

## City of Sedro-Woolley Fire Department

### Training

SECTION TITLE: Training Duties and Responsibilities

SECTION NUMBER:

EFFECTIVE DATE: 7-1-05

REVISION DATE: Draft 2-05

### Training Goal

It is the goal of our department to meet the required safety standards of WAC 296-305 (Training) to perform our duties in a professional matter. It is our goal that all firefighter are trained and receives the following certifications; FF-I IFSAC certification, Haz-mat Awareness & Operations, First-Aid & CPR.

All officers will be trained to the level of; Instructor 1 NFPA 1041, Officer 1, NFPA 1021 and Incident Safety Officer.

### Training

**The purpose:** to ensure that personnel are trained and competency is maintained in order to effectively, efficiently, and safely execute all responsibilities as firefighters.

**Reference:** WAC 296-305, & NFPA 1201

### Authority and Responsibilities:

**Safety** shall be a primary consideration at all training exercises and drills. Each individual shall listen to all safety briefings prior and during any training exercise. Any individual shall take necessary steps to notify supervisors and other individuals of hazards that they become aware of during a training drill. Prior to implementing any training drill, known safety concerns shall be briefed to all participants.

**The Fire Chief** is responsible for the training program and shall designate an individual to act as administrator of the program. The fire chief shall budget for training facilities, expendable supplies, training aids, and training staff, including both in house and guest instructors.

The Fire chief ultimately shall be responsible for the safety of all fire department members.

**The Training Officer** shall submit to the fire chief a budget for training facilities, expendable supplies, training aids, and training staff, including both in house and guest instructors and be accountable for this budget.

The Training Officer shall furnish in writing the training program to the chief annually with a schedule to ensure that the appropriate members of the department meet the

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standards. The training officer shall evaluate the program annually or more often as appropriate.

Training Program consists of any changes to training SOGs, curriculum being taught training goals for the year and training calendar which includes days of training and hours of training.

The training officer shall submit an annual or more often as appropriate, a report on the performance of each companies training to the chief.

The Training Officer shall be in charge of fire prevention and coordinate this with other programs of the department and with the officers.

The training officer shall post all class announcements and review for approval all applications for these classes. The training officer shall fill out the necessary registration forms for enrollment including admission to the recruit academy for new hires.

The training officer shall be responsible for the operation of training equipment, fire service library, buildings, training aids and other facilities, and equipment. The training officer shall be responsible for the operation, scheduling and billing of the use of the Live Fire Training Facility.

The training officer shall furnish the subjects for the training program. The program shall be coordinated with the needs of the department personnel and shall utilize available resources within the community. Compliance with: WAC 296-305 (Training).

The training officer shall furnish the subject matter for the training session so that all personnel in the department periodically complete training in specified subjects. The training officer shall supervise the program.

The training officer shall assure during live fire training and other training exercises shall conform to the requirements of NFPA 1403 and NFPA 1500 and Department SOGs.

The training officer will supply all new personnel with a copy of Sedro-Woolley fire departments probation firefighter book and assure that all tasks within the book have been completed.

The training officer shall be responsible for the supervising the work of the department personnel assigned as instructors or assistants. All instructors shall meet the professional qualifications of NFPA 1041 or at the level determined by the authority having jurisdiction.

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The training officer shall ensure that the content of course for promotion is appropriate, coordinate the scheduling of courses provide necessary instructors, and administer the exams, except where these tasks are delegated to an outside educational facility. The training officer shall also be required to advise the fire chief of candidate's overall performance and training to evaluate the candidate's suitability for appointment as an officer.

The training officer shall record all training activities and they shall be kept in their personnel training hard file or in a computer data base.

**The Officers** shall be required to fully support and ensure that the training activities carried out within their respective commands. They shall coordinate training with other activities, report on training completed, and assist the training officer in evaluating the effectiveness of the program.

All Officers shall evaluate the performance of members during fires and drills to assure the members are utilizing the techniques covered by the training program. Critiques of the firefighters operations during fires shall be held to discuss their performance.

All officers shall be involved in the training process for the purpose of determining subject matter, duration of instruction, and other details of department-wide training as they relate to their own responsibilities.

The officers shall make regular reports to the training officer at the monthly officers meeting on the training activities in which they are involved.

All officers shall be trained to NFPA 1021 & 1041 or at the level determined by the authority having jurisdiction.

All officers shall assure that safety shall be a primary consideration in all training exercises and drills. Prior to undertaking any training exercise, the related safety aspects shall be discussed with all participants.

**The Battalion Chief** shall assure that company officers have properly prepared for drill ground training, that safety officers have been assigned, when and where necessary.

The battalion chief and company officers shall assure that safety shall be a primary consideration in all training exercises and drills. Prior to undertaking any training exercise, the related safety aspects shall be discussed with participants.

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The battalion chief and Safety Officer shall assure that every training evolution and hands-on training session shall be reviewed in advanced for proper protection of personnel from accidents.

