



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

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| Book: | Organization |
| Chapter: | General Administration |
| Subject: | 1210 - Training Division |
| Revision Date: | 4/25/2007 |
| Approved by: | <i>B. Michael Thurlow</i> |

PURPOSE

To establish a comprehensive training program that offers members a progressive and thorough curriculum to become better and safer firefighters and emergency medical technicians. To provide quality training based on accepted standards that will guide employee's professional development and reinforce the importance of safety on the fire ground.

POLICY

The Fire Chief shall establish a Training Division responsible for the development, implementation and recording of all department training including schools, classes, day training, or other training related activities approved by the Fire Chief. The Training Division is responsible for assuring the training offered complies with State and Federal laws and National standards.

DEFINITIONS

- A. Class – A training class, refresher, or day training session generally pertaining to one subject matter and lasting from 1 to 3 hours. A formal or informal training class that may or may not lead to any type of certification or fulfillment of a training level required class depending on circumstance, curriculum used, and subject matter taught.
- B. Mandatory Class – a class that is required to be completed by all personnel on a set schedule (annually or biannually) to meet certain State or Federal requirements. (See the Annual Mandatory Training Requirements section below)
- C. Course – Training that follows a standard curriculum and meets specific content requirements usually leading to some type of certification or fulfillment of a training level requirement. Courses generally are conducted over multiple dates and are longer than 3 hours in duration depending on subject matter.
- D. School – Similar training to a Course usually consisting of 6 or more hours of classroom and including a practical component to reinforce skills.
- E. Recruit - A member that has been hired and issued an employee number. Recruits may be introduced to the Company and participate in company activities and training, but they have not completed orientation and are not allowed to respond on emergency calls.
- F. Rookie - A call member that has completed orientation and has been integrated into a company. They may respond to calls in a private vehicle or Department apparatus. A rookie must work under the direct supervision of a senior member.

TRAINING DIVISION MEMBERSHIP

- A. The Training Division shall be operated under the supervision of no less than eight members appointed by the Fire Chief.
- B. There shall be one member from each company and a member of the Board of Engineers.
- C. The Training Division will be kept knowledgeable of the Training Division Budget by the Fire Chief.
- D. The Board of Engineers will be consulted and advised as to the continuing training program changes and the training needs of the members of the Scarborough Fire Department.

TRAINING OFFICERS RESPONSIBILITIES

- A. The Department Training Division will meet a minimum of bi-monthly to conduct routine training business. Any member may attend the Training Division meetings.
- B. A member of the Training Division may attend the Board of Engineers meetings to answer questions and maintain open lines of communication with the board.
- C. All company level training shall remain the responsibility of the Company Training Officer under the direction and supervision of the Training Division.
- D. Maintain accurate and up to date company training records using proper Department forms.
- E. Responsible for all communications to and from the Training Division.
- F. Submitting all requests for training 30 days prior to any scheduled training date.
- G. Assist in finding qualified instructors for both Company and Department classes and courses.
- H. Assisting, as needed, with mandated training requirements including keeping members of their company appraised of their current mandatory training status throughout the year.
- I. Validating the annual Department Training Report.
- J. Document accurate training hours for each course taken.
- K. Verify all training recorded meets Department criteria
- L. Any other Company Training functions that the Training Division may request.

INSTRUCTOR QUALIFICATIONS

- A. A person must meet at least one of the following criteria to be qualified as a Scarborough Fire Department Instructor:
 - a. Hold a NFPA Instructor I certification.
 - b. Hold a Municipal Instructor Certification issued by Maine Fire Training & Education.
 - c. Hold an Instructor/Coordinator Certification issued by Maine EMS.
 - d. Take a 3 hour “Train the Trainer” class for the topic to be taught.
 - e. Be recommended by a Company Officer and be approved by the Training Division.
 - f. Demonstrate knowledge and ability in the subject area or areas to be instructing in and be approved by the Fire Chief.

