

Jefferson Rural Fire Protection District

Standard Operating Guidelines



Jefferson Rural Fire Protection District

Standard Operating Guidelines

TABLE OF CONTENTS

SECTION III	TRAINING
Requirements	3.1
Instructor Standards	3.2
Training Ground Conduct	3.3
Performance Evaluations	3.4
Live Fire Training	3.5
Officer Meetings	3.6
Training Records	3.7
Out of District Training	3.8
O.V.F.A. Conference	3.9
Volunteer Incentive Program	3.10

Jefferson Rural Fire Protection District

Standard Operating Guidelines

Training

Section III

3.1 Requirements

1. Drills will be conducted on Tuesday of each week. Tuesday daytime drill is provided if members make a request ahead of time.
2. Evening drills begin at 19:00 and end at 21:00. Daytime drill begins at 09:00 and ends at 11:00. Drills may extend past the normal time of completion, should the instructor deem it necessary to meet the objectives of the drill.
3. All suppression personnel shall be evaluated annually on SCBA donning and use. This task performance will be scored and maintained in the training file.
4. Anyone arriving later than 19:00, may not receive credit for attendance at the instructor's discretion.
5. Occasionally a special drill or activity will occur on a day other than Tuesday. Attendance at these is strongly encouraged, and may be required.
6. A drill schedule and personnel assignments will be posted prior to each drill. Personnel are expected to know their assignment and be prepared to begin promptly.
7. Each member will be given a monthly calendar with the training schedule on it.
8. It is the responsibility of each member in attendance to sign the training roster.
9. All personnel will use the appropriate level of protective clothing during drill as if it were a "real" event.
10. Safety concerns and issues for drill will be covered prior to the beginning of the practical.
11. Should a member have to miss drills for an extended period of time they shall notify their Officer and the Training Officer of the times and reasons.
12. Training attendance is an obligation of every member.
13. Individual training records will be reviewed quarterly (July, October, January and April).
14. Members attending less than of 50% of all drills during any of these periods, without a prearranged agreement with the Training Officer, will be contacted and asked to meet with the Training Officer. At that time reasons for the lack of attendance and possible corrective options will be discussed. Family and job issues will be considered.

3.2 Instructor Standards

1. Individuals who have received certification through D.P.S.S.T. as fire instructors must teach classes taught to gain accreditation.
2. Instructors must provide a minimum of 4 hours of instruction per year to maintain certification.
3. All instructors are expected to be properly prepared prior to class and have materials ready for instruction.
4. The fire district will provide funds for an individual seeking to obtain state accreditation as a fire instructor.
5. Any member assigned to teach or assist in teaching must notify the Training Officer and lead Instructor if they cannot fulfill their commitment. This notification should be at least 24 hours in advance.

Jefferson Rural Fire Protection District

Standard Operating Guidelines

3.3 Training Ground Conduct

1. An instructor has the authority of the Training Officer while conducting a training activity.
2. Participants are to perform in a professional manner that is considerate of instructors and students.
3. Think about your actions; can they be considered as harassing, unsafe, or inappropriate?
4. Place safety as the highest priority and act accordingly.
5. Whenever possible actively participate and don't become a spectator.
6. Ask questions or seek help if you don't understand...training is a time to learn.
7. Offer help to those who need assistance in a positive manner.
8. Use your time wisely...be well prepared and organized.
9. Each member of the fire district has a right to learn and become the best they can be. Any action that interferes with this right will be considered a serious violation.

3.4 Performance Evaluations

1. Various certifications require the successful completion of job skills and task books.
2. Task performance evaluations will also be given throughout the year on various fire ground functions. These will be scored and placed in your training file as a means of showing competence in that area.

