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

**Policy Number:** 211.02

**Policy Title:** Annual Requirements

**Adopted:** 02/12/2024

**Rescinds:** 06/07/2022

**Approved By: (Chief)**

1. **PURPOSE:**

To define the annual training, test/certification, and work hour requirements for emergency response and administrative personnel of the Flint Hill Fire Department (FHFD).

1. **DISCUSSION:**

To comply with consensus standards (e.g., NFPA) and applicable laws (e.g., OSHA), FHFD has established mandatory minimum requirements that must be complete annually. See POLICY 100.02 MEMBERSHIP CLASSIFICATION for the definitions of emergency response and administrative personnel referenced in this policy.

**III.** **POLICY:**

1. Full-time FHFD personnel must complete all test/certification and training requirements as delivered by FHFD.
2. Part-timepersonnel who complete the equivalent of a FHFD requirement in another jurisdiction can submit proof of successful completion in lieu of completing the FHFD requirement for non-FHFD specific requirements.
	1. The member is responsible for providing enough detail on the content of the other jurisdiction’s requirement to allow for determination of its equivalency to the FHFD requirement.
	2. FHFD specific requirements must be completed as delivered by FHFD.
3. Failure to complete a requirement by the due date may result in disciplinary action until the requirement is met.
	1. Specific, whole department due dates are set for many requirements.
	2. For some requirements, due dates are member specific (e.g., a 2-year First Aid or CPR certification). In this case the member is responsible for completing or providing documentation of successful completion prior to the expiration date.
	3. Under certain circumstances the Fire Chief may grant short grace periods for members to meet requirements.

**Test/Certification**

1. All emergency response personnel must maintain current certifications for the following.
	1. CPR
	2. First Aid for non-EMT’s
	3. SC DHEC EMT for EMT’s
2. Certified Firefighters must successfully complete the following annually.
	1. Physical Ability Test (PAT). See Policy 212.02 PHYSICAL ABILITY TEST for details.
	2. NFPA 1582 and OSHA compliant physical exam.
	3. SCBA fit test using the facepiece issued to the responder.
3. Command Firefighters must successfully complete the following annually.
	1. York County non-suppression physical
4. Support Driver/Operators must successfully complete the following annually.
	1. York County non-suppression physical
5. Ample notice of scheduled test/certification dates is provided to personnel.
6. Reasonable make up sessions are provided on an as needed basis. Due to the logistics involved in delivering tests and certification classes, it is up to personnel to make themselves available during scheduled sessions or be willing to complete requirements on their own time.

**Training**

1. All emergency response and administrative personnel must successfully complete the following annual training course.
	1. OSHA - Hazardous Communication Standard (FHFD specific)
2. All emergency response personnel must successfully complete the following annual training courses.
	1. OSHA- Bloodborne Pathogens
	2. Safety (FHFD specific)
	3. Incident Scene SOGs (FHFD specific)
3. Certified Firefighters must successfully complete the following annual training courses.
	1. SCBA
	2. Hazardous Materials Operations
	3. Search & Rescue
	4. Vehicle Extrication
	5. Live Burn Refresher
4. Apparatus Drivers must successfully complete the following annual training courses.
	1. EVDT Classroom Refresher
	2. EVDT Practical Refresher
	3. On the Road Evaluation
	4. Student selected online training
5. Minimum annual training hour requirements (includes mandatory training).
	1. Certified (Career) Firefighters – 216 Hours
		1. 192 Hours of Company Training (16/Month)
		2. 18 Hours of Facility Training
		3. 6 Hours of Hazardous Materials Training
	2. Certified (Part-time) – 111 hours
		1. 96 Hours of Company Training (9/Month)
		2. 9 Hours of Facility Training
		3. 6 Hours of Hazardous Materials Training
	3. Command Firefighters and Support Driver/Operators – 8.5 Hours
		1. 8.5 Hours of Company Training
	4. In addition to the above, if personnel are officers or drivers, they must also complete the following minimum training hours.
		1. Officers – 12 Hours
		2. Driver/Operators – 12 Hours
6. Training is scheduled monthly. The training requirements in this policy are general in nature. See attachment 211.01 ANNUAL TRAINING SCHEDULE for details based on job assignments.

**Work Hours**

This section is only applicable to Part-time Firefighters and Support Driver/Operators. Full-time emergency responder work hour requirements are determined by predefined work schedules.

1. Part-Time Certified Firefighters
	1. 3 Shifts/Month (9 shifts in 3 months, 36 Shifts/Year)
	2. Must work at least 324 hours/year
2. Support Driver/Operators
	1. 18 Hours/Month (54 hours in 3 months, 216 hours/year)
3. Full shifts must be worked (0800 – 1700 [9 hours] or 1700 – 0800 [15 hours]). 24 hour shifts from 0800 to 0800 the next day are permissible as well.