NEW MEMBERS WITH PRIOR EXPERIENCE

- A. If an applicant with previous fire department experience is hired as a new member, the applicant may submit his training records for review and credit.

- B. All records that meet the Training Division criteria, will be accepted, however the applicant may be required to meet the current years mandatory training requirements. The training division will determine the new member’s status as a recruit, rookie, or certified firefighter based on an evaluation of the members prior training records.

NEW MEMBERS WITH NO EXPERIENCE

- A. New members that have no previous Fire Department experience are considered recruits. Recruits are introduced into the call companies once they have completed the hiring process and are eligible to participate in all company functions and training sessions. Recruits are required to complete an orientation program consisting of the following items, prior to being certified to respond to emergency calls.

- a. Department Orientation
 - i. Introduction to the Operations Manual
 - ii. Code of Ethics
 - iii. Call & Training Pay Policy
 - iv. Privacy Training & HIPPA Privacy Guidelines
 - v. Training Program
 - vi. Personal Protective Equipment
 - vii. National Incident Management System (NIMS)
 - viii. Incident Report Process
 - ix. Safe Vehicle Positioning & Traffic Control Policy
 - x. Lock-out / Tag-Out Policy
 - xi. Apparatus Backing & Spotting Policy
 - xii. Various Town Personnel Policies
 - xiii. Hearing Conservation
 - xiv. Sexual Harassment Policy
 - xv. Personal Alert Safety System (PASS alarm)
 - xvi. Respiratory Protection policy overview
 - xvii. Infectious Disease policy overview
 - xviii. Hazardous Materials response overview

- b. Company Orientation
 - 1. Station parking
 - 2. Hazard Communication
 - 3. Station security
 - 4. Emergency Action Plans
 - 5. Station specific apparatus
 - 6. Personal vehicle response
 - 7. Riding on apparatus
 - 8. Arrival on scene
 - 9. Post incident activities

TRAINING LEVEL SYSTEM

The Scarborough Fire Department has instituted a training level system designed to match the National Firefighter I & II curriculum and to provide a goal oriented program which recognizes and rewards members who have achieved certain milestones. The Scarborough Fire Department Training Program is a progressive continuing education and professional development program, which is adjusted on an as needed basis. The Training Division is available to assist any current member or new applicant with guidance and to answer questions.

The program is divided into the following levels and successful completion of each requires a written examination and skill performance evaluation:

- A. ROOKIE - A new member is considered a Rookie until completion of all the requirements under Level 1 listed below. The goal of this period is to provide the new firefighter with the orientation skills necessary to perform in a safe and proficient manner at emergency incidents, under direct supervision while learning basic skills and how to function as part of a fire company. The objectives may be covered in a comprehensive rookie school or by completing Firefighter I curriculum modules over a period of time.
- B. LEVEL ONE (1) - The goal of this level is to provide the basic firefighting and safety skills required to work on the fire ground in a safe and efficient manner with minimum supervision. Level 1 classes and courses include:
 - a. Department Orientation
 - b. Company Orientation
 - c. Department Rules, Regulations, & SOPs
 - d. Sexual Harassment
 - e. Blood Borne Pathogens
 - f. CPR / AED Cardio Pulmonary Resuscitation and Automatic External Defibrillator
 - g. Fire Department Communications
 - h. Safety
 - i. Fire Behavior
 - j. SCBA / PPE – Self Contained Breathing Apparatus & Personal Protective Equipment
 - k. Search & Rescue
 - l. Ground Ladders
 - m. Water Supply
 - n. Hose, Nozzles, & Appliances
 - o. Building Construction
 - p. Fire Control
 - q. Fire Extinguishers
 - r. Ventilation
 - s. Forcible Entry
 - t. Loss Control
 - u. Ropes & Knots
 - v. Hazardous Materials Recognition & Identification
 - w. Detection, Alarm, and Suppression Systems
 - x. Interior Fire Attack
 - y. Fire Prevention, Education, & Inspection
 - z. Live Fire Training
 - aa. Fire Streams

