

WEST SAND LAKE FIRE DISTRICT #1

Annual Training Policy

Revised Date: April 25, 2021

PURPOSE: This Policy is to ensure that all members of the West Sand Lake Fire Department are in compliance with applicable training requirements.

SCOPE: This Policy applies to all Officers and Members of the West Sand Lake Fire Department who are expected to respond to emergency calls to which the Department may be dispatched.

AUTHORITY: This Policy is established by the Board of Fire Commissioners of the West Sand Lake Fire District #1, who is responsible for its administration.

POLICY:

To protect the safety and health of first responders, the State of New York, the National Fire Protection Association (NFPA), and other relevant agencies have established an annual training curriculum. It is the policy of the West Sand Lake Fire District that all members complete this curriculum, and that said training be documented in an appropriate manner.

The main goals of the Fire Department's training policy are as follows:

1. **COMPETENCY** - All members shall possess the necessary skill to perform any task to which they are assigned as effectively, efficiently, and safely as possible.
2. **TRANSPARENCY** – All members shall be fully aware of the status of their training, what training they need to complete, the time frame in which they need to complete this training, and all resources that are available to complete their training.
3. **MENTORING** – Officers, and more experienced Members shall be encouraged to mentor less experienced Members, making training opportunities available to them, and shepherding them through the process.

4. RETENTION – The Chief, and other Officers, shall make every reasonable effort to ensure that all Members complete their training requirements in a timely manner, consult with Members who may be deficient in their training, and direct them to training where available.

While it is the responsibility of each Member to complete his or her training requirements, the Chief and other Officers shall assist in the process as much as possible. To that end, the following steps shall be followed:

1. At the beginning of each calendar year, the Chief shall prepare a listing of all courses of training that all Members shall be expected to complete by the end of the year.
 - a. The Chief shall include in this listing specialized training for Members who participate in specific functions, such as:
 - i. Interior Firefighting.
 - ii. Exterior Firefighting.
 - iii. Grass, Brush, and Wildland Firefighting
 - iv. Vehicle Extrication.
 - v. Water Rescue.
 - vi. Ice Rescue.
 - vii. Emergency Medical Services.
 - viii. Fire Police.
2. The list of training courses shall be presented to the Board of Fire Commissioners at the Board's annual Organizational Meeting, and included in the minutes thereof.
3. The Chief shall present the list of required training to the Fire Company at its monthly meeting in January. The Fire Company Secretary shall include this listing in the minutes of that meeting.
4. The listing of required training shall be communicated to all Members through any appropriate means, including:
 - a. Prominently posting in the Fire Station.
 - b. Posting on the Fire Department website.
 - c. E-mail.
 - d. "I Am Responding" or similar applications, as contracted with by the Board.

5. Any changes to the training curriculum shall be noted by the Chief, presented to the Board and Fire Company, and communicated to all Members in as expeditious a means as possible.
6. Where practicable, multiple means of accomplishing this training shall be available to the member, including the following:
 - a. Live Training – Members participate in hands-on training for a specific skill, or the use of specific equipment, led by an Officer, or instructor as designated by the Chief.
 - b. Classroom Training – Members gather in a classroom setting, at a specific date and time, and receive training led by a designated Instructor. Audio and/or video aids are included, as needed.
 - c. Online Training – The Chief shall have the option of making available to Members specific online courses which, in the opinion of the Chief, shall convey the necessary skills. The provider of said training shall be determined, contracted, and paid by the Board of Fire Commissioners.
7. The Chief may designate a Training Officer to assist the Chief and Members in accomplishing these annual training goals.
8. The Chief, or designated Training Officer, shall maintain accurate records of training that each Member receives throughout the year, and shall track each member's progress. Computer software designed to accomplish this shall be provided by the Board, if deemed necessary by the Chief.
9. The Chief, or designated Training Officer shall periodically consult with every Member, advising them of training in which they may be deficient, and providing options as to how this training may be completed in a timely manner.
10. Members who are unable to complete one or more training requirements due to work requirements, illness, or other extenuating circumstances shall advise the Chief or designated Training Officer as soon as possible.
11. The Chief, or designated Training Officer shall make available alternative means of training to Members who are unable to complete their training in the most-desired method.
12. If one or more training courses is determined by the Chief to be unavailable to one or more Members in a reasonable fashion, the following alternatives shall be considered:

- a. Successful completion of the same or similar training in prior years.
- b. Viewing a video recording of a similar training exercise from the past.
- c. Reading magazine articles or other material that has been determined by the Chief to convey the relevant information.

ENFORCEMENT: Members who fail, or refuse, to complete one or more of the annual training requirements set forth by the Chief shall be deemed ineligible to respond to emergency calls until such time as the relevant training is completed. If the training in question involves a specific task, the Member shall be allowed to continue to respond, but shall be deemed ineligible to perform said task until such time as the relevant training is completed.

REVISION HISTORY:

Date	Action	Author
05/01/2021	Original Draft	Deutsch
00/00/2021	Review	Policy Committee
00/00/2021	Approval	BOFC
00/002023	NEXT REVIEW DATE	