

Purpose: This policy establishes policies and procedures for training activities and minimum training requirements for Active CTFD volunteer personnel.

Administration: The Fire Chief, Assistant Fire Chief, Deputy Fire Chief of Training and the Fire Training Coordinator will have joint responsibility for administration of this policy within the scope of their job descriptions.

Definitions:

Night Drills: Training Sessions designated by the Fire Training Coordinator or Deputy Chief of Training for attendance by all CTFD personnel. These drills include, but are not limited to, hands-on and classroom skills conducted by in-house staff or outside instructors. These drills will normally be held on Monday nights.

Day Drills: Training Sessions designated by the Fire Training Coordinator or Deputy Chief of Training for attendance by career and daytime staff. These drills include, but are not limited to, hands-on and classroom skills conducted by in-house staff or outside instructors.

Saturday Drills: Training Sessions designated by the Fire Training Coordinator or Deputy Chief of Training for attendance by any CTFD member for additional skills practice. These drills may also be used by those who are unable to attend Night or Day drills.

Live Fire Session: Live structural fire training conducted by the CTFD.

PSFA Courses: Any course created and maintained by the Pennsylvania State Fire Academy. PSFA courses can only be obtained through a PSFA approved instructor.

Policy:

Annual Required Training for All

- In order to maintain Active status in the CTFD, all personnel are required to participate in a minimum of 18 drills annually. Compliance with this requirement will be evaluated semi-annually.
- All CTFD personnel are required to maintain current documented credentials in the areas listed below.
 - Current CPR/AED certification
 - Current First Aid certification or higher FR, EMT-B, EMT-P
 - CTFD approved bloodborne pathogens training
 - Hazardous Materials Operations Refresher
- Interior Firefighter (SCBA qualified)
 - Annual SCBA face piece fit-test
 - 1 CTFD live fire drill, approved equivalent training may be approved
 - Annual SCBA air consumption drill

Required Training for Support Members

- Non-SCBA Training Skill Sheets (7.6) **(NOTE: First page required to ride apparatus, completion of skill sheets required to be evaluated for release from probation status.)**
- Introduction to the fire Service (PSFA)
- Fire Ground Support (PSFA)
- Hazardous Materials Awareness
- Exterior Firefighter (PSFA)
- First Aid & CPR & AED
- NIMS IS 100 (FEMA)
- NIMS IS 700 (FEMA)

Required Training for Interior Members

- SCBA Training Skill Sheets (7.7)
- Completion of Non-SCBA training skill sheets
- Interior Firefighter with Live Burn or NFPA 1001 Firefighter 1
- NIMS IS 200 (FEMA)
- NIMS IS 800 (FEMA)

Additional Training

- All CTFD members are encouraged to participate in as many drills as possible to increase their skills and knowledge. Other training opportunities will be communicated, as they are made available. Outside training may need to be cleared by the Fire Chief, Assistant Fire Chief or Deputy Chief of Training.
- Additional training may be made mandatory for CTFD members or specific groups of CTFD members at the discretion of the Fire Chief, Assistant Fire Chief or Deputy Chief of Training.
- All personnel are encouraged to participate in Station Drills, SFA Local Level Courses, training sessions with mutual aid departments or agencies (local fire departments, Zone 4 Tanker Task Force, and similar), and other training courses or sessions (attendance may require approval from the Deputy Chief of Training for insurance or billing purposes).
- Additional training of these types may be made mandatory for CTFD personnel or specific groups of CTFD personnel at the discretion of the Deputy Fire Chief of Training, Assistant Fire Chief or Fire Chief, as deemed appropriate and with prior notification of the affected personnel.

Approved Equivalent Training:

- At the discretion of the Deputy Chief of Training, Assistant Fire Chief, and/or the Fire Chief, the CTFD may accept training administered by agencies other than the CTFD or the Pennsylvania State Fire Academy as equivalent to any requirements set forth or referenced in this policy.
- Examples of training which may be approved as equivalent training include, but are not limited to, National Fire Academy courses, courses administered and delivered by state training agencies outside of Pennsylvania (e.g., Maryland Fire and Rescue Institute (MFR I), Delaware State Fire School, New Jersey Division of Fire Safety, Office of Training & Certification, etc.) training programs administered and delivered by a career fire department academy, training programs administered and delivered by another fire department, commercial/third-party training programs, and similar programs.

- The chief officer reviewing a request for approved equivalent training acceptance may request any reasonable documentation necessary to verify successful completion of the training course, program or session, evaluate the actual training material and methods utilized, and validate the qualification or ability of the agency delivering the training to do so.

Conduct During and Preparedness for Training

- All personnel shall conduct themselves in a professional manner conducive to maintaining safe and effective operations during all drills, courses and live burn sessions.
- All personnel shall report to drills, courses and live burn sessions with all Personal Protective Equipment needed for the drill, course or live burn session they are attending, as set forth under CTFD Policy 6.2 – Personal Protective Equipment.
- If personnel are being transported to and/or from a drill, course or live burn session on in-service CTFD apparatus, they shall carry on board all personal protective equipment (PPE) required under CTFD Policy 6.2 – Personal Protective Equipment should that apparatus be called for service, regardless of whether or not the drill, course or live burn session in which they are participating would otherwise require that level of PPE.
 - It is recommended that this practice also be followed for out-of service CTFD apparatus, when practical, but determination of PPE needs for travel on out-of-service units is left to the discretion of the CTFD officer in charge during the training being attended or the Deputy Chief of Training.

Documentation

- All CTFD in-house training will be documented using the CTFD Crew Activity Report – Staff Sign in Sheet.
- Responsibility for ensuring the completion of the Staff Sign In Sheet for in-house training is as follows:
 - Township Drills and Live Burn Sessions: The Duty Officer assigned during the drill or session shall have primary responsibility; in the event the Duty Officer is unavailable, responsibility will pass to the ranking CTFD officer participating in the drill or session.
 - Station Drills: The Station Captain shall have primary responsibility; in the event the Station Captain is unavailable, responsibility will pass to the ranking CTFD officer or participating in the drill.
 - SFA Local Level Courses: The ranking CTFD officer participating in the course shall have primary responsibility. CTFD documentation for these courses is only required if the course is being conducted at the request of the CTFD and primarily for CTFD personnel.
- If circumstances require, the responsible officer may pass documentation duties for in-house training to an Active CTFD member. Documentation duties shall not be assigned to a Junior Active CTFD member.
- For training courses, sessions or programs conducted or sponsored by agencies other than the CTFD (including fire training centers, other fire departments, out-of-state programs, etc.), it is the responsibility of the CTFD member participating in the training course, session or program to secure proper documentation of successful completion and provide copies of this documentation to the Deputy Chief of Training or his/her designate in a timely fashion.
- The CTFD will only consider training to be completed when proper documentation has been provided and copies are on file with the CTFD.

TRAINING

Cumru Township Fire Department
Policy 7.1

Department Training/Required Training

02/16/2016

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References:

4.15 Probationary Members
4.12 Junior Members
6.2 Personal Protective Equipment
7.7 Outside Training Authorization
7.8 Eligibility for Outside Authorization
NON SCBA Qualification Sheet
SCBA Qualification Sheet