

**Stillwater Fire District**  
**Stillwater, New York**

Fire District Policy and Procedure

Policy Number: 8 of 2010

Policy: Minimum Training Requirements

Date Issued: June 16, 2010

Effective: June 16, 2010

Revised: April 2016

Review Date: January 2017

**I. PURPOSE**

- A. The purpose of this policy is to insure that members of the fire company receive basic training in order to comply with minimum training “best practices” as outlined by ODL-PESH, provide more efficient service, to reinforce the requirements of a team effort in responding to incidents and to re-enforce the need for safe operations at the scene of any incident. The only acceptable way to enhance experience, to reinforce the need for common knowledge to enhance scene safety and to build the basis of an efficient response team, is formalized training. It is the position of the Fire District that all members entering the fire service will be required to obtain a minimal level of training as established by “best practices” issued by DOL-PESH and or OFPC. Training may come from any number of sources but in order to be counted

**II. DEFINITIONS**

- A. State level certification, shall be defined as a course taught by a certified state instructor and leads to certification issued by the State of New York.
- B. Member shall be defined as any person who has been accepted by the fire company and confirmed by the Board of Fire Commissioners to be affiliated with the fire company.
- C. Certification means that a certificate is issued by the State of New York Office of Fire Prevention and Control or the National Fire Academy attesting to the attainment of a passing grade or a standard level of proficiency that has been achieved in a specific subject.
- D. OFPC, Office of Fire Prevention and Control.
- E. *“Member in Training”, or “Probationary” member is a member who has had no previous level of training in the fire service and is not proficient at any level of tasked based training.*

**III. POLICY**

- A. It shall be the policy that any person who has been approved to be a member of the Arvin Hart Fire Company shall attain a minimum level of training upon receiving an affirmative vote by the members of the company with subsequent approval by the Board of Fire Commissioners.

- i. The exception being the Participating Social member who shall be provided with a minimum orientation to include familiarization with the Rules Regulations and By-Laws of both the fire district and fire company.

B. *The minimum standards shall be;*

**Exterior Firefighters:**

*All firefighters should complete a training program(s) addressing these core competencies:*

- 1) *Complete a training program addressing the subject areas/core competencies associated with OSHA 29 CFR1910.120 requirements or hazardous materials first responder operations;*
- 2) *Complete a training program addressing the subject areas/core competencies associated with infection control to achieve compliance with OSHA 29CFR1910.1030;*
- 3) *Complete the objectives for basic first aid;*
- 4) *Complete the objectives for cardio-pulmonary resuscitation (CPR);*
- 5) *Completion of the latest version of the National Incident Management System (NIMS) courses ICS-700 and ICS-100;*
- 6) *Fire safety principles familiarization;*
- 7) *Tool and scene safety awareness;*
- 8) *Building construction in relation to fire service operations;*
- 9) *Understanding fire behavior and development;*
- 10) *Familiarization with personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) as assigned;*
- 11) *Familiarization with fire service communication operations;*
- 12) *Familiarization with incident management principles;*
- 13) *Familiarization with fire prevention principles;*
- 14) *Arson awareness;*
- 15) *Familiarization with fire extinguisher operations;*
- 16) *Familiarization with hose practices, nozzles and fire streams (excluding interior structural fire attack);*
- 17) *Understanding of water supply operations;*
- 18) *Familiarization with ground ladder operations;*
- 19) *Ropes and knots.*

**Interior Firefighters:**

*In addition to core competency training provided for all exterior firefighters, interior firefighters should complete a training program(s) addressing the following core competencies:*

- 1) *How to initiate a response to a reported emergency;*
- 2) *Fire service communication operations;*
- 3) *Familiarization with assigned self-contained breathing apparatus (SCBA) during emergency operations;*
- 4) *Safe fire apparatus response to an emergency incident;*
- 5) *Scene safety and operating at an emergency incident;*
- 6) *Familiarization with forcible entry techniques;*
- 7) *Operating as a team member within a hazardous area;*

- 8) *Familiarization with ground ladder operations;*
- 9) *Familiarization with safe operations at vehicle fires;*
- 10) *Understanding outside or exterior fires and defensive operations;*
- 11) *Familiarization with structure fire search and rescue operations;*
- 12) *Familiarization with interior fire attack operations;*
- 13) *Familiarization horizontal and vertical ventilation operations;*
- 14) *Understanding overhaul operations;*
- 15) *Familiarization with salvage and property conservation techniques;*
- 16) *Familiarization with water supply operations;*
- 17) *Understanding of fire chemistry and behavior;*
- 18) *Familiarization with fire extinguisher operations;*
- 19) *Ground cover fires;*
- 20) *Fire equipment, hose and PPE inspection and maintenance;*
- 21) *Building construction related to interior structural firefighting operations.*
- 22) *In addition, members who wear SCBA shall be subject to the minimal standards for the use of SCBA and shall have a medical review annually as prescribed by the Stillwater Fire District and in compliance with the OSHA respiratory protection standard which shall include the completion of a medical questionnaire, physical examination and respiratory fit test.*

**Apparatus Operators:**

*In addition to core competencies for exterior firefighters, apparatus operators should complete a training program addressing the following core competencies:*

- 1) *Performing routine preventive maintenance, inspection and being capable of initiating the service of vehicle systems, components, equipment, tools and appliances assigned to the vehicle and be capable of initiating correction of any deficiencies noted;*
- 2) *Be capable of documenting routine maintenance, inspection and service of the vehicle's systems, components, equipment, tools and appliances mounted on or assigned to vehicle. Be capable of initiating correction of any deficiencies noted during this process or any corrective actions required to address deficiencies;*
- 3) *Be capable of demonstrating safe operation of the vehicle in compliance with applicable laws, regulations and standards during routine driving and emergency responses*
- 4) *Be capable of demonstrating defensive driving practices;*
- 5) *Be capable of demonstrating safe maneuvering of the vehicle around obstructions and in restricted spaces both forward and reverse;*
- 6) *Be able to demonstrate safe backing procedures and the use of a spotter;*
- 7) *Be knowledgeable of operational capabilities and limitations of the vehicle, its systems and components, equipment, tools and appliances mounted on or assigned to that vehicle;*

- 8) *Understand the operation of the functional systems, tools, equipment and appliances mounted on or assigned to the vehicle;*
- 9) *Be capable of demonstrating the ability to operate the pump or other functional systems on the apparatus.*

**Fire Officers / Incident Commanders:**

*As outlined in section 1910.156(c)(1) of the OSHA regulations, those chiefs, officers or firefighters who have been designated or may perform the duties of a fire service incident commander must receive training which is superior than that provided to the general membership of the fire department. In addition to the training provided to the general membership those who may be acting as an Incident Commander should have received training prescribed for an interior firefighter, general knowledge of apparatus/pump operations, as well as education in incident command operations. Incident command training and education is not required to come from any one particular source or class. The training to educate those designated or who may find themselves in the position as an Incident Commander should include supervision, leadership, and command methodologies necessary for mitigating emergency situations during hazardous and stressful environments incorporating the best safety practices.*

*In addition to the core competencies required for interior firefighters and apparatus operators, incident commanders should have a demonstrated knowledge and experience in the following core competencies:*

- 1) *Safe and effective assignment and supervision of tasks, or responsibilities to managing unit officers at emergency incidents (including those on highways and roadways), during training and under routine or non-emergency circumstances;*
- 2) *Be capable of communicating clear direction and supervision of members during training;*
- 3) *Knowledge of administrative policies and procedures and records management, including incident reports;*
- 4) *Knowledge of building construction and fire behavior, including structural soundness and the significance of fire load;*
- 5) *Be capable of evaluating and implementing scene security and evidence preservation;*
- 6) *Be capable of developing and implementing an incident action plan;*
- 7) *Be capable of conducting a post-incident analysis;*
- 8) *Be knowledgeable of safety principles, including injury and accident prevention;*
- 9) *Be familiar with fire department injury and accident reporting requirements according to department policies;*
- 10) *Be familiar with firefighter health and wellness for recognition of issues, e.g. stress, heart attack and other issues that would hinder firefighter's response capabilities;*
- 11) *An understanding of strategy, tactics and operations in fire suppression;*
- 12) *An understanding of vehicle extrication procedures and department capabilities and limitations;*

- 13) *Awareness of other situations expected to be encountered in the department's immediate response area;*
- 14) *Be capable of initiating scene size-up procedures;*
- 15) *Be familiar with initial arrival report ("C.A.N. [Conditions, Actions, Needs] - Report") protocols;*
- 16) *Be familiar with radio communications operations;*
- 17) *Be capable of communicating fire-ground reports (location of fire, water on fire, searches, knock-down, etc.);*
- 18) *Be familiar with urgent and mayday communication protocols;*
- 19) *Be familiar with how to mitigate miscellaneous emergencies (gas leaks, CO, electrical, elevator rescues, hazmat containment, etc.);*
- 20) *Understand RIT/FAST Operations and how to implement them;*
- 21) *Obtain a certificate for the latest version of NIMS ICS-200;*
- 22) *Understanding the use and limitations of special fire department equipment (gas meters, thermal imaging cameras, self-escape equipment, gas powered tools, etc.).*

***Training Guidance for Fire Department Training Instructors:***

*Fire department training instructors must receive a higher level of training and education than the fire department members they will be instructing. This includes being more knowledgeable about the functions to be performed by the fire department and the hazards involved. The instructors should be qualified to train fire department members and demonstrate skills in communication, methods of teaching, and instructional motivation.*

*Training Instructors should demonstrate and possess the following skill set core competencies to instruct personnel effectively which includes but is not limited to:*

- 1) *Preparation;*
  - 2) *Presentation;*
  - 3) *Application;*
  - 4) *Testing;*
  - 5) *Summary;*
  - 6) *Knowledge base of relevant subject matter, applicable policies, rules and regulations.*
1. *Members who join the fire company and intend to perform fire police duties shall obtain certification in the Department of State, OFPC Fire Police Training Course and shall be sworn by the Town Clerk or Secretary of the Fire District prior to exercising fire police duties.*
  2. *Members who have not completed the minimum training requirements for the expected assignment, shall not perform at a level above which they have been trained.*
  3. *Attendance at and certification at the prescribed training does not relieve the member from the requirements of on the job or in station training conducted by the line officers or other appropriate instructors.*

4. Annual training covering the basic OSHA requirements for all members shall be conducted and shall include:

<b>Topic</b>	<b>Standard</b>
Hazardous Materials/Emergency Response	1910.120(q)(8)
Respiratory Protection	1910.134(k)(5)
Blood Borne Pathogen	1910.1030(g)(2)(ii)(B)
Right to Know	Article 28 Section 878
Workplace Violence	NYCRR Part 800.6
Fire Extinguishers (if required to use)	1910.157(g)(2)

The annual refresher training should be comprised of current content and of sufficient duration so that each member can demonstrate knowledge and abilities in their assigned duties. It is essential to maintain documentation of all training conducted to comply with these requirements.

In addition to subject area topics discussed in a firefighter's initial training, additional topics for annual refresher training may include those listed below. It is also important to maintain an awareness of current fire service trends and advancements as they relate to your Fire Department and response area.

Some suggested topics may include:

Hazard Recognition,  
 Fire Station Safety,  
 Response Safety,  
 Fire Scene Safety,  
 Protective Clothing,  
 SCBA Use,  
 Tools and Equipment

These requirements may be incorporated in weekly training initiatives but must be documented on the training report as being covered.

5. Chief Officers are encouraged to attend at least one professional development course annually. Funding, including reasonable travel expenses, to attend professional development training shall be provided by the Board of Fire Commissioners.

a. Travel expenses shall be reimbursed upon submission of a travel voucher, for actual expenses upon submission of receipts or at the federal per diem rates.

#### **IV. PROCEDURE**

A. As stated, all members entering the department shall complete the appropriate minimum training appropriate for the level at which they are expected to perform. With a tasked based program the time period will be determined by the ability of the candidate and the time allocated for the training. Officers shall allow members to perform tasks above the level that they have been trained and members have a corresponding responsibility to refrain from performing tasks at a level above which they have taken training.

- B. Members who are in the Probationary Fire Fighters “in Training” status shall be allowed to participate in drills, meetings, social events and shall be encouraged to respond to the appropriate station in a non-emergency mode and may only ride apparatus at the discretion of the Office in Charge (OIC) of the apparatus, if and only if there is space available and the riding position is not being occupied by a more fully qualified member. An alternate option is to request to be classified as a social member of the fire company.*
- C. Probationary fire fighters in training shall not be wearing SCBA nor shall they engage in live fire operations prior to achieving the proficiencies required of an exterior and interior firefighter.
  - i. The intent is that without a minimum level of training, members shall not be participating in unsupervised activities that where they are subject to greater risk due to be being unknowledgeable or untrained.**
- D. Upon achieving the proficiencies requisite by the proscribed minimum training standards from an appropriate source or agency the member shall no longer be considered to be a probationary member “in training status”.*
- E. The Fire Chief shall be responsible for the enforcement of this policy.*

By Order of Board of Fire Commissioners – Stillwater Fire District

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Chairman Board of Fire Commissioners