

ANIMAS VOL. FIRE & RESCUE DEPARTMENT



TRAINING POLICY

Created 12/18/23

Adopted 1/25/24

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1.0 Intent

The intent of this policy is to establish policy and procedures for the training program.

2.0 Definitions

- 2.1 Unless expressly stated elsewhere, the following terms found in this policy will have the meanings indicated below.
- 2.2 Demonstrations: A practical showing by example of how a principal or method is applied.
- 2.3 Evolutions: A set of prescribed actions which result in an effective fireground activity.
- 2.4 Instructor: An individual trained and part of the Animas Fire & Rescue Department, NM State Fire Academy, NM State Forestry, BLM, or instructor approved by the Chief.
- 2.5 Chief/Designated Officer: The Chief and or designee shall supervise individual department operations and training.
- 2.6 Live Fire: Any unconfined open flame or device that can propagate fire. Use of artificially generated smoke without fire shall not be considered a life fire evolution.
- 2.7 Participant: Any Chief, Officer, Student, Instructor, Safety Officer, visitor, or other person who is involved in any training evolution within the operations area.
- 2.8 Visitor: Any non-participant in attendance to observe training activity.
- 2.9 Safety Officer: An individual qualified, who maintains a safe work environment during all training evolutions.
- 2.10 Student: Any person who is present for the purpose of receiving training.
- 2.11 Job Position Taskbook: Taskbook designed for entry level firefighters with a set of required skills to show proficiency.

3.0 Reference

National Fire Protection Association (NFPA) 1401 Recommended Practice for Fire Service Training and Reports (2017)

Insurance Services Office (ISO) Fire Suppression Rating Schedule (2012)

4.0 Policy

- 4.1 The Animas Fire & Rescue Department shall establish a robust training program to be administered and managed by the Chief or designee.
- 4.2 The Training Program should meet most requirements set forth by the NFPA regarding training requirements.
- 4.3 The Training Program should use texts and informational material from the most up to date sources, including:
 - 4.3.1 Jones and Bartlett
 - 4.3.2 IFSTA
 - 4.3.3 UL Firefighter Safety
 - 4.3.4 Any other source/resource vetted by the Chief or designee.
- 4.4 All training conducted shall be documented and recorded electronically by the Chief or designee for analysis of the effectiveness of the training program.
 - 4.4.1 A training record should indicate the following information:
 - 4.4.1.1 Training Topic.
 - 4.4.1.2 Method of training.
 - 4.4.1.3 Time began and ended.
 - 4.4.1.4 Members present.
 - 4.4.1.5 Competencies trained.
 - 4.4.2 Electronic training records shall be kept in ESO.
- 4.5 All training shall have an associated Job Performance Requirement checklist which contains:
 - 4.5.1 References to Standard Operating Guidelines, Policies, and NFPA Standards.
 - 4.5.2 Skill and or knowledge objective listed with a PASS/FAIL standard.
 - 4.5.3 Acknowledgement of the objective by the member and their officer.
- 4.6 A closed feedback loop system shall be used to evaluate the effectiveness of the training program. This loop is achieved through the following elements:
 - 4.6.1 Planning
 - 4.6.2 Organizing
 - 4.6.3 Implementation
 - 4.6.4 Operation
 - 4.6.5 Review
 - 4.6.6 Feedback/Alteration
- 4.7 For the purposes of planning and documentation of the training program, training shall be identified and documented through the following types:
 - 4.7.1 Company Training – any training conducted at the fire station, online, in the streets or any open areas in the district that involves a single company.

- 4.7.2 Facility Training – any training that is conducted as “hands on” which includes but is not limited to: live fire and initial emergency scene operations as defined by NFPA 1410.
 - 4.7.3 Officer Training – any training that is conducted as part of an initial certification for new company officers or continuing education for existing fire officers.
 - 4.7.4 Driver/Operator Training – any training that is conducted as part of an initial certification for new engineers or continuing education for existing engineers.
 - 4.7.5 Hazardous Materials Training – any training conducted at the operations level or higher.
 - 4.7.6 Recruit Training – any training that is conducted in the first year of membership that meets the requirements in NFPA 1001.
 - 4.7.7 Building Familiarization for Pre-Incident Planning – any training conducted as pre-incident planning tours of commercial, industrial, institutional, or similar buildings.
- 4.8 Throughout the year, each fire suppression member shall meet the minimum number of hours per topic as defined below:
- 4.8.1 Company Training – 16 hours per month
 - 4.8.2 Facility Training – 18 hours annually
 - 4.8.3 Officer Training – 12 hours annually
 - 4.8.4 New Driver/Operator Training – 60 hours annually
 - 4.8.5 Existing Driver/Operator Training – 12 hours annually
 - 4.8.6 Hazmat Training – 6 hours annually
 - 4.8.7 Recruit Training – 240 hours in the first year
 - 4.8.8 Pre-Incident Planning – Review as training
- 4.9 A training schedule for each type of training and a master training schedule that combines the separate training schedules shall be created for each calendar year that meets the hourly requirements set forth in 4.8.
- 4.10 The training program shall recognize the following certification/qualifications for fire suppression employees:
- 4.10.1 IFSAC Firefighter I & II
 - 4.10.2 IFSAC Fire Officer I & II
 - 4.10.3 IFSAC Hazmat Operations
 - 4.10.4 IFSAC Hazmat Technician
 - 4.10.5 IFSAC Rope Rescue I & II
 - 4.10.6 National Registry of Emergency Technicians EMR

- 4.10.7 National Registry of Emergency Technicians EMT
- 4.10.8 National Registry of Emergency Technicians Advanced EMT
- 4.10.9 National Registry of Emergency Technicians Paramedic

4.11 An evaluation program shall be created that meets the following goals:

- 4.11.1 Ensure fire suppression members are competent in current fire suppression operations
- 4.11.2 Provide feedback in the closed feedback loop, for the Chief to evaluate the effectiveness of the department training program.
- 4.11.3 Audit the hours of fire suppression employees to ensure the mandatory minimum hours in each topic are completed each calendar year.

5.0 Training Requirements

5.1 Inclusive to the training hours set forth in 4.8 and to ensure a uniformed training standard, all members are required to obtain the following certification/trainings:

- 5.1.1 ICS 100 & 700
- 5.1.2 CPR/AED/First aide – Every 2 years
- 5.1.3 HIPAA & Bloodborne Pathogens – Annually
- 5.1.4 UTV/ATV Operator Training
- 5.1.5 Fire Extinguisher Training

5.2 All suppression members must obtain:

- 5.2.1 IFSAC Hazmat Awareness
- 5.2.2 IFSAC Firefighter I / II
- 5.2.3 S130/S190
- 5.2.4 RT130 – Annually
- 5.2.5 Red Card – Annually
- 5.2.6 IFSAC Vehicle Extrication
- 5.2.7 Driver Training
 - 5.2.7.1 New Driver Training – 60 hours
 - 5.2.7.2 Shall include IFSAC Emergency Driver Operator Training
 - 5.2.7.2 Existing Driver Training – 12 hours
 - 5.2.7.3 Shall include EVOG Fire 3 Training Annually

5.3 Officers
ICS 200 & 800

5.4 Chief Officers
ICS 300 & 400
IFSAC Fire Officer I, II, III, IV