



# Buxton Fire-Rescue

## Administrative Policy

Subject: Training Policy (10)

Section/Number: Employee Training (1)

Date Approved: October 11, 2013

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Page 1 of 4

### Purpose:

To define training benchmarks, for Buxton Fire-Rescue employees, to ensure their safety, and the safety of our customers, while handling emergency or non-emergency situations.

This will be done in the following ways:

- a) Policy will comply with firefighter/EMT/Fire Police training requirements as directed by Maine Bureau of Labor Standards.
- b) Policy will be flexible to meet the needs of our employees, but not so loose as to allow employees to not participate in service based training.
- c) Policy will show requirements for the following job functions:
  - a. Interior Firefighter
  - b. Support Firefighter
  - c. Driver Operator
  - d. Officer
  - e. Emergency Medical Provider
  - f. Fire Police

### Applicability:

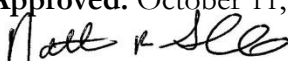
This policy applies to all employees of Buxton Fire-Rescue, regardless of employment status (e.g. full time, per diem, fire police, EMS provider, etc.). Adherence to this policy will enable employees to maintain their current skill sets, gain new skill sets, and become a better emergency responder, to provide the safest, most efficient product for our community.

### Training Schedule:

The department training schedule will follow the basic outline listed below:

- 1<sup>st</sup> Wednesday of the Month – Individual Company Meeting Night
  - 2<sup>nd</sup> Tuesday of the Month – Fire Police Meeting/Training
  - 2<sup>nd</sup> Wednesday of the Month – Fire Training
  - 3<sup>rd</sup> Wednesday of the Month – Fire Training
  - 4<sup>th</sup> Wednesday of the Month – Department Wide Meeting
  - 5<sup>th</sup> Wednesday of the Month – Open Training Night
- Quarterly EMS/Fire Police Training held as scheduled (round robin type classes)

Please note that this list does not limit the amount of training, or training nights that can be scheduled. It is a list to provide structure to department hosted training. Other training completed in-house, can be approved by any officer of the department.



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### Outside Department Training Requests:

Buxton Fire-Rescue often has requests from employees to attend outside trainings at local/regional fire attack schools, colleges, and departments. The process for employees to access these types of trainings is below:

1. Gather printed information about the class/training
2. Complete an outside department training form
3. Turn completed information into the Chief's Office
  - a. All training requests should be turned in no later than 2 weeks prior to the class start date.
4. Await approval/denial from the Training Deputy.

The Training Deputy will attempt to approve most outside training requests that are in line with the mission of the Department. However, there are a host of reasons why a request might be denied including but not limited to:

- Lack of funding from department budget
- Training does not meet the mission of the department
- The department will be offering the same class free of charge
- Training request is not turned in to meet deadlines
- Member is not in good standing with the department
- Member has not completed and/or failed the same class previously
- The Training Deputy and the Chief, reserve the right to deny class participation based on their judgment, on a case by case basis.

The Training Deputy may approve personnel attending a course in one of the following ways:

- **Tuition Support:** Funding the tuition amount for class/training (in this case the employee will not be paid an hourly rate to take the class, however will be covered by workers compensation).
- **Salary Support:** Pay the employee for in class time only (in this case the employee will be paid for all time spent in the class/training setting, and the student must pay the class tuition).
- **Insurance Only:** If the department budget cannot support funding the employee's salary or the cost of the class, the employee may still be approved by the department to take the class, and be covered under the department workers compensation insurance.

It has been the past practice of the department to fund courses for employees in order to complete certification training/classes such as Paramedic Courses and Firefighter 1&2 Courses. This funding is generally much more than funding a weekend fire attack school or weekend license refresher course. When the Training Deputy reviews and approves/denies a training request for courses, a contract will be established between the employee and the department, if the tuition cost of the course is \$500 or more, regardless of the type of course.

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**Training Hour Requirements:**

It is the intent of the departments training policy to ensure employees are being trained based upon a standard, whether it is a Buxton Fire-Rescue standard, a regional training standard, or nationally recognized training standards (NFPA, MFSI, etc.) To ensure a member stays current with department procedures and practices, he/she must maintain the following training hours per calendar year:

|  |  |
|--|--|
| <b><u>New Member with no Experience:</u></b> | It will be the responsibility of the departments Training Division, Company Officer, and Assigned Mentor, to complete training with new members of the department. Each new member of the department will be provided with a field training packet to be completed during the initial part of their employment with the department.  |
| <b><u>Emergency Medical Technician:</u></b>  | Emergency Medical Technician's (Paramedic, Advanced EMT, and Basic EMT's) will be governed by Maine EMS Rule's regarding training. It is the responsibility of the Employee to maintain his/her license per rule.  |
| <b><u>Driver Operator:</u></b>               | 6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection )<br>Driver operator certification (initial) and re-certification annually on each apparatus that employee is certified to operate<br>6 hours of this time must be done while attending in house training<br><b>12 Hours Required Annually</b> (Driver Operator hours may be counted toward other categories) |
| <b><u>Support Firefighter:</u></b>           | 12 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection )<br>6 hours of this time must be done while attending in house training<br><b>12 Hours Required Annually</b>  |
| <b><u>Interior Firefighter:</u></b>          | 24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)<br>12 hours of this time must be done while attending in house training<br><b>24 Hours Required Annually</b>   |
| <b><u>Line Officer:</u></b>                  | 24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)<br>12 hours of this time must be done while attending in house training<br>Instruction of two (2) curriculum based training classes (either as lead, co, or support instructor) (Instruction time counts towards training time)<br><b>28 Hours Required Annually</b>                               |
| <b><u>Chief Officer:</u></b>                 | 24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)<br>12 hours of this time must be done while attending in house training<br>Instruction of four (4) curriculum based training classes (either as lead, co, or support instructor) (Instruction time counts towards training time)<br><b>32 Hours Required Annually</b>                              |
| <b><u>Fire Police:</u></b>                   | 6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection )<br>2 hours of practical roadway training<br>4 hours of this time must be done while attending in house training<br><b>8 Hours Required Annually</b>   |
| <b><u>Fire Police Officer:</u></b>           | 6 hours of job task training<br>2 hours of practical roadway training<br>4 hours of this time must be done while attending in house training<br>2 hours of practical instruction (either as lead, co, or support instructor)<br><b>10 Hours Required Annually</b>  |

**\*Note:** Instruction hours also count towards an employee's training hours required annually.

**\*\*Note:** Lead, Co, and Support counts towards a member's practical instruction time.

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**Training Levels:**

In order to remain compliant with Maine Labor Standards, Maine Fire Service Institute training standards, and national trends, and to remain progressive with training technologies, the following table identifies the required training steps within the department.

|                                    |  |
|------------------------------------|--|
| <b><u>Support Firefighter</u></b>  | Training based on Job Tasks Assignment   |
|                                    | IS 100, 700  |
| <b><u>Driver Operator</u></b>      | Training as outlined by Department Driving Policy (Checklists specific for each apparatus)   |
|                                    | Completion of EVOC or Equivalent (Prior to 12/2014)  |
|                                    | IS 100, 700  |
| <b><u>Interior Firefighter</u></b> | Basic Fire School (State Standard)   |
|                                    | IS 100, 700  |
| <b><u>Line Officer</u></b>         | Firefighter 1 (Prior to 12/2014)   |
|                                    | Instructional Techniques Program (Prior to 12/2014)  |
|                                    | EMS License (B,A,P) (Prior to 12/2015) *Fire Police/Safety Officer exempt. <i>Current Officers are strongly recommended to complete, new officers will not be appointed in 2016 without EMS License.</i> |
|                                    | IS 100, 700, 200   |
| <b><u>Chief Officer</u></b>        | Firefighter 1 (Prior 12/2014)  |
|                                    | Instructional Techniques Program (Prior to 12/2014)  |
|                                    | EMS License (B,A,P) (Prior to 12/2015) <i>Current Officers are strongly recommended to complete, new officers will not be appointed in 2016 without EMS License.</i>                                     |
|                                    | IS 100, 700, 200, 300, 400, 703, 704   |

The training requirements listed above will be reviewed annually and at the end of a new member's probationary period. Within the matrix of required training, some certifications have dates listed for compliance (e.g. Instructional Techniques Program (Prior to 12/2014)), these classes will be held in-house, or some equivalent class will be offered in the area departments surrounding Buxton, in order for our employees to meet the requirement.

It is the intent of this policy to set a benchmark for the minimum training required for employees of the department. This policy shall not limit the amount of training or certifications that an employee of the department can attain. In January of 2016 all of the training requirements will be in policy. Documents following this policy will be provided to support the mission of the department including all department specific training such as: department firefighter, fire instructor, fire officer, driver operator, support firefighter, and fire police.