

Training Requirements

610.1 PURPOSE

Establish the training requirements for the employees of the Montgomery Fire Department

610.2 POLICY

Training is an integral part of maintaining EMS and firefighter skills and knowledge while keeping up with new developments in the field. It is therefore important that all employees participate in these trainings. The topic covered will include both practical and lectures. Input and participation are encouraged from all members.

Requirements

- (a) All employees shall complete a minimum of sixty hours of training annually that is provided by the Montgomery Fire Department and/or the City of Montgomery
- (b) Frontline employees (firefighters) shall obtain the minimum hours per category to meet the requirements of section a
 1. Fire - 23 hours
 2. EMS - 30 hours
 3. Leadership/Management - 7 hours
- (c) Mid-level managers (Fire Lieutenants) shall obtain the minimum hours per category to meet the requirements of section a
 1. Fire - 20 hours
 2. EMS - 30 hours
 3. Leadership/Management - 10 hours
- (d) Department Heads (Chiefs) shall obtain the minimum hours per category to meet the requirements in section a
 1. Fire - 18 hours
 2. EMS - 29 hours
 3. Leadership/management - 13 hours
- (e) Employees will receive training in fire, EMS, leadership, management, hazardous materials, specialized techniques, and other federal and state mandated trainings. The trainings shall be a minimum of one hour and should include both cognitive and psychomotor skills where appropriate.
- (f) If an external training course is offered to all employees of the fire department, the training shall count as hours toward the minimum hours required by the department upon approval of the Training Officer
- (g) The Shift Officer shall ensure that the trainings are completed by all employees that are on-duty. The Shift Officer shall complete all required forms and submit them to the Training Officer at the end of their shift.

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- (h) The required forms that need to be completed following the training include: Attendance Sheet; Evaluation Sheet (EMS Training only); Evaluation Tally Sheet (EMS Training only); Lesson Plan
- (i) The Training Officer shall provide quarterly statements of all fire department employee training hours
- (j) The training year shall be from January 1 to December 31 of each year. Employees can only make up trainings that are in the current training year. Previous years training will not be accepted to meet the minimum requirements outlined above
- (k) The following trainings shall be completed on an annual basis by all employees;
 - 1. SCBA
 - 2. Blood Borne Pathogens (established by OSHA)
 - 3. Montgomery Fire Department Physical Agility Test
 - 4. Driving Obstacle Course - all vehicles employees that are approved to drive
- (l) The following trainings shall be completed every two years by all fire department employees;
 - 1. CPR Renewal (AHA Standards)
 - 2. ACLS Renewal (AHA Standards)
 - 3. Live Fire Training
- (m) The following training shall be completed once every three years by all fire department employees;
 - 1. Defensive Driving Course
- (n) The Chief Officers are exempt from the SCBA and Physical Agility Test due to the responsibility requirements of their position and will train annually on Incident Command, Accountability, and May Day Operations.
- (o) External training will not be used as credit for the minimum training requirements with the exception of the following courses;
 - 1. CPR Renewal (AHA or ASHI Standards)
 - 2. ACLS Renewal (AHA or ASHI Standards)
 - 3. Blood Borne Pathogens (OSHA Standards)
 - 4. Defensive Driving Course (VFIS, NAPD or other approved driving course)
 - 5. Other training as approved by the Training Officer
- (p) Employees that are enrolled in an accredited Paramedic Course of a State of Ohio Firefighter Level I & II (240 hours) course shall receive training credit for each month that they are attending school. The employee shall notify the Training Officer in writing with the following information before the course begins in order to be eligible for the credit;
 - 1. Paramedic School or Fire School that they are attending

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2. Start date of the school
 3. End date of the school
 4. Upon successful completion of the school, a photocopy of their certificate
- (q) Variances may be issued at the discretion of the Training Officer. The request shall be in writing explaining in detail the reason(s) why the training requirements can not be met.
- (r) Failure to meet the training requirements shall result in disciplinary actions in accordance with the City of Montgomery Employee Personnel Policies and/or IAFF Labor Contract.
- (s) The Training Officer is responsible for establishing the fire department's training and maintaining training records with the advice and counsel of the department's Training Committee. Other responsibilities of the Training Officer include:
- (a) The Training Officer shall be a certified State of Ohio Fire and EMS Instructor and shall maintain these certifications during their tenure
 - (b) The Training Officer shall serve as the Program Coordinator to the State of Ohio, Department of Public Safety Continuing Education Program for the Montgomery Fire Department
 - (c) The Training Officer shall see that Certificate of Completion for fire and EMS trainings are issued to all employees quarterly
 - (d) The Training Officer shall maintain training records on all current and former employees as directed by the City of Montgomery Record Retention Policy
 - (e) The Training Officer shall maintain a data base of all employees' certifications which is verified with the State of Ohio's data base annually for valid certifications
 - (f) The Montgomery Fire Department is not responsible to maintain an employee's Continuing Education records, although a file is established for all employees for training certifications for their convenience. It is the employee's responsibility to maintain their own records
 - (g) A Training Committee will be established to assist with the coordination the department's training and to give advise and counsel to the Training Officer. The committee will meet at least quarterly
 - (h) The Training Officer shall oversee that Fire and EMS Instructors are available for employees to receive continuing education