



# Scarborough Fire Department

B. Michael Thurlow, Fire Chief

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## GENERAL ORDER

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TO: ALL PERSONNEL ORDER #: 21-001 DATE ISSUED: 10/26/2020  
SUBJECT: MANDATORY TRAINING SCHEDULE FOR FY21 DATE RECINDED:

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

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The Scarborough Fire Department mandatory training program and schedule to maintain compliance with Federal and State laws and Maine Bureau of Labor requirements for FY21 is published below:

### Fiscal Year 2020-2021 Mandatory Training Schedule

<u>Month</u>	<u>Training Topic</u>	<u>Live or On-Line</u>
November	Sexual Harassment* / Fire Extinguishers / Haz Mat Awareness	All available On-line
Jan.-February	Fit Test** / Gear Check / SCBA Don & Doff demonstration	Live
Jan-February	SCBA Refresher & Respiratory Protection Plan Review	On-Line
March	Blood Bourne Pathogens & Exposure Control Plan	On-Line***

\* *All members are required to complete the basic employee on-line harassment training module during November to meet BLS regulations. This is a new updated program through the Maine Municipal Association. In addition to the basic harassment class, Officers are also required to review the second, supervisor's level, PowerPoint and take the corresponding quiz to meet this requirement.*

\*\* **All Fit Testing must be completed in Scarborough – we no longer accept fit tests from other departments**

\*\*\* *The law requires students have access to an instructor to answer questions during the class. New employees will have to take this class live, but there is an on-line alternative for veteran members to meet this annual refresher training. Members with any questions about the on-line content when taking the class may contact the duty officer via phone (289-6408) from 0800-2000 hrs. daily.*

- All personnel must take the various classes **in the scheduled month(s)** so the entire department is on the same schedule. New employees who start during the year will get these during their initial orientation, but then must take them again during that month to remain in compliance with BLS regulations.
- The vast majority of classes are available from our website 24/7 for your convenience at the following link: <http://www.scarboroughmaine.org/departments/fire-rescue/training/yearly-mandatory-training>

Failure to complete each of the mandatory training classes during the month they are scheduled is a violation of Federal and State regulations and will result in the employee being placed on Work Restriction. Work Restriction means full-time and per-diem employees cannot work scheduled shifts and call members cannot respond to calls or participate in any department activities until they meet the training requirements. Once a member completes the required training the work restriction will be lifted. Work Restriction is considered part of the progressive disciplinary process. Once a member has been placed on Work Restriction they will receive a reminder at 30, 60, and 90 day increments. Members who contact the chief's office with a legitimate reason for failing to comply will have up to 120 days to do so. Members who fail to contact the office with a plan of correction, or complete the required training will be terminated after 120 days.