

THE GLENHAM FIRE DISTRICT STANDARD OPERATING GUIDELINE AND PROCEDURE	SUBJECT NO. GFD-43-06
DEPARTMENT: Glenham Fire Department SUBJECT: Training Requirements	
<u>CROSS-REFERENCE:</u> GFD-43-01 Organizational Statement & General Overview; Driver/MPO Training Report; Driver/MPO Qualification Form; Driver/MPO Training Recommendation Form; FEMA ICS Training References	

Original date of issue: 03/2018

Reviewed:	03/18	02/20					
Revised:		11/23					

All ACTIVE personnel will meet the training requirements set forth by the Glenham Fire District in which follows OSHA/PESH 29cfr 1910.156. And also utilizes OFPC Recommended Best Practices for Fire Department Training Programs.

All ACTIVE Firefighters shall show proficiency and competency in the training based on the classification of said firefighter. All training must be documented and approved by Chief or Training Officer.

Any required annual training that has not been completed the member shall be suspended from Active status until requirements have been met.

Required Annual Training for ALL Interior Firefighters:

- Respiratory Protection 1910.134(k)(5)
- Blood Borne Pathogen 1910.1030(g)(2)(ii)(B)
- Right to Know: Article 28 of the New York State Labor Law, Section 878
- Workplace Violence NYCRR Part 800.6
- Fire Extinguishers 1910.157(g)(2)
- Bailout Training
- CPR/AED and First Aid (bi-annual certification)

Prior to becoming an Interior Firefighter in the Glenham Fire District, the member must have completed:

- NYS Firefighter 1, or
- Firefighting Essentials /Initial Fire Attack and Haz-Mat Operations, or
- Basic Firefighter/Intermediate Firefighter and Haz-Mat Operations, or
- National Certification for Firefighter 1 and National Certification for Hazardous Materials Operation

All Interior Firefighters will be required to have an annual Physical and Respirator Fit Test using an SCBA mask utilized in Glenham Fire Districts operation.

All Interior Firefighters are required to attend a minimum of **2** drills/training events per quarter.

If any Interior firefighter does not meet any guidelines as stated above he/she shall be reclassified to a more appropriate classification.

Required Annual Training for ALL Exterior Firefighters:

- Hazardous Materials /Emergency Response 1910.120(q)(8)
- Blood Borne Pathogen 1910.1030(g)(2)(ii)(B)
- Right to Know: Article 28 of the New York State Labor Law, Section 878
- Workplace Violence NYCRR Part 800.6
- Fire Extinguishers 1910.157(g)(2)
- CPR/AED and First Aid (bi-annual certification)

All exterior firefighters shall be trained to the equivalent level of NYS Basic Exterior Firefighter Operations.

All Exterior Firefighters will be required to have an annual physical to remain as an ACTIVE Exterior Firefighter.

Required Annual Training for ALL Exterior Scene Support:

- Hazardous Materials /Emergency Response 1910.120(q)(8)
- Blood Borne Pathogen 1910.1030(g)(2)(ii)(B)
- Right to Know: Article 28 of the New York State Labor Law, Section 878
- Workplace Violence NYCRR Part 800.6
- Fire Extinguishers 1910.157(g)(2)
- CPR/AED and First Aid (bi-annual certification)

All Exterior Scene Support will be required to have an annual physical to remain as an ACTIVE Scene Support.

Required Annual Training for ALL Drivers/MPO:

- Hazardous Materials /Emergency Response 1910.120(q)(8)
- Right to Know: Article 28 of the New York State Labor Law, Section 878
- Workplace Violence NYCRR Part 800.6
- Fire Extinguishers 1910.157(g)(2)

All drivers must complete NYS EVOC or Equivalent (VFIS class) within 1 year of driver training completion.

It is a recommendation that all drivers complete a NYS Pump Operators Class or Equivalent.

All drivers will be required to have an annual physical in order to remain as an ACTIVE Driver.

