

<b>HALIFAX FIRE DEPARTMENT</b> <b>R&amp;R ARTICLE 24</b>	<b>DEPARTMENT TRAINING SCHEDULE</b>
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### **PURPOSE**

The purpose of this guideline is to establish a training and education program with the goal of preventing firefighter deaths, injuries, illness and accidents. A secondary goal is to reduce damage to property through more effective and efficient operations.

The scope of this guideline is to provide department members with a minimum training schedule on a monthly basis. The schedule covers the basic requirements that each member should be capable of completing and be proficient at performing. The training will be conducted in accordance with the Department Rules & Regulations, SOP's and Training Manual (IFSTA Essentials). When performing drills all members shall participate and successfully complete each task. During drills emphasis is to be placed on safety and efficiency. Evolutions will be conducted as realistically as possible.

### **TRAINING PRE-APPROVAL**

All department member are encouraged to participate training opportunities outside of the department. If a department member would like to participate in a course at the Mass Fire Academy, private EMS Academy, or other agency, pre-approval is required prior to taking the course. Any EMS or fire based courses that occur outside of scheduled department drills and training must be pre-approved prior to attending, if the department member is seeking to be reimbursed or paid by the department. All training requests are subject to available funding.

### **DEPARTMENT TRAINING SCHEDULE**

Training will be conducted a minimum of once per month. Department drills will be a minimum of 2 hours depending on the subject and type of evolution. The day and time of the drill will depend on the training evolution selected, with consideration given to part-time member work schedules. The Chief of Department reserves the right to alter/suspend the training schedule if proper funding does not support the training schedule.

#### **1. CALL FIREFIGHTER ATTENDANCE**

Should members be absent for more than 3 consecutive drills without proper excuse or reason, they will be brought before the Chief, and placed on a 6 month probationary period, whereafter they will be

required to attend the minimum amount of drills or be dismissed from the department.

2. FULL-TIME FIREFIGHTER ATTENDANCE

All full-time members are encouraged to attend all department drills and training sessions however, there is no contractual mandate that they attend. Any drill which introduces new equipment and requires an instructor from an outside agency to certify operation of equipment and vehicles, will be considered mandatory.

**TRAINING TOPICS**

A schedule of monthly topics will be distributed two months in advance when practical. Additionally special topics will be released from time to time.

Annual Infection Control, Haz-Mat refreshers will be scheduled as Department wide training. Once a year the Department will try to schedule live fire training and the schedule will be posted with advance notice.

**EMT TRAINING**

CPR and EMT training will be conducted as needed. It is the responsibility of the individual EMT, EMT-P to ensure that they attend recertification classes and have enough credits to re-certify. Pre-approval for training is required.

**NON-EMT TRAINING**

Non-EMT's will be required to attend First Responder training every three years and complete an approved CPR course every two years. This training is mandatory, and is a State Law. Members who fail to attend First Responder training may be suspended until they complete the required training.

**TRAINING PAYMENT AND TIMECARDS**

All members shall submit payroll timecards for all training they attended within two weeks of the training course. Any member seeking reimbursement for training fee's and license renewals shall submit their request for reimbursement, at the time of application. Under no circumstance shall any request for reimbursement for courses and recertifications be greater than two weeks from the date the application was submitted. All courses shall be pre-approved as stated here in. Any member who violates this requirement is subject to progressive discipline under R & R 4 Conduct.