



Manhattan Fire Protection District

SOP #: 1004-1	Effective Date: 12/06/09	Revised Date: 08/01/16
Section: Training		
Subject: Member Training Requirements		

PURPOSE:

It is the intent of this procedure to describe the minimum training requirements for each member of the Manhattan Fire Protection District designed to ensure safe and consistent operations at incidents, trainings, and other activities attended by members and employees of the Manhattan Fire Protection District.

SCOPE:

This procedure applies to ALL members and employees of the Manhattan Fire Protection District that respond in emergency mode and operate in the hazard area of emergency incidents.

DEFINITIONS:

Creditable Attendance: The member is required to ACTIVELY participate in the training and any practical evolutions required to prove skill proficiency.

Creditable Training: Training that meets the objectives of the training plan of the Manhattan Fire Protection District. The objectives in the training plan come from the Office of the State Fire Marshal's Basic Operations Firefighter and Advanced Technician Firefighter objectives, as well as Fire Apparatus Engineer, Vehicle Machinery Operations, Hazardous Materials Operations among other objectives. This training does not necessarily need to be performed at Manhattan unless required due to the specific type of equipment, apparatus, special procedure, or any other specific area objectives. The Training Officer will determine what training meets the standards of the Manhattan Fire Protection District.

Qualified Instructor: Person certified to the level of the subject matter, depending on the objectives covered, with proficient knowledge and skill, capable of assessing the skills of members of the Manhattan Fire Protection District and authorized by the training officer. Also, person certified to Instructor I or Instructor II, depending on the objectives covered.

Proof of Training Document: Target Solutions shall be used to enter and maintain all training records. Any outside training completed shall be documented on a training attendance sheet with participants' signatures on it and submitted to the Training Officer for documentation. Members shall sign and return their training reports in a timely fashion when the Training Officer provides them for signature/review.

Training: The action of an instructor imparting knowledge and/or skill in a classroom or training area following a format that includes the statement of objectives and the instructor evaluation of the successful performance of those objectives during or at the end of the training situation.

Training Officer: Person designated by the Chief of the fire district as having the authority and responsibility to direct the training program of the Manhattan Fire Protection District. Reports directly to the Deputy Chief.



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GUIDELINE:

The mission of the Training Program is to provide informative, realistic training to each member and to develop proficiency/knowledge in each skill and area of the fire service. 100% compliance of the training program is strongly encouraged and recommended, however it is understood that this may be challenging at times. Below is a list of hours/topics that are required and shall be done annually.

- For all suppression members, 9 hours of facility drills
- For all suppression members, 12 hours of SCBA annually, once per quarter.
- For all suppression members, 8 hours of Hazardous Materials for operations level, 24 hours for tech. level personnel
- For all suppression members, Complete mandated Fit Testing and review of SOP # 200-5 annually.
- For all suppression members, Medical Evaluation, annually.
- For all members, Bloodborne Pathogens, sexual harassment, HIPPA, hearing conservation, Lock-out Tag-Out and NFPA 1500 Respiratory protection annually (Target Solutions Courses).
- For all suppression members, 12 hours of Special Hazard Training annually.
- For drivers, 12 hours of Drivers training annually.
- For fire officers, 16 hours of Officer training annually.
- For drivers, except ambulance only drivers, 12 hours of Driver/Operator (pump refresher modules) training annually.
- For all members, CPR training/recertification, every two years.

Remember, these trainings are a MINIMUM. On-duty personnel will complete more than this and following our quarterly training schedule. The assigned appropriate credential in Target Solutions shall be the guideline and goal for each member to complete all hours required to fulfill their assigned credential.

Members that do not meet the minimum training requirements as assigned within the quarter will be given a 30 day extension. If he/she does not complete the assigned trainings within the 30 day extension, he/she will be suspended from all emergency response activity. At that time, the member shall contact the Training Officer and arrange a recovery plan. If the member chooses not to participate in the recovery plan or the member does not make effort to meet with the Training Officer, he/she will then be suspended from all emergency response activity indefinitely.

All members shall make reasonable effort to stay on track and complete their trainings in a timely fashion. The Training Division is responsible for developing a program and implementing the program. Each member is responsible for meeting the requirements set forth by the Training Division. If a member does not make a reasonable effort and/or does not meet the above requirements at the end of the year, he/she will be suspended from emergency response activity and must meet with the Training Officer to develop a training recovery plan.



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SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

Any hands-on/practical trainings shall be completed with an approved Instructor. These types of trainings are not intended for 1 person to do on his/her own. Any training assignment that does not have a practical evolution can be done on his/her own, however confirm this with your Shift Lieutenant.

Members of the Manhattan Fire Protection District not assigned Interior Structural Firefighting duties may not be required to attend the quarterly interior structural firefighting training or be required to maintain the other minimum requirements associated with that skill. These members will be required to maintain the set minimum hours of training per year, however subjects specific to that persons assigned skills will substitute the Interior Structural Firefighting training. Other members that are assigned special duties or are exempt from normal duties shall request an alternate training plan and will be responsible to maintain the requirements of that plan including its periodicity. The special training plan will be designed by the training officer and the member, and then submitted for approval of the Chief of the Fire District prior to implementation.

Approved By:

Signature: Daniel Forsythe

Date: 09/11/2016