

MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.10

VOLUME: I

SUBJECT: Training

SIGNED: _____
ROBERT W. EZEKIEL, FIRE CHIEF

12/10/2012
DATE

SCOPE AND PURPOSE:

Training is a constant in the life of all fire/EMS personnel. This is true from the moment a young recruit enters the fire service until the day he/she retires as a veteran firefighter or fire officer. Training programs, as any other program, require organization and management in order to achieve desired results. In this effort to achieve desired results and offer consistency with the department's training programs-- both internal as well as external training-- the following information will be considered department policy.

POLICY:

In-Service Training: The Mountain Brook Fire Department has established a six day a week training schedule. Training is required for those working Mondays through Saturdays. Sunday is the only day that training is not required, however, it is permissible for training to take place on Sundays if a shift has missed a training session or if the officer/acting officer wishes to take advantage of the opportunity (weather, etc).

Duties and Responsibilities: It is the duty and responsibility of the department training officer to establish training programs and develop/distribute materials necessary to adequately train department members. It is also the responsibility of the training officer to assure that each member of the department receives sufficient training hours within the programs to satisfy the Alabama Fire College and the Insurance Services Office (ISO) annual requirements.

It is the duty and responsibility of the company officer or acting company officer to assure that training is performed at the company level and that members participate. It is also the responsibility of the company officer/acting officer to input the training information into the department's Firehouse software training module before shift's end. Since shift commanders are ultimately responsible for all shift operations on their respective shifts, it is the shift commanders responsibility to assure that subordinate officers/acting officers fulfill necessary training requirements/duties so that personnel on shift are adequately trained and can perform at the level necessary to deliver services.

External Training: External training is training that is received away from the department in a setting that is not in-service. External training would include certification training at the Alabama Fire College, National Fire Academy, or field courses attended at other departments, etc. External training will be subdivided into two categories: department required and employee requested.

Department Required Training: The MBFD will occasionally require certain training classes and certifications for members of the department which by necessity may take place in an external environment. The standard requirements are listed below. Members may be asked to attend other classes as well.

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<u>Classification</u>	<u>Required Training/Certification</u>
Firefighter	Firefighter I & II, Apparatus Operator (see note)
Apparatus Operator	Apparatus Operator, Fire Instructor I
Fire Lieutenant	Fire Instructor I, Fire Investigator I, Fire Inspector I, Fire Officer I

Staffing (department required training): Normal staffing guidelines apply for training opportunities (only one person off per apparatus). Staffing will be reviewed before the training opportunity is formalized. The member going for training will be placed on the calendar as being off during the training period. This means that no one else can take leave from that crew (previously listed guaranteed leave the exception). If a staffing issue develops after someone is scheduled for required training (injury, sick leave, etc.), then the department will bear the responsibility for staffing.

Note: Recruits are basically detached from the department and report to work at a separate site for the duration of their training. Based on satisfactory probationary monthly evaluations probationary employees may take additional certification courses such as Apparatus Operator.

Time Differential adjustments (Required Training): Employees leaving a 24 hour shift routine and attending an eight-hour per day class environment will most likely have a time balancing differential to consider. Shift Commanders and Lieutenants will have the differential figured into the staffing plan for the training. Time adjustments will be made within the same FLSA 26 day cycle as per policy # 103.05 (FLSA Work Cycle and Application of the Standard), and appropriate records maintained as per the policy as well.

National Fire Academy Training: Since the Fire Chief must sign a commitment form months in advance for a person to attend training at the National Fire Academy in Emmitsburg, Maryland, approved training at the National Fire Academy will be considered as required training.

The Department Training Officer will coordinate with the individual regarding the scheduling of required training. A training request form will be initiated by the Training Officer to start the process.

Training Expenses (department required): The department will bear the expense of the training course fee (unless stipend course) as well as provide a daily meal allowance (current city allowance). The department will also provide a department vehicle for travel (preferred method if available), or pay a mileage fee (current city rate) to the member for use of his/her private vehicle (mileage calculated from MBFD Headquarters to site). Hotel expenses will be paid under the following guidelines:

- ▶ If the class lasts for more than two days and is more than 80 miles away from the MBFD headquarters.
- ▶ If the class is at the Alabama Fire College campus and is a forty-hour class (fire college special hotel rate or equal).

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- ▶ If the class is a recruit training class (Firefighter I and II) and is held at the AFC (AFC rates only). Since recruits are detached from the department during this class, the daily meal allowance does not apply (see note on page 2).

For adequate reimbursement, all expenses incurred will be required to have receipts attached to a completed expense report (available in the office).

Employee Requested/Volunteer Training: One of the core values of our organization is education/training. A number of employees regularly request/Volunteer to attend training courses at the fire college and other field course opportunities. Employee requested training will adhere to the following guidelines and routing procedures.

