

Subject:	STAFF TRAINING
Section:	PPG# 2740
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Staff Training

Additional education and study are prerequisites for continued growth and ability to assume increased responsibility and/ or to satisfy new demands facing the staff member. Staff is encouraged to gain additional job-related skills through special study or other opportunities for in-service education. The district will normally pay the necessary costs for any required courses.

The chief shall prepare a program for the development of staff in order that each will have opportunity to develop optimum skill for his/ her position. Notices and descriptions of training sessions shall be posted and/or made available to each staff member.

Scheduled training:

A minimum of one training drill per week shall be scheduled for all members. Training drills shall reflect, as much as safely possible, emergency scene conditions to affect a sense of urgency and realism. Drills shall be scheduled by the designated training officer and shall strive to meet the annual training requirements of O.S.H.A., FEMA, the Department of Labor and Industries, the Department of Social and Health Services, and the Department of Community Development (Fire Service Training) in all aspects of fire suppression, EMS, equipment operation, S.C.B.A.'s and driver training.

Topics of training:

Whenever possible, a monthly training schedule shall reflect the following weekly agenda:

<u>First Week</u>	Firefighter association meetings- business meeting of firefighter association
<u>Second Week</u>	Fire related
<u>Third Week</u>	E.M.S. related

Fourth/Fifth Week Fire related

Additional topics of instruction shall include on a quarterly basis an open safety meeting or a minimum quarterly S.C.B.A. drill.

Duration/ attendance requirements:

Each scheduled drill shall be at least two (2) hours. Each member is required to attend a minimum of six (6) drills within each six-month period (excluding fire association meetings). Any firefighter who does not meet these requirements, or has not been excused by the chief, shall be placed on probationary status until approved for full service by the training officer or the chief. If a firefighter has been placed on probationary status and has not met the necessary training requirements within one year of probation, the chief will dismiss the firefighter.

Additional training sources:

From time to time, classes will be made available for interested firefighters. Class announcements will be made at the fire association meeting and notices will be posted on the bulletin board. Any firefighter wishing to attend shall get approval from the chief or the training officer.

The fire district shall pay all expenses incurred by the firefighter to attend an authorized class. Expenses shall include all registration fees, books and mileage costs. Whenever possible, billing shall be arranged directly through the fire district to prevent out-of-pocket expenses by the firefighter.

If a class is longer than one day and away from the district, the chief may authorize additional expenses, including meals, lodging, mileage or emergency expenses. These expenses, if not provided in advance, shall be reimbursed to the firefighter as provided in policy number 2841.