

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.307	Effective Date:	12/1/2013
Title:	SPFD Firefighter One Training (FT)	# of pages:	4
Category:	Training	Classification:	Green

1. **PURPOSE:** To outline to requirements of the South Portland Fire Department’s Firefighter 1 program as part of the 36 month Firefighter 1 & 2 program for new hires.
2. **POLICY:** The following procedures shall be the normal protocol for training new firefighters to the requirements of NFPA 1001 Firefighter 1.

This procedure applies to all new employees hired after December 2013. Those hired after this date shall comply with this procedure in the completion of Firefighters Levels 1 and 2 as established by the current edition of NFPA 1001 and the South Portland Fire Department.

It is fully understood that this program is fluent and that adjustments and/or fine tuning may have to take place on occasion.

Members, who have completed and successfully passed the ProBoard Fire Service Professional Qualifications System for Firefighter 1 & 2 per International Accreditation for Fire Service Organizations, may apply for waiver towards completion of portions of SPFD Firefighter 1. The conditions for this waiver shall be as stated here:

1. The member has submitted a signed and stamped copy of their ProBoard Certificate to the Training Division.

3. PROCEDURES:

General

1. Both the firefighter and the firefighter’s officer shall be held equally responsible for proper completion of this program.
2. The firefighter shall have 18 months to complete SPFD Firefighter 1 level, and an additional 18 months to complete SPFD Firefighter 2 level. At no point will the training be allowed to extend passed 36 months.
3. The base line for the completion of this program shall be the Jones & Bartlett *Fundamentals of Firefighter Skills* and those local lesson plans added per NFPA 1001. This shall serve as the very **minimum** level of training acceptable, and all training shall be performed from this material, including the proper use of all PowerPoint’s, skill sheets, and other audio/visual training aids.

4. All training, skill check sheets and quizzes will be conducted using the department's JB Course web site.
5. Successful completion will include passing and certification as a ProBoard Firefighter 1 & 2 per International Accreditation for Fire Service Organizations.

Company Officer's Responsibility

1. The Company Officer shall be responsible to insure that the training is completed per the enclosed schedule. It is acceptable to exceed the schedule of training; however, at no time shall the schedule be allowed to fall behind without just cause. In the event that the training schedule falls behind, the Company Officer shall immediately notify the Deputy Chief in Charge of Training of this fact in writing, stating the reason why and the plan of action to get back on schedule.
2. It shall be the Company Officer's responsibility to oversee all training and testing. However, realizing that job demands may make this difficult, there will be an acceptable allowance for the Officer to delegate portions of this training. This delegation must be within the top three seniority slots and the Firefighter performing the training shall be a SPFD Firefighter 2 themselves. It shall not be acceptable for the officer to delegate this entire training process, and he/she shall maintain an active role within this process. All personnel performing the training shall first be required to read through the implementation guide so as to be able to properly utilize the lesson plans.
3. In all cases, all training shall be performed strictly from the lesson plans and student skill sheets at the bare minimum. It obviously is permissible to exceed this level of training.
4. The Company Officer shall be responsible to insure that all training and testing has been properly documented and submitted to the Deputy Chief in Charge of Training, as required.

Firefighter's Responsibility

1. Each new Firefighter shall receive the following;
 - a. Fire Department Notebook
 - b. Jones and Bartlett's Fundamentals of Firefighter Skills
 - c. Student Application workbooks
2. The Firefighter shall be strictly responsible for completing all of the following;
 - a. All reading assignments
 - b. Complete student application package for the lesson.
 - c. Successfully pass all written exams
 - d. Successfully pass all performance standard requirements.
 - e. Successfully complete all job sheets/skill drill sheets for each lesson.

3. If a Firefighter feels that their training is getting behind, he/she shall immediately bring this concern to their Company Officer.
4. The Firefighter shall be required to complete all training assignments on time as required by the Company Officer and the department training schedule.
5. The Firefighter shall notify the Company Officer that they are ready to take the quiz(s) for the section. No quiz shall be given until all other requirements of the lesson have been completed including the complete student application package.

Documentation

1. The tester, not the Firefighter, shall fill out the skill drill sheets as the task is completed by the Firefighter.
2. It shall be permissible for the Firefighter to correct the review test found online for each section.
3. The quiz shall only be given with Company's Officer knowledge.
4. Upon total completion of one month's training, the Company Officer shall complete a FF 1 & 2 Monthly Competency Signoff sheet for each month and forward a copy of it along with a copy of the quiz(s) to the Deputy in Charge of Training. A copy of the quiz(s) shall remain with the Firefighter in his/her binder.
5. All job/skill drill sheets shall remain with the Firefighters his/her binder, but shall remain available for inspection at anytime.
6. Both the Company Officer and Firefighter trainee shall keep a copy of the Completion Record, in order to track training that has been completed. Upon successful completion of an entire section, the Company Officer shall sign and date both copies. The Company Officer's copy shall be forwarded to the Training Deputy for review, upon completion of each three month's training.
7. When a Firefighter has successfully completed the entire training program for a given level, the Completion Form (pay) shall be completed and forwarded through the proper channels.

Training Schedule

The training schedule shall be accordance with the assigned months on the SPFD Firefighter Level 1 Training - Completion Record.

4. REFERENCES:
 - International Accreditation for Fire Service Organizations

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief