

2012-120 Training Program



Westbrook Fire & Rescue Department

Standard Operating Procedure

Section: Administrative

TOPIC: Training Program

NUMBER: 2012-120

ISSUE DATE: January 1, 2012

REVISED DATE: November 17, 2017

POLICY REFERENCES:

APPROVED BY:

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Chief of Department

Purpose:

To provide a standard policy that establishes the training responsibilities of each rank within the Westbrook Fire & Rescue Department. This policy establishes the basic format of the department's training program, including training requirements and documentation. The intent of this directive is to comply with the training guidelines of NFPA 1500, I.S.O. Standards, and Maine Department of Labor Standards in adherence to the Maine Firefighter Safety Law.

Scope:

To establish a procedure and process for training all members of the Westbrook Fire & Rescue Department. All personnel of, or operating under the command of the Westbrook Fire & Rescue Department shall be responsible for compliance with this guideline.

Policy:

RESPONSIBILITIES:

TRAINING OFFICER

The Training Officer is responsible for the overall administration and management of the Department's Training Division. The Training Officer is the Shift Captain assigned by the Fire Chief to perform the duties outlined in the Captain's Job Description, roles and responsibilities, and as outlined in this paragraph. Working with the staff and line officers, the Training Officer shall develop and implement a comprehensive annual training program. The Training Officer has overall responsibility and accountability to ensure that department training activities are current and consistent with applicable standards and practices.

DEPUTY CHIEF

Deputy Chief is responsible for administering and monitoring the department training plan. This includes assisting in the coordination, presentation, and evaluation of specific department level training sessions. Through periodic evaluation of companies and/or individuals during training and emergency operations, the Deputy Chief is responsible for identifying training deficiencies and providing recommendations to the Training Officer, Shift and Call Company Officers regarding the specific training needs of the department or specific shift. The Deputy Chief is responsible for implementing and monitoring the departments training program. This includes reviewing monthly training reports to ensure company and individual compliance with training assignments.

CAPTAINS / LIEUTENANTS / ACTING LIEUTENANTS

The Company Officer (Captains / Lieutenants) are vital to the success of the departments training program. They are the individuals most responsible for the training and readiness of their personnel. Company Officers are responsible for implementing and monitoring the departments training program within their assigned shifts, when working overtime on other shifts or members of the Call Company. Company Officers are required to complete each months-training assignment(s) and submit all necessary documentation including training reports and skills checklists. Officers will coordinate the various daily company activities so that training assignments are completed. They are responsible for coordinating company level training so that all members receive the training regardless of time off, vacations, comp days, etc. The monthly training assignments represent the minimum of what must be done. The officer is not limited to this as each individual has strengths and weaknesses which must be addressed by the officer. It is the officer's responsibility to improve the performance of the personnel assigned to him or her. It is the officer's responsibility to foster an environment that encourages their company towards continuous improvement.

The company officer has the authority to vary from the published schedule, if necessary for valid reasons. In those instances, the company officer shall provide to the Deputy Chief an accounting of the reasons for not conducting the daily training. The company officer shall be responsible for scheduling and completing the training. The objective is for all training assignments to be completed by the end of each month. Company officers are responsible for the safety of their personnel while conducting training.

FIREFIGHTERS

Department firefighters and all on-duty personnel are expected to maintain a high level of preparedness through regular training and individual study. This includes keeping current on fire service, EMS and departmental subject matter and changes, and notifying their company officer of their training needs. Firefighters are responsible to participate in an aggressive, safe and positive manner in all classroom and practical training. Firefighters are responsible for maintaining the licensure required of their position. This includes EMT, Advanced EMT or Paramedic as well as ensuring that they maintain a valid Class C (non-CDL) driver's license.

INITIAL TRAINING

Full-time, Per-Diem and Call Company initial training will be conducted in accordance with the Maine Bureau of Labor Standards and as directed by the Fire Chief. The Probationary Program Manuals will be utilized for this initial training process. These training manuals will be reviewed and updated as required or as directed by the Fire Chief.

MONTHLY TRAINING ASSIGNMENTS

The Training Division is responsible for providing monthly training assignments through the Training Bulletin, Training Calendar, and the Company Officers Training Packet as issued at the beginning of each year. This shall specify the assigned and makeup dates for training (if applicable), who is required to attend, and other necessary information.

JOINT TRAININGS (Call Company and On-Duty Staff)

During evening that the call company conducts training, the on-duty staff will participate. On the day of the scheduled training, the call company officer scheduled to conduct the training will contact the on-duty officer and advise them of the training topic, time and location.

MANDATORY TRAININGS

Training that must be accomplished by all members. This may also include Per-Diem and Call Company personnel. Mandatory training will include Federal and State mandated courses and courses deemed as mandatory by the Westbrook Fire & Rescue Department administration. These training sessions and make-up sessions will be scheduled by the Training Division and coordinated through the Captains and/or Deputy

Fire Chief.

If a member fails to meet the required mandatory trainings, the member will be placed on a “work restriction.” During this “work restriction”, the member will not be able to respond on calls or attend department related activities, including trainings, except those needed to meet the requirement.

DOCUMENTATION OF TRAINING

The Company Officer and/or the Instructor of a specific training activity is responsible for completing and submitting the training report to the Deputy Chief. The Training Report shall be filled out completely with the objectives that were completed, standards that were used, method of instruction and instructor signature.

All reports not properly completed will be returned to the responsible party for completion. The accurate documentation of the training report is necessary for computer data entry and accurate tracking of training progress. For individual type training activities (i.e. Firefighter I study, reviewing fire service publications, on-line training, etc.) the individual is responsible for completing the report and submitting it to his/her Company Officer for their signature. Individuals attending classes outside of the fire department (i.e. fire officer classes, tactics seminars, etc.) are responsible for completing a training report upon returning from the course, attaching any completion certificates and submitting it to the Deputy Chief.