



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Training Assurance		
<b>Policy Number:</b>	120	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	April 2020
<b>CFAI Reference:</b>	7B.6, 8A.4, 8A.5, 8B.1	<b>CAAS Reference:</b>	106.06.01
<b>Revision Summary:</b>	Created – August 2009 Formatted – May 2012 Revised – May 2012 Revised – July 2014 (Added Training Vehicles, Apparatus and Equipment sections) Revised – September 2017 (Probationary Task Book) Revised – April 2020 (Target Solutions & Academy)		

### PURPOSE

The purpose of this policy is to provide company officers and other instructors with guidelines for conducting continuing education training to the members of the Rogers Fire Department in topics including fire suppression and tactics, officer development, emergency medicine, hazardous materials and technical rescue. In addition to the broad purpose above, this policy creates an entry level academy for training probationary firefighters and establishes guidelines for minimum qualifications for the fire academy. This policy also outlines the requirements for the utilization of training equipment, apparatus, and vehicles.

### POLICY

The Deputy Chief of Training and Special Operations (DFC-SOT) shall oversee all training and education within the department. This oversight is based upon the operational objectives established by the Fire Chief. This policy will address all training areas within the organization. The Fire Chief shall remain the ultimate authority on all training programs.

The Battalion Chiefs are responsible for ensuring that the training program is carried out to the department's expectations. This includes collaboration with the training committee and the DFC-SOT for scheduling and objectives for each training session.

### Company Training

Company officers and their crew shall participate in all company training provided by the department. Company officers should encourage instruction by their subordinates in varied subject areas. It is expected that, in addition to formal

department-led training, that company officers shall guide and ensure “in company” training is performed. This training shall be documented as indicated and required in RFD SOP 132-Training Recordkeeping. Company officers should informally conduct a needs assessment of their particular station/shift to determine training needs. Specific manuals, videos, lesson plans and assistance shall be available from the Fire Department Training Center. Any items taken from the training center shall be logged by the administrative assistant assigned to that facility.

Instructors wishing to teach a class for credit from the Arkansas Fire Academy must meet the criteria established by the AFA and complete the required forms. All training must be documented into Target Solutions for record keeping. Classes shall be documented, regardless of location or instructor.

### **Rogers Fire Academy**

New firefighters shall be required to participate in the Rogers Fire Academy (RFA). This academy shall include materials and curriculum so that probationary firefighters meet the following objectives:

- NFPA 1001, Firefighter Level 1 and 2
- NFPA 472, Hazardous Materials Awareness and Operations
- Arkansas Forestry Commission Wildland Fire Suppression Certification
- RFD Familiarization (Equipment, Stations, Command Staff, Function Areas)
- Local landmarks and geography
- National Incident Management Systems Level 100, 200, 700, and 800
- Familiarization with medical control directives
- Technical Rescue competency verifications in the disciplines of rope rescue, confined space rescue, and water rescue.

The content, delivery, and administration of the RFA shall be governed by the Fire Chief or his designee and shall be outlined in the RFA Manual found in Appendix A of the promotional manual, SOP 121.

### **Probationary Training Task Book**

The probationary firefighter shall be administered a Probationary Firefighter Task Book (PFTB) as part of the guidance process associated with their training. This manual shall consist of appropriate study material and performance objectives to ensure continued progression within the RFD throughout their probationary year. Once assigned to a shift, the company officer will conduct regular training with the recruit on the following topics as defined within the Probationary Firefighter Task Book:

- Administration

- Rogers Fire Department Standard Operating Procedures
- Northwest Arkansas Regional Emergency Medical Services Protocols
- Apparatus Orientation
- Job Performance Requisites
- First Due Response Area
- Professional Development

It should be noted that no member should operate an emergency vehicle without meeting the relief driver standards established by the Rogers Fire Department. The company officer will utilize the Probationary Firefighter Task Book as the foundation for training; however the company officer may deviate based upon the needs of the member with the approval of the DFC-SOT.

Each month the Probationary Firefighters' company officer shall complete an evaluation. This evaluation will be comprehensive of the individual's performance and knowledge as a firefighter with the Rogers Fire Department.