- C. LEVEL TWO (2) – The classes and courses in this level cover additional fundamental firefighting and safety classes and courses to prepare the firefighter to operate on the fire ground as a member of the team with minimal direction and supervision. Emphasis is placed on instilling safe, sound, competent decision making skills. Level 2 classes and courses include:
- a. Incident Command
 - b. Building Construction
 - c. Rescue Extrication
 - d. Water Supply
 - e. Fire Hose
 - f. Fire Streams & Foam
 - g. Class B Fire Control
 - h. Fire Cause & Determination
 - i. Fire Communications & Reporting
 - j. Fire Prevention Pre-Planning
 - k. Elevator & Escalator Emergencies
 - l. Ladder Company Operations
 - m. Engine Company Operations
 - n. First Aid (minimum for fire fighters) Emergency Medical Technician (minimum for rescue members)
- D. LEVEL THREE (3) - The goals of this level are to continue the member’s professional development process to provide the Department with competent, responsible fire fighters able to safely operate apparatus and with the knowledge and skills necessary to safely conduct independent operations when assigned without direct supervision. Level 3 classes and courses include:
- a. High Rise Fires & Stand Pipe Systems
 - b. AVOC / EVOC – Ambulance and Emergency Vehicle Operations Course
 - c. Basic Pumps
 - d. Advanced Pumps
 - e. Aerial Operations (required for members that belong to one of the ladder companies)
 - f. Marine Training (required for members that belong to one of the marine companies)
 - g. Central Maine Power Safety Class
 - h. Propane Emergencies
 - i. Natural Gas Emergencies
 - j. Thermal Imaging Device
 - k. Confined Space
 - l. Rapid Intervention Team
 - m. Hazardous Materials Operations Level
- E. LEVEL FOUR (4) - The goal of this level is to provide the knowledge and skills that will prepare the member for being a Company Officer. Level 4 classes and courses include:
- a. Officers School (Southern Maine Community College or equivalent)
 - b. Tactics & Strategy (Southern Maine Community College or equivalent)
 - c. Aerial Operations (non-members of a ladder company)
 - d. Marine Training (non-members of a marine company)
 - e. Fire Investigation
 - f. Fire Administration (Southern Maine Community College or equivalent)
 - g. Air Rescue Firefighting Class
 - h. Shipboard Firefighting Class

- i. Hazardous Materials Command
 - j. Weapons of Mass Destruction / Terrorism Awareness
- F. LEVEL FIVE (5) - Municipal Program currently under development designed to meet advanced firefighter and chief officer requirements.

TRAINING PROCEDURES

- A. Changes to the training level program, prerequisites, or individual classes or courses may be changed at any time upon recommendation of the Training Division and approval of the Fire Chief.
- B. The Training Division Leader will review each training roster or course completion certificate prior to issuing Department training credit. Training credit and/or training pay will be issued for all approved classes and courses as outlined in this SOP and SOP # 1320 – Training Pay.
- C. All NFPA 1001 or other approved classes and schools will be credited on the individual's training card, providing proper paper work is submitted, and the course was successfully completed including passing any applicable written and/or practical examinations.
- D. All classes, courses, and schools taught to an accepted standard, but not offered by or mandated through the Department Training Division, will count towards the yearly minimum required hours, if the proper documentation has been filed. See Required Training below.
- E. All training must be to at least NFPA 1001 Fire Fighter One standards, or another approved standard.
- F. Instructors should use Scarborough Fire Department core instructional materials whenever possible when teaching local courses including the following:
 - a. Classroom set up diagram
 - b. Be familiar with pupil to teacher ratio
 - c. Verbally state the goals and objectives of course
 - d. The Instructor shall read the following statement to all members of the class, during the introduction, regarding the treatment of handicap persons:

“It is the philosophy of the Town of Scarborough to meet the need of every employee. Please notify us if you need special services, assistance or accommodations to participate fully in this program.”
 - e. A written test should be given to all students upon completion of any course.
 - f. A practical skills test should be given to all students when applicable.
 - g. The instructor must submit, on proper form, the following information: roster report properly filled in, including employee number, Company number, printed name of student, student's signature, hours, test results, dates of class, and pay or credit for time.
 - h. Class survey forms filled out by the students.
 - i. Instructor fee request form.
 - j. The Instructor will be compensated after the Training Division has received and processed the proper paper work.

