

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.323	Effective Date:	11/30/2012
Title:	Annual Call Company Firefighter Training	# of pages:	2
Category:	Training	Classification:	Yellow

1. **PURPOSE:** The purpose of this guideline is to ensure that all members of the South Portland Fire Department Call Force complete a minimum amount of training annually.
2. **POLICY:** All Call Company Members are responsible to ensure that they understand and follow this guideline.
3. **PROCEDURES:** Annually, each Call Company Member shall have 36 hours of training in a 12 month period (January to December). This training may consist of: company training, outside training (fire attack schools/other departments), formal training (SMCC), online courses or a combination sources. It is not intended for a member to obtain all training hours from outside SPFD. At least 18 of these hours shall be while participating with their assigned Call Company.

Exceptions

- Members attending the Basic Fire School are exempt from the hour's requirements (they will actually exceed this requirement) providing they are in good standing with the class. They will have to attend or make up any of the mandatory annual training listed below if they do not have it by the end of the year with the Basic Fire School.
- Full Time Firefighters have to attend the mandatory annual training list below unless they provide documentation from their full-time department. Full Time Firefighters may use up to 18 hours of training hours with their full time department to meet the required 36 hours annually.

Mandatory Annual Training

Each year the department is required to provide the following training and/or activities to its members:

- Bloodborne Pathogens Refresher
- Hazmat Awareness Refresher
- Anti Harassment Refresher
- Right to Know Refresher
- Fire Extinguisher Training
- Hearing Conservation (review SOG)
- Lockout / Tagout Training
- Respiratory Protection (SCBA) / Respirator Clearance Form
- Driver Recertification Training (Every 3 years)
- *SCBA Fit test (not training)*

- *PPE Gear inspection (not training)*

Bloodborne, Hazmat, Sexual Harassment, Right to Know, Hearing Conservation, Lockout/Tagout, and Fire Extinguishers will be given together each year in January. The rest of the mandatory classes will be spread out throughout the year. The remaining months will be electives used by the companies to train on areas that have been identified as needed.

Enforcement

The following procedures shall be followed for personnel who fail to meet the minimum training requirements.

1. Each Call Company Training Officer shall review their company's attendance records in July and again in December.
2. The Training Officer shall notify any member (in writing or via e-mail) who is deficient in their training hours and/or who is missing any mandatory training.
3. A copy of all notifications will be forwarded to the Deputy Chief of Training.
4. Members who are deficient shall make arrangements with either their; Company Captain, Training Officer or the Deputy Chief of Training to make up said training.
5. At the end of the calendar year, members who are still deficient in either hours or mandatory training requirements, will be suspended from department activities (emergency calls), until such time as they make up the missing training classes/hours.
 - a. Members on suspension may still attend company functions such as meetings/dinners.
 - b. Members can and should attend training for the next year in order to not fall behind again though this training cannot be credited towards past deficiencies.

Appeals

Appeals shall be forwarded in writing to the Call Company Captain and explain what circumstances effected the members ability to complete the required training/hours. The appeal will be reviewed and ruled on by the Call Company Captain and the Deputy Chief of Training. If the member is unsatisfied with the decision he/she may appeal to the Fire Chief. The Fire Chief will review all information and provide a ruling. This decision will be final and the end of the appeal process through the Fire Department.

4. REFERENCES:

- Maine Bureau of Labor Standards

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief