

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 8 of 2010

Policy Name: Required Minimum Training

Date Issued: June 16, 2010

Effective: June 16, 2010

Revised: _____

Review Date: January 2011

I. PURPOSE

A. The purpose of this policy is to insure that members of the fire company receive basic training in order to 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 through a formal state instructor led course resulting in certification.

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 is a member who has not completed the requisite minimum training courses.

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 within one year of receiving an affirmative vote by the members of the company with subsequent approval by the Board of Fire Commissioners.
- B. The minimum standards shall be;
 - 1. Members who shall don SCBA or enter buildings with a hazardous atmosphere for the purpose of rescue, remediation or extinguishment shall

obtain certification as an NFPA level Fire Fighter 1 from the Department of State, OFPC within one year of being voted in as a member.

2. 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.
3. Members who join the fire company and do not intend to enter structures with a hazardous atmosphere or wear SCBA, shall obtain certification in the Department of State, OFPC Scene Support Operations course. This course is a minimum requirement to familiarize the member with proper operations at the scene of the incident, to define fire service terms and to familiarize the member with basic scene safety principles.
4. 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 prior to exercising fire police duties.
5. Members who have not been certified in the minimum training requirements within the prescribed period of time shall be considered in "probationary" status and shall not ride apparatus if there is a more qualified individual available, shall not be considered as part of a minimum staffing crew and shall be distinguished on the fire scene by a visible means as determined by the Line Officers.
6. 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.
7. Annual training covering the basic OSHA requirements for all members shall be conducted and shall include:

	New members	Refresher
General Hazard Recognition	1 hour	1 hour
Fire Station Safety	2 hours	half hour
Response Safety	2 hours	half hour
Protective Clothing	3 hours	1 hours
S.C.B.A.	3 hours	2 hours
Fire Scene Safety	2 hours	1 hour
Tool/Equipment Safety	2 hours	1 hour
New Developments in Fire Service	1 hour	1 hour

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

8. Chief Officers shall attend and shall provide a certificate for 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 course within one year of being voted into membership and shall be termed Probationary Fire fighters until the requisite courses are certified.
- B. If upon attaining the member's one year anniversary the required course has not been made available through the County of Saratoga or within any adjacent Counties where space is available, or through the State Fire Academy at Montour Falls, a one year **written** extension *may* be granted on a case by case basis. All three Chief officers shall sign a waiver and the waiver shall be entered into the member's official file. Upon granting of the waiver, the member shall continue their status as a probationary fire fighter in training until such time as the prescribed course is completed with certification.
- C. Minimum training requirements shall not be extended for more than 365 days beyond the one year anniversary date of the candidate becoming a member.
- D. If the prescribed minimum training is not completed and a certificate awarded within the prescribed period of time, not to exceed a total of 730 days, the member shall continue to be considered Probationary.
- E. 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.
- F. Probationary fire fighters in training shall not be wearing SCBA nor shall they engage in live fire operations prior to obtaining a certificate of completion from OFPC for a Fire Fighter 1 course.
 - 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.
- G. Upon receiving written certification of the minimum training standards from an accredited agency (NYS-OFPC or National Fire Academy) the member shall no longer be considered to be a probationary member "in training status".
- H. The Fire Chief shall be responsible for the enforcement of this policy.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners