

ADOPTED: JANUARY 1, 2016

REVIEWED: FEBRUARY 1, 2017

PURPOSE:

To set a standing for training record keeping and outside training.

TRAINING RECORDS

- A. Record management will be the responsibility of the Training Officer.
- B. 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.
- C. Members may access their training file by arranging an appointment with the Training Officer or Fire Chief.
- D. Only documents relating to training will be maintained in your training file.
- E. 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.
- F. Total hours of training will be recorded for each member.

OUT OF DISTRICT TRAINING

- A. 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.
- B. Money is budgeted annually for expenses incurred from outside training and is limited in the amount to be spent.
- C. The District will pay for the cost of the training and rooms.
- D. A stipend will be provided for food, and travel cost can be reimbursed by the District.
- E. Criteria for sponsorship or reimbursement is based on the following:
  - 1. Member should be in "good standing" (i.e. not on suspension or probation)
  - 2. Member's drill attendance should be at least 50%.
  - 3. The training is deemed a benefit to the member
  - 4. The training is deemed a benefit to the Fire District
  - 5. Travel distance and expenses will be considered
  - 6. Total cost of requested training will be considered
- F. 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.
- G. 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.

O.V.F.A. CONFERENCE

- A. 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.
- B. The District will provide money for registration and rooms during the conference, as the budget allows.
- C. All persons are expected to attend all their training sessions at the conference.
- D. Members must meet the criteria for Out of District Training to attend this conference and to qualify to have the District sponsor them.

VOLUNTEER INCENTIVE PROGRAM (V.I.P.)

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