Upon completion of this task book, and all of its monthly milestone requirements, end-of-probation exams shall be administered. These exams shall include a collaboration of information from all training received during the probationary training period. Each exam shall be 100 questions and may consist of the following information:

- Firefighter I and II
- Haz-Mat Operations & Awareness
- Rogers Fire Department Standard Operating Procedures
- Northwest Arkansas Regional Protocols

The probationary firefighter shall receive two (2) opportunities to pass this exam with the following stipulations:

- The first time, the firefighter can pass with a 75% or higher score.
- The second time, the firefighter can review his old test for sixty (60) minutes and must make 90% or higher to pass

If the firefighter does not successfully complete the end-of-probationary test after the second attempt, this alone may constitute grounds for termination based on the evaluation of the circumstances by the Fire Chief.

### **Advanced Firefighter Training**

Members who have completed their probationary period training along with relief driver certification are eligible for attending advanced firefighter training. Members should follow a logical progression for advancing to the next level of certification. Prerequisites for firefighter classes are subject to change and firefighters should check with department administration and/or the training

institution when choosing classes. The RFD is responsible for ensuring desired classes meet the organizational training objectives.

Priority	Firefighters	Captains	Chief Officers
High	Paramedic	Officer Development	Command and Control
High	Haz-Mat Technician	Strategy and Tactics	National Fire Academy
High	Technical Rescue	Column 1 Classes	Planning, Organizational Dynamics, etc

Members that wish to attend advanced firefighter classes and are requesting registration payment must submit a trip and leave request (RFD Form 95) with supporting documentation to their company officer, Battalion Chief, and the Fire Chief. Enrollment locally or regionally is encouraged.

Upon receipt of a training/leave request, the Battalion Chief should block the leave date(s) requested to maintain staffing levels as required.

Upon approval from the Fire Chief, the member and their supervisors shall be notified. Should the member cancel attendance in the course, they are required to notify their supervisors in accordance with SOP 111, Training and Travel Request. The member shall not enroll in any course until full approval is issued.

Upon return from the approved training class, members shall notify the fire chief of any expenses incurred for the trip that were not compensated or listed on the training/leave request.

Additionally, the member will provide the Deputy Chief with a copy of any course completion and certification documents issued by the training institution.

### **Special Operations**

Rogers Fire Department personnel must receive training in specialized operations including hazardous materials and technical rescue. Due to the specialization that is required for these disciplines, there will be two levels of training within Rogers Fire Department. All personnel will be trained to meet or exceed the operations level in appropriate response disciplines, while Special Operation Team members will be trained to the technician level, when practical. The level of training and response will be determined by the Fire Chief as the Authority Having Jurisdiction.

Special operations training will be scheduled in the annual training plan to allow proper preparation. During the planning process, topics for each quarter and any

response deficiencies will be identified and assigned to a quarterly training session.

It is the responsibility of all personnel to make sure they are adequately prepared for special operations responses. Individuals will be held responsible for knowing and refreshing on all skills required during special operations responses. All personnel will perform to the operations level while SOT members will be required to perform skills at the technician level for their respective discipline.

### **Instructor Classes**

The intent of instructor, and train-the-trainer classes, is to prepare members to instruct a variety of basic continuing education courses and certain specialized courses. Registration payment for Emergency Services Instructor (ie: Instructor I) will be approved for firefighters with greater than two (2) years service with the Rogers Fire Department and advanced firefighter certification. A commitment to successful completion is required.

Registration payment for attending specialized train-the-trainer classes will be approved when a member commits to teaching the subject in the department and the need can be identified. Priority for selection will be first based on competency in the subject area.

### **Fire Officer Training**

Registration payment for approved fire officer courses will include all of those previously listed in the refresher and instructor training sections. Fire Officer Development training is encouraged for all members who endeavor to promote within the department. Qualified candidates will have at least three (3) years on the department. Additional requirements for selection will be based on the job classification of the member and tenure.

