Appeals Board
- Drafting fire code amendments
- Monitor and amend fee schedules as necessary
- Monitor and amend Ch. 14 [County ordinance]
- Review Engineered Life Safety Plans, and Fire Safety Plans
- Tracking Continuing Education Units (CEU's) for recertification of inspectors, investigators and professional certifications
- Participate in triennial code cycle process
- Monitor State legislative changes affecting fire safety and analyze impact on business practices

- Participate actively in FOAM-D's Fire Marshals sub-committee to foster County-wide consistency in fire prevention efforts
- Develop and maintain internal division policies and departmental policies affecting the Division
- Collaborate with human resources the hiring process to fulfill vacancies within the Division
- Monitor status of contracts

The Fire Prevention Division serves a multitude of customers, some internal to the department, some internal to the County, as well as externally. Our external customers come from unincorporated Dade County, the 29 additional municipalities within the Fire-Rescue Service District as well as national and international corporations.

**Miami-Dade Fire Rescue Department (2010 – 2013)**  
**Operations, Division Chief**

Division Manager for all administrative and operational activities of the South Operations Division. Operates as a Staff Duty Officer and an Administrative liaison to portions of unincorporated Miami Dade County and 5 Municipalities within the Fire District. Operations South provides state of the art fire and rescue services to a dynamic region comprised of the unincorporated areas of southern Miami-Dade County and 5 individual municipalities. Operations South fire and rescue response territory spans from the waters on the east coast to areas beyond the Urban Development Boundary (UDB) in the west; from the Miami-Dade County/Monroe County line. Twenty-Six emergency units, staffed by approximately 400 Firefighter Paramedics and Firefighter Emergency Medical Technicians (EMT's) respond from 14 fire stations to provide fire suppression, emergency medical services, including advanced and basic life support transport, advanced technical rescue and hazardous materials response capabilities to the citizens and visitors of southern Miami-Dade County. Operations South Division directly supervises seventeen Operational Battalions Chiefs who ensure optimum service delivery through the monitoring of administrative compliance, implementation of operational procedures and public education programs. Played an integral role in the following activities:

- Operational Strategic Management
- Budget development and implementation
- Creation of operationally sound performance measures
- Development, review and revision of Policies and Procedures
- Developed the framework of several IT applications that subsequently enhanced the effectiveness and efficiency of service delivery
- Developed IT applications that assisted in tracking Operational Performance Measures and increased accountability within the Operations Division.
- Review and make final recommendations on citizen complaints, accidents involving fire rescue vehicles and all disciplinary actions for the Division

**Miami-Dade Fire Rescue Department (2006 – 2010)  
Operation Battalion, Chief**

Responsible supervisory work with administrative responsibility in the coordination of large scale combatant or supportive fire protection services. Responsible for administering and directing major activities in fire suppression, fire prevention, arson investigation, communications, logistics, fire code enforcement, training and related functions. Clear understanding of the application of nationally accepted principles and techniques of fire service administration, as well as local ordinances and departmental policies. Supervision is exercised over subordinate line and staff officers by review of activity reports, personal conferences and inspection of operations for effectiveness and compliance with policy and directives. General supervision is received from a superior officer who reviews assigned responsibilities for efficiency and successful accomplishment of the mission.

Responsibilities include, but are not limited to:

- Responding to alarms and Implementing Incident Command Procedures
- Conducting on-scene quality management
- Command a HazMat scene or oversee HazMat unit(s) actions on HazMat incidents
- Conducting inquiries and fact-finding to assist in resolving citizen complaints
- Monitoring for compliance to performance standards, Department protocols/procedures and State rules/regulations
- Ensuring that recertification criterion is met by coordinating training needs of assigned personnel
- Reviewing and referring, for quality management purposes Rescue/Fire Records
- Participating in the development and implementation of Fire/EMS-related training

**Miami-Dade Fire Rescue Department /Special Assignment (2007 – 2009)  
Staffing Office Bureau OIC, Chief**

This position reports directly to the Assistant Chief for Operations. The Staffing Office Bureau OIC is responsible for the supervision, management, and administration of the Staffing Office and any administrative issues concerning staffing in operations. This may include but not be limited to assistance on special projects, administrative concerns, policy and SOP reviews and development.

