

Chapter 8-1

Standard Operating Policy for PVFD Training Program

Effective Draft

rev. 10/09/05

1. Purpose

This SOP describes PVFD's program for training civilians to be KY State certified firefighters and for maintaining their certification.

2. Scope

This SOP applies to all personnel who participate in PVFD fire suppression related activities and are listed on the roster of active firefighters or recruits.

3. Introduction

The KY State Fire Commission mandates that firefighters meet certain training requirements to be considered certified to state standards. Fire departments must have an adequate roster of certified firefighters to maintain their status as a recognized, legitimate organization. Failure to do so can mean a loss of state funding, ISO accreditation, and could potentially expose the fire department to liability claims from the public.

PVFD has an established training program for its members that provides the necessary training hours and topics to become state certified and to maintain certification. This training program is important not only for compliance with state standards, but to ensure that PVFD personnel can provide the highest possible level of protection to their community and skills to safeguard each other while on the fireground.

The training provided by PVFD is designed to comply with any relevant federal or state standards. Emphasis is also placed on providing training that will prepare personnel for passing IFSAC certification tests.

4. Description of PVFD Training Program

PVFD's training program is divided into four categories: Recruit Training, Firefighter Training, Officer Training and Specialty Training.

Recruit Training is designed to provide an untrained civilian with the necessary information to become a state certified level 1 volunteer firefighter. This consists of 150 hours of instruction divided among several categories as determined by the State Fire Commission.

Firefighter Training is designed to provide level 1 certified firefighters with the necessary topics and hours to maintain their certification and to work toward becoming a level 2 state certified firefighter. Level 2 certification is obtained after completing 400 hours of instruction divided among specified topics as determined by the State Fire Commission. This is also the minimum training level necessary to be recognized as a career firefighter by the State Fire Commission.

Officer Training is designed to prepare level 2 firefighters for moving into leadership roles in the fire department. There is currently no mandated state standard for officer training requirements.

Specialty Training is the program that provides training to PVFD personnel in topics that fall outside the scope of basic firefighting but are important to the mission of the fire department.

5. Training Schedule and Attendance

PVFD currently conducts 3-hour training sessions every Wednesday evening. Alternate training sessions are also conducted during the day on selected Saturdays and other days as needed. There are at least 150 hours of training made available during the Wednesday evening sessions per year.

As part of the requirements of being a PVFD firefighter, it is expected that all personnel shall attend all weekly training sessions and any specially called sessions. However, the PVFD realizes that other priorities may prevent a firefighter from attending all training sessions.

The following attendance guidelines are intended to allow a balance between a firefighter's other priorities and their commitment to being a PVFD firefighter. Firefighters who do not follow these guidelines will be asked to evaluate their commitment to the PVFD. Failure to follow the guidelines may signal the need for a leave of absence, and it can be considered grounds for dismissal.

6. Training Attendance Policy

1. Recruits who have not achieved Level 1 firefighter certification or firefighters who have less than 300 total training hours must obtain at least 113 training hours per year, from PVFD training or from outside training sessions approved by the PVFD training staff. This equates to attending 75% of regular PVFD training sessions.
2. Firefighters who have greater than 300 total training hours and are level 1 certified firefighters must obtain at least 75 hours of training per year, from PVFD training or from outside training sessions approved by the PVFD training staff. This equates to attending 50% of regular PVFD training sessions.
3. Firefighters whose schedules do not allow for attending Wednesday evening training sessions on a regular basis must consult the training staff to arrange for alternate training sessions and hours. An individualized plan may be arranged to accommodate this situation and meet the intent of this policy.
4. If a firefighter has a temporary schedule change/conflict that will cause him to fail to meet the minimum requirements of this policy, the firefighter must notify the Training Bureau in writing as soon as the conflict becomes known. In this case, a temporary exception to this policy may be granted as described in item #6-3 above.
5. The PVFD training staff will evaluate the training participation level of all fire suppression personnel on a semi-annual basis. At mid-year, if a firefighter's year-to-date attendance percentage is deficient, the training staff will notify them. The firefighter will then have 6 months to improve their percentage.

At the end of each calendar year, the total hours earned and attendance percentage for each person will be calculated. If the firefighter has not met the requirements of this standard, they will be notified that they are in non-compliance.

7. Non-compliance with Training Standards

1. If a member has not met the aforementioned training requirements, he will be notified by the Chief or his designee. Once the member has been notified he will be placed on non-suppression status until he meets with the Chief or his designee to discuss the non-compliance reasons and proposed solutions.
2. If mandated requirements are not met within the next 120 days (reviewed monthly) following the meeting with chief or his designee, the member will be required to take a

leave of absence for no less than three 3 months. If the member in non-compliance holds a line officer rank, that rank shall be forfeited.

3. Following a mandatory leave of absence for training attendance reasons, the member shall meet with the chief or his designee to discuss a comprehensive attendance plan, which shall include a minimum compliance period for training attendance prior to the member again gaining suppression status.

4. Failure to comply with the aforementioned Standards will result in member termination.