Driver Trainee:

All qualified drivers may train individuals who wish to become MPO operators. Before any new MPO operator is qualified, training records should be reviewed by a senior qualified driver(s) and Chief Officers. The Chief Officer will then recommend this individual to the Board of Fire Commissioners as a qualified driver for the Glenham Fire District.

Driver/ MPO Training***Purpose:***

1. To maintain consistency in the training of new drivers and Motor Pump Operators.
2. Have accepted requirements and guidelines for training.
3. Establish and maintain high levels of competency for all drivers and MPO's in the department.

Eligibility:

1. The individual must be an Active Member of the Company for at least one (1) year prior to the start of training.
2. The individual must have taken and completed the New York State Basic Exterior Firefighting Operations OR equivalent.
3. The individual must have a valid New York State Operators license of Class "D" or higher.
4. If the individual is transferring from a neighboring department and has qualifying Driver/ MPO experience in that department.
5. Drivers conviction record will be considered on a case by case basis.

Approval:

If all the above requirements are met, then approval to enter the Diver/ MPO training program may be granted providing approval is granted by the Company and Department Training Officers and the Chief of the Department.

Start of Training:

- Training may start as soon as approval of the training has been granted.
- A trainee will NOT respond with any apparatus until after the successful completion of all parts of the program.
- Training shall start with the smallest apparatus and progress through to the largest apparatus, in natural order, as each apparatus is completed.
- Special consideration may be given to the order of training under special circumstances (i.e.: arrival/replacement of new apparatus, etc.)

Qualification for MPO:

- Recommend the completion of New York State Pump Operators Course or equivalent.
- Successful completion of the Department Driver/ MPO Program.
- Approval of the Chief of the Department, Company and District Training Officers and the Board of Fire Commissioners.

Trainee Requirements during program participation:

- Must attend/ partake in at least 30% of all Company and Department drills.
- Must attend/ partake in at least 25% of the Monday night apparatus checks (One (1) Monday night per month).
- Minimum of 10 total hours for 43-31 and 43-61
- Minimum of 20 total hours for 43-11 and 43-12

Records:

Proper records will be maintained in order to have an accurate picture of the trainee's progress in the program. Documentation of training will be via the attached forms:

1. Driver / MPO Training Report
2. Qualification Form
3. Recommendation Form

PART 1 - Initial Training:

During Part 1 of the program, the driver / MPO trainee will NOT drive apparatus on any state or local highway, but the training will be done off-road in parking lots. A presently qualified Driver/ MPO will drive to and from the training area. Training will consist of the following:

- A sufficient number of hours, at least one (1) hour per apparatus, using approved situations, to learn proper maneuvering and handling of each apparatus.
- At least two (2) hours will be in the presence of the Company or District Training Officer.

PART 2-Road Training:

During Part 2 of the program, the trainee will be allowed to drive the apparatus on state and local highways if the Company and District Training Officers agree that the trainee has successfully completed Part 1 of the program. Training should emphasize street and hydrant locations, special hazards, and alternate water sources. Training will also consist of the following:

- A sufficient number of hours of over the road training in the Fire District using all of the apparatus.
- At least 4 hours will be in the presence of the Company or District Training Officer, with a minimum of one (1) hour on each apparatus.

Part 3-Pump Training:

Part 3 shall consist of a sufficient number of hours of training, with a minimum of one (1) hour per apparatus, in the following areas:

- Hand Line Operation
- Master Stream Operation
- Pumper Relay/ Hydrant Operation
- Tanker Shuttle
- Drafting

Part 4-Qualification:

For qualification as an MPO, the trainee must show proficiency in the following:

- Road handling of the apparatus, street location, operations, procedures, and apparatus response. This will be at least one (1) hour per apparatus.
- Pump handling to cover such areas as outlined in Part 3 (Pump Training), with a minimum of one (1) hour per apparatus.
- Oral discussion of pump capabilities, equipment location, portable equipment, and the mutual aid system. This may be done as a group drill.
- A different driver must qualify the trainee then the trainer.