Specific duties and responsibilities will include, but are not limited to:

- Develop and facilitate the Bureau's short and long term goals and objectives
- Prepare, manage and monitor the Bureau's yearly budget

- Supervise Bureau personnel in order to maximize time and resources
- Represent the Bureau at Department meetings
- Provide the Assistant Chief with on-going progress reports
- Manage overtime hiring process for Operations and other Bureaus
- Manage hiring for Special Events
- Provided the necessary assistance in the development and implementation of the Electronic Par system for MDFR
- Provided the necessary assistance in the development, management and coordination of the Department's Electronic Bid Assignment Processes
- Provided the necessary assistance in the development and implementation of the Electronic Hydrant Application for MDFR
- Provided the necessary assistance in the further development and enhancements to the Electronic Staffing Roster for MDFR
- Provided the necessary assistance in the further development and enhancements to MDFR Applications/Reports (Company Activity Report, Training Reports, Overtime Reports, Certification Reports, Staffing/Roster Reports, etc.)

**Miami-Dade Fire Rescue Department (2004 – 2006)**  
**Fire Captain**

Command a suppression, rescue or specialized apparatus and associated equipment. Assure proper conduct, safety and effectiveness of the unit personnel assigned.

- Initiate and be responsible for the accuracy and completeness of all station records and reports.
- Maintain necessary personal proficiency to conduct company drills and to instruct the company personnel in approved methods for rescue and firefighting.
- Assure that personnel are properly equipped and attired at all times in proper riding positions
- Supervise the daily routine of unit personnel during inspections, drills, classes, demonstrations, inventory and other special assignments.
- Evaluate employee performance on a continual basis, communicating observation of such performance of the employee either as an informal comment, written correspondence or a written performance evaluation.
- Train and develop company personnel to work as a team to provide safe and effective service.

**Miami-Dade Fire Rescue Department (2000 – 2004)  
Fire Lieutenant**

Command a suppression, rescue or specialized apparatus and associated equipment. Assure proper conduct, safety and effectiveness of the unit personnel assigned.

- Initiate and be responsible for the accuracy and completeness of all company records and reports.
- Maintain necessary personal proficiency to conduct company drills and to instruct the company personnel in approved methods for rescue and firefighting.
- Assure that personnel are properly equipped and attired at all times in proper riding positions
- Supervise the daily routine of unit personnel during inspections, drills, classes, demonstrations, inventory and other special assignments.
- Evaluate employee performance on a continual basis, communicating observation of such performance of the employee either as an informal comment, written correspondence or a written performance evaluation.
- Train and develop company personnel to work as a team to provide safe and effective service

**Miami-Dade Fire Rescue Department (1995 - 2000)  
Firefighter**

Inspect, clean and maintain personal gear and assigned apparatus and equipment in order to maintain operational readiness.

- Be knowledgeable of and able to demonstrate firefighting skills learned from in-service training, training manuals, books and directives in accordance with department techniques.
- Use a variety of firefighting apparatus and equipment in order to contain, suppress and extinguish fires, rescue potential patients and preserve property.
- Respond to a variety of emergency rescue calls that may require the use of advanced emergency medical techniques in order to sustain vital life signs of the patients until professional care is available.



**PROFESSIONAL CERTIFICATIONS, COMPLETIONS AND LICENSES**

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- State of Florida Firefighter
- State of Florida Paramedic
- State of Florida Fire Inspector
- Hazardous Materials Technician
- Scuba Rescue Authorized Diver
- Incident Safety Officer
- FIU Chapmanville Leadership Program
- Emergency Services Leadership Institute (ESLI)
- Incident Command Courses (ICS) 100, 200, 300, 700, and 800
- NIMS-ICS, All-Hazards Incident Commander
- NIMS-ICS, Planning Section Chief
- NIMS-ICS, Operation Section Chief
- International Association of Fire Fighting Hazardous Material Operations
- Hazardous Materials Paramedic
- National Fire Protection (NFPA)
- Aircraft Rescue and Fire Fighting
- Blue Card Incident Command Training
- Lean Six Sigma Yellow Belt
- Florida Fire Chiefs Association
- Florida Officers Association of Miami-Dade
- American Heart Association, Advanced Cardiac Life Support Provider
- American Heart Association, Advanced Cardiac Life Support Instructor
- American Heart Association, Pediatric Advanced Cardiac Life Support Instructor
- American Heart Association, Basic Cardiac Life Support Instructor
- Developmental Impact Committee Executive Council Member

**Reference upon Request**