1. The requesting employee will contact the Training Officer and request the particular course or class.
2. The Training Officer will determine if the course is relevant to employee development and will review the training operating budget to determine if course fee funding is available.
3. If the Training Officer determines the course is relevant and that funding is available, then he/she will initiate a training request form and sign approval signifying this fact and route it out to the employee.
4. The employee will then process the form through the correct channels (instructions on the form).
5. No employee requested training will be processed without all relevant supervisors having signed approval for the training.
6. No more than ten (10) class days of training time (two 40 hours courses) per fiscal year will be allowed under this policy. The calculation of this time would include required training as well as requested training time (a combination of each). The department has limited resources and leave time opportunities (time balances impact this).

Staffing (Employee Requested Training): Department staffing requirements apply to employee requested training (one person off on each apparatus). A person that has approved status for requested training, will be excused from shift to attend the training session. The Shift Commanders will monitor, control and report any overtime paid for employee requested training on the department timekeeping program. Time adjustments will be handled in accordance with Policy #103.05 (FLSA: Work Cycles and Application of the Standard).

For purposes of scheduling, a five (5) day certification class will be considered as 48 hours of classroom time and preparation time. A four (4) day certification class will be considered as 38 hours of classroom time and preparation time.

Table #1 (next page) will be used as a reference for balancing employee time so that we do not exceed or fall short of our FLSA cycle totals (192 hours).

Expenses (Employee Requested Training): The department will pay for all approved course fees for requested training (provided funding is available in operating budget). Travel, meals, and hotel expenses will be the responsibility of the employee. If a department vehicle is available, an employee on requested training may use the vehicle to drive to and from the course. The vehicle will be picked up and returned however to the appropriate station each day. Vehicle usage should be cleared by the Training Officer prior to taking the vehicle and the driver safety policy will be strictly followed.

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CERTIFICATION CLASS - WORK SCHEDULING/TIME BALANCING REFERENCE TABLE

Shift Work Schedule	Normal Shift Hours	Five Day Class Hrs. & Employee Time Balances	Four Day Class Hrs & Employee Time Balances
Monday/Thursday	48	48 (Hours Balance)	38 (Employee Owes 10 Hrs - come in at 9:00 PM on Thurs. night)
Tuesday/Friday	48 (5 day) 24 (4 day)	48 (Hours Balance)	38 (Employee due 14 hours as a TA)
Wednesday	24	48 (Employee due 24 hours as a TA)	38 (Employee due 14 hours as a TA)

Table #1 – Note: Other class schedules will be calculated as 8 hours per day class time.

Miscellaneous: Probationary Employees: Probationary employees have special training needs. Probationary employees will be assigned to one specific lieutenant for their probationary period. During the first six months of probationary period, probationary employees are expected to learn all of the first response territory for the respective station which they are assigned. Lieutenants shall note progress regarding territory on the monthly probationary reports. The Training Officer along with the lieutenant will conduct a territory test prior to a probationary employee attaining permanent status. Additionally, probationary employees should by the end of their probationary period, have a good knowledge of the department's policies and procedures as outlined in the operations manual.

Territory: All employees are expected to learn their backup territory by the end of the first year of employment and should have a working knowledge of the entire City by the end of their first 18 months of employment. It is the responsibility of the lieutenant to assure that each employee under his/her purview meets this expectation.

Non MBFD Sponsored Training: Some MBFD employees work with other fire departments. Occasionally, the other department will sponsor an employee to attend classes/courses at the fire college or a field class. Even though the MBFD is supportive of employee initiative for professional education, legally, it would not be in the best interests of the department to allow time off to attend (work comp - sponsored by another department, injured while "on-duty" with our department). Therefore, employees being sponsored by another fire department will be subject to taking leave or otherwise covering the shift to attend these classes.

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Training Request Form
(Refer to Policy #106.10)

Employee Name: _____ Current Date: ____ / ____ / ____

Course/Class Title: _____

Date of Course: From: ____ / ____ / ____ To: ____ / ____ / ____

Location of Course: _____

(Check One that Applies)

Department Required Training

Employee Requested Training

1. Training Officer: I have discussed the above listed class/course with the employee and have reviewed the training budget and relevance of the requested/required course.

Approved: _____ Date: ____ / ____ / ____

Disapproved: _____ Date: ____ / ____ / ____

2. Employee: I have discussed the above listed class/course with the Training Officer and my immediate supervisor (lieutenant).

Employee: _____ Date: ____ / ____ / ____

3. Lieutenant: I have discussed the above listed class/course with the employee and have determined that:

Staffing is available (placed on calendar)

Staffing is not available

Staffing is not available, but the employee has agreed to cover staffing.

Lieutenant: _____ Date: ____ / ____ / ____

4. Shift Commander: I have reviewed the employee's training request and have scheduled staffing and made arrangements for the time differential as well.

Shift Commander: _____ Date: ____ / ____ / ____

Instructions: Employee will contact training officer to discuss course. Training officer will initiate this form and forward to the employee. The employee will sign and forward to his/her lieutenant if approved. The lieutenant will sign and forward to shift commander if staffing available. The shift commander will sign if staffing is available and forward back to the training officer. The training officer will make copies and distribute to all involved. The time will be placed on the station calendar.