Additional Notes:

MPO re-qualifications will be done on a yearly basis and will consist of Parts 3 & 4 (oral discussion). The Company Training Officer will set up a re-qualification time period. A trainee may be dropped at any time for failure to comply with the procedures outlined in these Standard Operating Guidelines. Members who have been MPOs in other fire companies need only meet a 6-month requirement and complete Part 4 of the program. The acquisition of new apparatus shall entail additional training for all drivers. Minimum shall be two (2) hours.

Driver/MPO Training Report

Date: _____

Driver Trainee: _____

Apparatus Trained On:

() 43-11 () 43-12 () 43-31 () 43-61

Road Time Hours _____ Road Time Mileage _____

Pump Time Hours _____ Draft Time Hours _____

Pump Practice:

() Drafting () Hydrant () LDH/5"
() Hand Lines () Relays () Relief Valve

Comments:

Driver Trainer: _____

Officers Approval: _____

Driver/MPO Qualification Form

Driver Trainee: _____

Part 1 Completion Date: _____

Part 2 Completion Date: _____

Part 3 Completion Date: _____

Part 4 Completion Date: _____

Driver Trainers: 1. _____

 2. _____

Department Training Officer: _____ Date _____

Chief Officer: _____ Date _____

This form is to be completed and attached to the recommendation form for the approval of the Chief of the Department.

Driver / MPO Training Recommendation Form

To: Chief of Department

Re: Driver / MPO Training Recommendation

At this time Driver / MPO Trainee_____ has completed the required hours and training to become a qualified Driver/MPO of the Glenham Fire District, as defined by the policies set forth by the Slater Chemical Fire Co. and the Glenham Fire District.

Training Records attached shall accompany the member's files.

Respectfully Submitted:

Title: _____

Signature: _____ Date: _____

Approved as Driver/MPO:

CC: File:

Required Annual Training for Fire Police:

- Hazardous Materials /Emergency Response 1910.120(q)(8)
- Right to Know: Article 28 of the New York State Labor Law, Section 878
- Workplace Violence NYCRR Part 800.6
- Fire Extinguishers 1910.157(g)(2)

The Members of this unit or squad shall, within the first two (2) years of membership, successfully complete the New York State Fire Police Training course, or its equivalent.

All Fire Police will be required to have an annual physical in order to remain Active.

Additional Notes:

All Active members are required to make a minimum of 8 drills per year. Any member not completing a NYS Firefighter 1 course (or its equivalent as outlined in the interior classification section) will therefore be REQUIRED to make a minimum of 10 drills per year.

Any member exempt from training status due to school, military or medical from making required drills will be assigned to the Scene Support classification until ALL training requirements have been satisfied AND competency and proficiency is shown to Chief or Training officer for the expected duties of prior classification.

NIMS COMPLIANCE

It shall be the policy of the Glenham Fire District to adhere to and comply with FEMA ICS Command System. Every active firefighter will be required to complete IS-100 and IS-700 "Introduction to Incident Command System"

ICS-100 - <http://emilms.fema.gov/IS100b/index.htm>

ICS-700 - <http://emilms.fema.gov/IS700aNEW/index.htm>

It shall also be the policy of the fire district that in addition to the minimum requirements for active duty firefighters that all Fire Company Line Officers complete IS-200 with a recommendation of IS-300. Chief Officers will be required to complete IS-800.

ICS-200 - <http://emilms.fema.gov/IS200b/index.htm>

ICS-800 - <http://emilms.fema.gov/IS800B/index.htm>

Based on the complexity of incidents with the Glenham Fire District these standards have been adopted as the minimum requirement of ICS training. The ICS dictates five (5) levels of complexity with five (5) being the lowest and one (1) being the highest levels of complexity. It shall be the responsibility of the Chief Officer or the officer in charge of an incident to determine what level of ICS is required to manage the incident. Adoption of this standard will enable the fire district to respond to and operate at levels three (3), four (4) and five (5). If an incident should occur that falls into the one (1) and two (2) levels, the chief officer in charge will notify Dutchess 911 and they will in turn, request the appropriate agency.

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1.0	Chief's Recommended Changes to Assorted Training Requirements	M. Matthews, Sr.	11/15/23