The battalion chief shall assure during live fire training and other training exercises shall conform to the requirements of NFPA 1403 and NFPA 1500 and department SOGs.

The battalion chief shall assure that annual program evaluation forms from the officers are submitted to the training officer in the November or December officers meeting and all other evaluation forms submitted in a timely matter.

**The Safety Officer** and battalion chief shall assure that every training evolution and hands-on training session shall be reviewed in advanced for proper protection of personnel from accidents.

Safety shall be a primary consideration in all training exercises and drills. Prior to undertaking any training exercise, the related safety aspects shall be discussed with all participants.

The Safety Officer shall assure during live fire training and other training exercises shall conform to the requirements of NFPA 1500 & Department SOGs.

**The Captains** shall evaluate the Instruction performance of the lieutenants to assure they are utilizing the techniques covered by the training program. Critiques shall be held to discuss their performance.

The captains shall submit an annual or more often as appropriate, a report on the performance of each lieutenants instruction performance to the battalion chief and to be forwarded to the training officer.

The captains shall assure during live fire training and other training exercises shall conform to the requirements of NFPA 1403 & Department SOGs.

The captains shall be responsible for the ongoing in-service training of the members of the companies assigned to them. Training shall be in the form of classroom instruction, practice drills, familiarization inspections and pre-fire planning.

The training captain shall be responsible for the mentor program for all new firefighters. Progress performance evaluations shall be forwarded to the battalion chief and the training officer.

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The training captain will assure that new personnel of Sedro-Woolley fire departments read probation firefighter book and assure that all tasks within the book have been completed.

**The Lieutenants** shall be responsible for the ongoing in-service training of the members of the company assigned to them. Training shall be in the form of classroom instruction, practice drills, familiarization inspections and pre-fire planning.

The lieutenants shall assure during live fire training and other training exercises shall conform to the requirements of NFPA 1403 & Department SOG's.

The lieutenants shall furnish to the training officer, through appropriate channels, report on training sessions held subject covered, attendance record, and hours trained. Quarterly reports on the performance of members of the company receiving training shall be made by the company officer and sent to the training officer for further evaluation.

**The Full-time** firefighters shall perform the task as assigned by the chief or the training officer in which may include but not limited to, classroom or drill ground preparation, Instruction and evaluation.

The full-time firefighters shall be responsible for the operation of training equipment, fire service library, buildings, training aids and other facilities, and equipment.

The full-time firefighters shall furnish the subject matter for the training session so that all personnel in the department periodically complete training in specified subjects. The training officer shall supervise the program.

Safety shall be a primary consideration in all training exercises and drills. Prior to undertaking any training exercise, the related safety aspects shall be discussed with all participants.

**The firefighters** shall be able to submit periodically an evaluation performance of their lieutenants' instruction to their captain and to be forwarded to the training officer.

The firefighters shall be able to submit annually an evaluation of the training program to the training officer.

**All personnel** shall be responsible for the up keep of their training file; they shall submit to the training officer all certificates, rosters and training documentation. They are allowed to review their training file upon request.

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All personnel shall be responsible for assuring they have met the requirements in WAC 296-305 for responding to Hazardous material incidents, fires, EMS and etc. A copy of WAC 296-305 shall be readily available to them. Available on line; in the radio room and the training officers has a copy.

All personnel shall be involved in public education which includes within the schools, station tours, public first-aid & CPR classes, public demonstrations and etc.

**New personnel** shall receive training before engaging in emergency duties to ensure that the trainees can work safely and effectively at fires. This training shall be a foundation for subsequent in-service training.

All new personnel that are required to attend the fire academy are required to graduate from the academy before engaging in emergency duties. Firefighters wishing to take the IFSAC firefighter test will get reimbursed the testing fee upon completion and receiving the IFSAC certification. This is for only one testing fee.

All lateral firefighters training record shall be reviewed by the training officer to determine how much training additional training maybe required prior to engaging in emergency duties.

All new personnel shall be issued with a copy of Sedro-Woolley fire departments probation firefighter book and all tasks within the book must been completed prior to engaging in emergency duties.

All new personnel shall be assigned a mentor for your one year probation period. Progress performance evaluations shall be forwarded to the training captain and the training officer. All new probationary firefighters shall be wearing yellow firefighter helmet to help identify them.

### **EMS Training**

**The assistant chief** shall coordinate with the EMS coordinator the scheduling of the required training for all personnel. They shall provide the instructors for the required courses and record all training.

The assistant chief shall assist all personnel with all applications for courses and certifications.

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**The EMS coordinator** will record all EMS training and notify each individual of any missed required courses. He will submit all documentation to the Department of Health for certification and re-certifications.

The EMS coordinator shall coordinate with the assistant chief the scheduling of the required training for all personnel.

EMT courses are offered by the EMS office. All students will purchase the EMT books and will be reimbursed upon completing and passing the course receiving the State certification.