



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Aircraft Rescue and Firefighting Team Training Requirements		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	April 2021
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### PURPOSE

Rogers Fire Department's Aircraft Rescue and Fire Fighting Team (ARFF) strives to provide the highest quality training possible for its team members. This SOP will provide the framework for delivery of ARFF Team training.

### POLICY

Training for the ARFF team will be scheduled on a quarterly basis. These quarterly training sessions will continue throughout the course of the year with subjects and dates determined within the Annual Training Plan (ATP). These meetings will be scheduled by the ARFF Coordinator. Instructors will be designated by the ARFF Training Coordinator to include outside entities, or Subject Matter Experts (SMEs).

The ARFF training sessions will be held from 9:00 am – 5:00 pm or as scheduled within the ATP. This schedule may change upon the discretion of the ARFF Coordinator and the approval of the DFC-SOT.

### Requirements

All members of the ARFF Team are required to perform a minimum of 12 hours of training per quarter, or 4 hours per month focused on ARFF disciplines and airport familiarization. Training hours are assigned, logged, and tracked through the ARFF Credential assigned through the Target Solutions training platform. Captains assigned to Station 3 will assist in the coordination and availability of resources for training and are responsible for monitoring and ensuring the ARFF members on their respective shifts are in compliance with the established hours for training.

The team training will be in accordance with the ATP. This plan will be established prior to January of each year in accordance with Standard Operating Procedure 653 Aircraft Rescue and Fire Fighting Annual Training

Plan.

ARFF Members will be required to complete Job Performance Requirements (JPR) based on the following NFPA Standards:

- NFPA 405: Standard for Recurring Proficiency of Airport Fire Fighters
- NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications
- NFPA 1003: Standard for Airport Fire Fighter Professional Qualifications

It is the responsibility of all ARFF members to ensure that all requisite skills and competencies are being performed at the highest level possible and any deficiencies that they have are self-addressed prior to training or emergency response. The ARFF ATP will ensure that all members receive the required training in order to perform their duties in accordance with the established performance standards for all members.

The ATP accounts for training to be completed in the following formats:

- ARFF Minimum Training Standards
- Prescheduled Annual Training Sessions
- City Wide ARFF Training
- Minimum Company Standards
- Impromptu Response Drills / Scenarios

It will be the responsibility of the ARFF Team Coordinator and the ARFF Training Coordinator to evaluate each ARFF member's performance to ensure they can proficiently perform the requisite skills and knowledge. Each member of the ARFF Team will be reviewed at the end of each year to ensure that they have met the training requirements for the year and that any deficiencies in required training are addressed on an individual basis.

Training by the ARFF team will be available for all members of the Rogers Fire Department. All reasonable efforts will be made to accommodate the ARFF members but assigned training is a personal responsibility. If a training date is missed it falls on the individual to make arrangements to obtain the skills missed by the assigned due date. The make-up requirement will include all elements of training within the ATP. Individuals failing to meet the training requirements established shall be subject to dismissal from the ARFF.

### **Attendance**

Attendance at quarterly team training is important to ensure members are proficient. Each ARFF Member is allowed two (2) absences per calendar year from assigned team training dates. The ARFF Coordinator will maintain a roster and record of team attendance throughout the year.

If an individual misses a training date, it is the individual's responsibility to ensure that he/she completes the training requirements within the allotted time frame.

Each member's attendance for the calendar year will be reviewed in December to ensure they have met the attendance requirements. Any deficiencies in an individual's attendance will be addressed on an individual basis.

Team members must notify the Team Coordinator in the event of an absence. All reasonable efforts will be made to accommodate the ARFF members but assigned training is a personal responsibility. If a training date is missed, it falls on the individual to make arrangements to obtain the skills missed by the assigned due date. Individuals failing to meet the attendance requirements established within the ARFF-ATP may be subject to dismissal from the ARFF Team.

### **Skill Proficiency**

Members of the ARFF team shall demonstrate proficiency in Aircraft Rescue and Fire Fighting disciplines on an annual basis. This proficiency exam will include random skill stations and a written exam to be administered by the ARFF Team Coordinator with the assistance of the ARFF Training Coordinator. These evaluations will be completed in accordance with SOP 651 ARFF Team Annual Evaluations.