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|  | **FLINT HILL FIRE DEPARTMENT**GENERAL POLICY |

**Policy Number:** 211.01

**Policy Title:** Training Program

**Adopted:** 06/07/2022

**Rescinds:** 05/07/2019

**Approved By: (Chief)**

1. **PURPOSE:**

This policy describes the training program used by the Flint Hill Fire Department (FHFD) to ensure department personnel are adequately trained for the duties of their job.

1. **DISCUSSION:**

To comply with consensus standards (e.g., NFPA, ISO) and applicable law (e.g., OSHA), the FHFD has established a comprehensive training program. This policy describes the program and references an annual schedule for recurring internal department training. External (typically formal) training is also addressed.

1. **POLICY:**

**GENERAL**

1. The FHFD training program has 3 main components – new knowledge/skill development, knowledge refresher, and skills refresher.
	1. New knowledge/skill development is accomplished externally through formal courses provided by agencies such as the SCFA, NFA, and colleges.
	2. Knowledge refresher is accomplished internally using online courses and department wide and shift level in-service classroom training.
	3. Skills refresher is accomplished internally through hands on department wide and shift level in-service drills.
2. Online software is used for tracking compliance with ISO standards for company, facility, and mutual aid training.
3. RMS software is used to manage firefighter credentials for formal class attendance and professional certifications.

**FORMAL TRAINING**

1. Documentation for formal courses is managed using RMS software.
	1. If a member receives a certificate directly from an issuer, they should submit a copy of the certificate to the Administrative Assistant for recording.
	2. If a member receives a certificate in their box at the fire station the course has already been recorded and the certificate is for their records.
	3. It is highly recommended members keep original certificates at home or in another safe place rather than at the fire station.
2. SCFA registrations are submitted online through the SCFA Fire Portal by members and approved online by the Training Officer.
	1. Many SCFA courses have prerequisites or other requirements. Members should refer to the SCFA catalog prior to submitting a registration to identify the prerequisites and then check the portal to make sure the prerequisite is successfully completed (“SC” code) on their transcript. Posting of successful completion may take up to 30 days after a class ends so members need to consider this when registering for classes.
3. NFA courses can be taken online or in a classroom environment.
	1. Online (self-study and mediated) courses are available through the NFA website. A web search for “National Fire Academy online courses” will guide the user through the registration and login process.
	2. Classroom courses may require a paper registration that can be obtained from the department Training Officer. Registration for most classroom courses is now available online.
	3. All NFA courses require a student to have a FEMA SID (Student Identification Number) which can be obtained through a web search for “FEMA SID”.
4. For formal training through any other agency or college, members must consult with the department Training Officer prior to registering for a course.
5. Members should not register for any classes without first discussing their intent with the department Training Officer.
6. The Fire Chief must pre-approve any formal training that involves a cost to the department. Examples of costs include fee based outside training or compensating an employee for attending class.
7. The Fire Chief may require employees to participate in training outside of their scheduled work hours based on department needs. Employees will be compensated for time spent in required training outside their normal work hours.

**INTERNAL DEPARTMENT TRAINING**

1. Documentation for internal FHFD training is managed using online software.
	1. Each member is assigned a User ID and password.
	2. Members must log in and complete assigned training monthly.
	3. The software automatically records completion of online courses.
	4. Completion of practical training is recorded by an officer on behalf of members.
2. Internal department training is delivered according to an annual schedule. See attachment 211.01 ANNUAL TRAINING SCHEDULE.
	1. The Training Officer has the discretion to adjust the predefined schedule as the need arises. Enough notification will be given to members if any changes to the predefined schedule are necessary.
	2. The schedule includes in-service, practical, and mutual aid training.
	3. Certified firefighters are required to complete internal training monthly to comply with ISO recommendations. See Policy 211.02 ANNUAL REQUIREMENTS for details.
3. Part-time firefighters are required to participate in internal training that occurs during their work hours even if they have had the training in another jurisdiction.
4. Special training sessions are scheduled for occasional topics such as acquired structure burns, auto extrication, large structure walkthroughs, etc. Notification for these events will be made to members via email

**AID DEPARTMENT TRAINING**

1. Since the FHFD depends on neighboring fire departments to assist with larger incidents (and vice versa), training with aid departments is important from a practical standpoint as well as for ISO credit.
2. The Training Officer and Deputy Chief of Operations schedule and coordinate training with aid departments as time and circumstances allow.
3. Shift officers may schedule company level training with aid departments with the shift officers of other departments. FHFD shift officers are strongly encouraged to schedule as much of this training as possible.