EMS LICENSE LEVELS

The chart below indicates the current required hours of training and clinical time for the various EMS license levels as well as the continuing education hours required for re-licensing.

| <u>Program:</u> | <u>HOURS OF TRAINING</u> | |
|--|------------------------------------|----------------------|
| | <u>Classroom hrs:</u> | <u>Clinical hrs:</u> |
| First Responder | 48 | N/A |
| Emergency Medical Technician – Basic | 130 | included |
| Emergency Medical Technician - Intermediate | 130 | 200 |
| Emergency Medical Technician - Critical Care | (recognized but no longer offered) | |
| Emergency Medical Technician – Paramedic | 450 | 450 |

After initial licensure personnel must complete continuing education hours every three years as outlined below:

| | |
|--|----|
| First Responder/fire | 26 |
| Emergency Medical Technician - Basic | 38 |
| Emergency Medical Technician - Intermediate | 46 |
| Emergency Medical Technician - Critical Care | 52 |
| Emergency Medical Technician - Paramedic | 58 |

ANNUAL MANDATORY TRAINING REQUIREMENTS

- A. The Scarborough Fire Department believes that a well trained membership is essential for safe operations on the fire ground. To maintain a minimum level of proficiency and assure every member attends a minimal amount of training each year the department requires each member to log a minimum of 12 hours of qualified training per fiscal training year (July 1 – June 30) to be considered an active employee.
- B. State and Federal laws mandate certain training requirements for the safety of our members. Each year the Training Division determines those Mandatory Classes that must be completed within the fiscal year and publishes them. These classes must be attended and satisfactorily completed to remain an active employee. These Mandatory Classes count towards the 12 hours of qualified training listed in Section A above. Examples of Mandatory class include but are not limited to:
 - a. SCBA refresher
 - b. CPR
 - c. Hazardous Materials Refresher (Federal recertification requirements vary with each members Haz Mat certification level)
 - d. Sexual Harassment
 - e. Fire Extinguishers
 - f. Fit Testing / PPE check
 - g. Blood Borne Pathogens
- C. There are additional Mandatory Training Requirements for those members of specialty teams such as the Extrication and Hazardous Materials teams. Those requirements are outlined in their specific SOPs and failure to comply with them will result in removal from the team and elimination of any incentive pay associated with participation in the special team.

- D. Members who fail to meet the Annual Mandatory Training Requirements above will be considered inactive and will not be allowed respond to calls, work as a full time or Per Diem employee, hold any Department, Company, or staff position or be eligible for compensation except for attendance at authorized training classes to regain active status. Members who fail to comply with this requirement after notification may be subject to the disciplinary process, including termination at the discretion of the Fire Chief.
- E. The Scarborough Fire Department values all our members and wants to make sure everyone meets these minimum requirements. We offer the Mandatory Classes numerous times throughout the year and make every attempt to make it convenient of all members to comply. If there are special circumstances that prevent any member from meeting these minimum requirements there is a process in place whereby the member may file a written request for extension to the Training Division. The Training Division will review the request and may grant a six (6) month extension with approval of the member's Company Captain and the Fire Chief. Any further extension must be approved by the Fire Chief. Members granted an extension shall be considered inactive until the required training is completed. If the member fails to complete the training during the extension period, the member may be subject to disciplinary action and or termination at the discretion of the Fire Chief.
- F. The Training Division will provide the Board of Engineers an annual report, regarding the activities of the Training Division during the year.

REFERENCES

- A. NFPA 1001
- B. NFPA 1500
- C. Maine Bureau of Labor Standards
- D. 29 CFR 1910.120