



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Training Committee		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	April 2020
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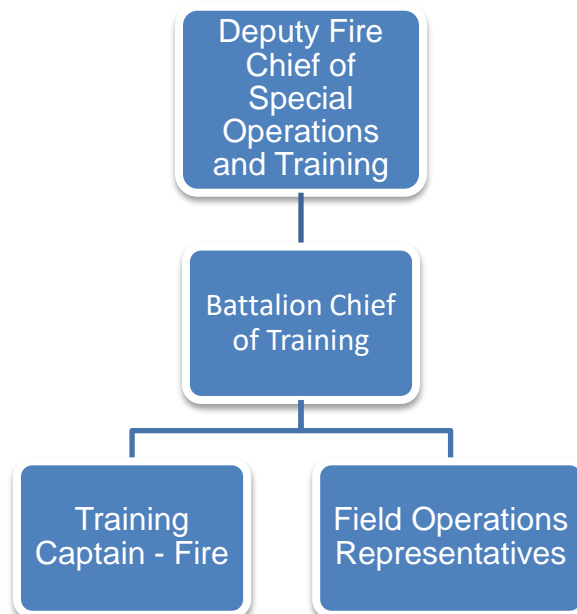
### PURPOSE

To provide policy on the Rogers Fire Department's Training Committee including its purpose, membership, and responsibilities.

### POLICY

The Training Committee is comprised of regular members of the Rogers Fire Department who provide organizational knowledge and training expertise. The committee should be comprised of 10-15 members.

Training Committee Organization Chart:



In addition to the regular members, additional personnel may participate in the committee process due to their positions within specialized functions of the department. These additional members include the following:

- Training Captain – Special Operations
- Training Captain – EMS
- NWACC Fire Program Director
- NWACC EMS Program Director

The Training Committee will recommend and evaluate all training activities and practices as requested by the Fire Chief or their designee. Training topics will be proposed by the committee and organized by the Training Division. These topics may be formulated through deficiency identification through the PIA process, fire service best practices, and solicitation from the members of the department. The committee will also recommend resources and facilities for training purposes.

The Training Committee is required to have monthly meetings as well as any additional meetings necessary for the completion of the Annual Training Plan. Training Committee membership and meetings are voluntary. However, to ensure committee members consistently provide input and receive information, a member may only miss four meetings within a calendar year. Absences must be approved by the Battalion Chief – Training. The Training Captain – Fire will maintain an attendance log.

### **Training Committee Membership**

During the 4<sup>th</sup> Quarter of each year the membership of the training committee will be selected. The selection process will be overseen by the Battalion Chief – Training. The process will involve interested personnel submitting a letter of interest to the Training Captain – Fire. Current members of the committee must reapply for membership in the following year. The final selection process will be conducted by Command Staff with final approval from the Fire Chief.

Committee members will be chosen with consideration given to experience, training, and shift representation.

This selection process will ensure that all personnel have the opportunity to serve on the committee and to provide an opportunity for different training perspectives to be considered for implementation.

Membership on the committee may be revoked with the approval of the DFC-SOT and Command Staff.

### **Membership Duties**

The Training Committee is vested with the authority and responsibilities to develop all of the materials necessary to achieve the goals necessary organize the training program. Included within this tasking, is the responsibility to request input from the department at

large on various issues or written materials. Each Training Committee member should attempt to keep their shift informed as well as solicit input from all personnel on items of discussion. The Training Committee must recommend what is best for the department as a whole while taking into consideration any individual ideas or concerns.

The training committee is responsible for the review and implementation of all training plans and processes. The Annual Training Plan dictates training topics throughout the course of the year. It is the responsibility of each Training Committee member to evaluate the effectiveness of the training program and bring any deficiencies / successes to the forefront so they may be addressed in a timely manner.

The Training Committee shall also evaluate all training materials and equipment necessary for the operation of the training program. Recommendations shall include prioritization of budget considerations for the upcoming fiscal year. This shall include, but not be limited to, training courses, library and reference materials, training equipment, and other capital items necessary for training and operation. This evaluation will occur prior to the budget process on an annual basis.

Members of the Training Committee will develop annual skills evaluations for department personnel. This evaluation will be based on the minimum level of competency established by the department for each hazard that individuals are responsible for as a part of their daily emergency responses. Evaluations will be conducted on an annual basis and will consist of cognitive and psychomotor elements.