### **Trip and Leave Requests**

Priority for scheduling trip and/or leave requests for training will follow City of Rogers Policy and Procedures as well as the following guidelines:

1. Greatest benefit for the city
2. Training required for job position
3. Training/testing for certifications
4. Training prerequisites for certification
5. Personnel closest to certification
6. Seniority in position

Approval for payment of specialized training will be at the discretion of the Fire Chief, with consideration of departmental benefit.

## **Training Vehicle Usage**

The fire department's mission requires members to maintain a high degree of proficiency. This may require members to travel to classes to supplement company and individual professional development. Vehicles assigned to the Training Division may be utilized to facilitate travel to meetings and training events.

When a member who is not assigned a staff vehicle, needs use of a vehicle for these purposes, they shall request use of a training division vehicle. Requests should be submitted via Form 95: Internal Travel/Training Request. On the Form 95, the member should indicate that they are requesting a vehicle and which vehicle is preferred. This form will then be submitted for approval in accordance with policy 111. The member requesting the vehicle will be notified by the Training Division via email as to whether or not use of the vehicle is authorized.

Upon approval of use, a reservation for the vehicle will be maintained by the Administrative Assistant assigned to the DFC-SOT.

Upon receipt and return of a vehicle, the member for whom the use was approved shall document their use of the vehicle on the appropriate log book maintained by the Administrative Assistant assigned to the DFC-SOT.

Upon return of the vehicle, the authorized user shall ensure the vehicle is clean, fueled, and report any mechanical issues in accordance with standard practice with all department vehicles.

Other matters regarding vehicle use are governed by department policy 112.

## **Training Equipment Utilization**

Affected equipment includes, but is not limited to: electronic devices, text books, American Heart Association materials, SCBA and cylinders, hand tools, smoke generator, suppression equipment, hazardous materials training equipment.

Members requesting to use training equipment off of the grounds of the training center shall obtain approval from the DFC-SOT, or their designee. Upon receiving approval, the member shall not remove the equipment until they have documented their possession, with acknowledgement of a member assigned to the Training Division, through a log maintained by the Administrative Assistant assigned to the DFC-SOT.

Equipment shall be returned at the conclusion of the approved period. Upon return, the member shall document any damage to, or performance issues of, the equipment. Equipment shall be returned to the secured area that it was retrieved

from, and the member shall document the completion of use in the asset log book with acknowledgement of a member assigned to the Training Division.

A key to access secured areas and equipment are assigned to each member of the Training Division and Battalion One.

### **Care of Apparatus Assigned to Training Center**

All training center apparatus will be inspected each day, with the exception of holidays or weekends. The Fire Training Captain, or their designee, shall be responsible for ensuring that their assigned apparatus are inspected daily. The daily inspections of apparatus shall consist of ensuring:

- The fuel level is above 7/8 of a full tank
- The booster tank is full (if applicable)
- The apparatus engine starts and deploys into pump gear (if applicable)
- Hand tools and cab equipment appear to be in their appropriate location
- The aerial device is functional and working properly (if applicable)
- Warning lights and devices are intact and working properly
- All SCBAs are completely filled and functional
- The Mobile Data Computer (if applicable) is powered and operational

Inspection of fire department apparatus will begin no later than 0830 hours each day and deficiencies immediately reported to the DFC-SOT. Exceptions to these times will be made if special training sessions or emergency incidents postpone starting or finishing the inspection. All emergency repairs are to be reported to the DFC-SOT immediately so that repairs can be made or scheduled with the appropriate maintenance facility.

It will be the responsibility of the Fire Training Captain to see that all needed repairs are reported and that the repair is scheduled. The DFC-SOT shall be notified as to broken or missing equipment or apparatus that is out of service by the Fire Training Captain.

### **Detailed Inspection Schedule**

Although apparatus will be checked daily, a thorough inspection and inventory will occur once a week. A detailed inspection form will accompany each apparatus and will be turned into the DFC-SOT for record keeping purposes. Master copies of these forms will be available on the shared computer drive and archived completed copies shall be maintained by Administrative Assistants assigned to Central Fire Station.

Detailed inspections will occur each Monday in accordance with SOP 204, Apparatus Inspection and Care.