3.5 Live Fire Training

1. Prior to any live fire training a burn release form must be filled out and notarized.
2. All personnel involved in an interior attack must have completed Entry-Level Firefighter.
3. An incident command structure will be established with a Safety Officer and assistants as needed.
4. All citizens in neighboring exposures will be contacted prior to the burn and instructed about what will be taking place.
5. All utilities must be disconnected and removed prior to the burn (this is the responsibility of the owner).
6. A pre-burn safety check and form will be filled out prior to the burn.
7. If entry will be made, two separate water sources must supply the attack and backup lines.
8. An ILS or ALS EMT will be on scene during the burn.
9. A diagram of apparatus and hose line placements will be prepared prior to the burn.
10. Class A materials will be used to create the desired fire conditions for any structural exercises.
11. Required fire flows will be calculated prior to the burn.
12. Spectators will be kept a safe distance from the burn exercise.
13. Whenever possible, two means of egress should be provided.
14. A RIT (Rapid Intervention Team) will be staged whenever personnel are inside of the structure.
15. All participants will take part in a pre-fire briefing that will include a walkthrough of the structure.

Jefferson Rural Fire Protection District

Standard Operating Guidelines

16. Dispatch will be notified prior to igniting any live fire drill.
17. The exercise will comply with DPSST Live-Fire standards.

3.6 Officer Meetings

1. Officer meetings will be held once a month beginning at 18:30.
2. An agenda will be provided for each meeting.
3. A record of the meeting will be taken and minutes will be provided to each Officer.
4. The Training Officer shall present the monthly training schedule and present teaching assignments for the following month.
5. The Chief will provide information affecting the fire district or Officers.
6. The Officers will present any information brought to them by the firefighters for discussion. Also any problems noted or positive actions should be discussed. It is very important to have dialogue from the officers of the fire district.
7. Additional meetings may be called by the Chief should events warrant it. These should be held to a minimum, but should they occur, attendance is expected.

3.7 Training Records

1. Record management will be the responsibility of the Training Officer.
2. Any classes attended by a member outside of the regularly scheduled drills must show proof of attendance and the amount of hours spent to receive credit on your training record. The Training Officer will determine if credit will be granted for courses taken outside of the fire district.
3. Members may access their training file by arranging an appointment with the Training Officer or Fire Chief.
4. Only documents relating to training will be maintained in your training file.
5. Following completion of accredited classes, it is the responsibility of the member, and then the Training Officer, to apply for certification through D.P.S.S.T.
6. Total hours of training will be recorded for each member.

3.8 Out of District Training

1. Members of the Jefferson Rural Fire Protection District are strongly encouraged to participate in training provided by other agencies and schools. Any requests shall be made using the Out of District Training Request Form.
2. Money is budgeted annually for expenses incurred from outside training and is limited in the amount to be spent.
3. The district will pay for the cost of the training and rooms.
4. A stipend will be provided for food, and travel cost can be reimbursed by the district.
5. .
6. Criteria for sponsorship or reimbursement is based on the following:
 - a. Member should be in "good standing" (i.e. not on suspension or probation)
 - b. Member's drill attendance should be at least 50%.
 - c. The training is deemed a benefit to the member
 - d. The training is deemed a benefit to the fire district
 - e. Travel distance and expenses will be considered

Jefferson Rural Fire Protection District

Standard Operating Guidelines

- f. Total cost of requested training will be considered
- 7. Those individuals participating in training schools and classes are expected to use the information gained for the benefit of the members of this fire district. This can be done through reports, recommendations, teaching, or networking with others in the class.
- 8. Persons failing to attend courses in which the fire district has provided funds for are expected to repay the fire district for any expenses incurred.

3.9 O.V.F.A. Conference

- 1. It is the desire of the fire district to be active participants at the annual Oregon Volunteer Firefighters Association (OVFA) conference and allow as many members as possible to attend.
- 2. The District will provide money for registration and rooms during the conference, as the budget allows.
- 3. All persons are expected to attend all their training sessions at the conference.
- 4. Members must meet the criteria for Out of District Training to attend this conference and to qualify to have the district sponsor them.

3.10 Volunteer Incentive Program (V.I.P.)

- 1. Any member of the Jefferson Rural Fire Protection District who is eligible to attend the National Fire Academy in Emmitsburg, Maryland, may apply to do so through the Fire Academy's V.I.P. program.
- 2. All transportation and housing is paid for by the National Fire Academy.
- 3. While in attendance the District will pay reasonable costs for meals.
- 4. Members may request an application from the Training Officer who may assist in completing the form and returning it to the proper representative.
- 5. To attend, the volunteer must meet the criteria for Out of District Training.

Jefferson Rural Fire Protection District

Standard Operating Guidelines