

## **CLIO AREA FIRE DEPARTMENT POLICY**

### **TRAINING**

Per Michigan State Department of Consumer & Industry Services, General Industry Safety Standards Part 74. Fire Fighting.

R. 408.17411 Duties of Employer

Rule 7411. (1) An employer shall comply with all of the following requirements:

- (a) Provide training to an employee commensurate with the duties and functions that the employee is expected to perform. The training shall be provided before the employee is permitted to perform emergency operations.

All probationary fire fighters must complete the CAFD "Rookie" Training before being allowed to be actively engaged in any on scene emergency activity.

All probationary fire fighters shall complete the MSFFTC Fire Fighter I program before being allowed to be actively engaged in fighting fire inside a structure.

All probationary firefighters shall complete the MSFFTC Firefighter I & II classes before being granted permanent status.

Prior to new equipment being put into service, all personnel shall be trained on the operation of such equipment.

Prior to new personnel using any equipment, they shall be trained in its operation.

All training shall be documented as to type, date, instructor, and persons attending. Attendees shall sign in at each session.

Training shall be provided at least monthly.

The Training Officer (as designated by the Chief) is in charge at all training sessions, drills and exercises.

Record shall be kept of all training provided to each member.

Training shall be conducted for; Structural Fire Fighting, Vehicle Extrication, and Special Hazards as may arise.

Mandated initial and annual refresher training shall include but not be limited to the following.

- Right to Know Law (Hazardous Materials) (OSHA Requirement)

- Driver Training Driving Course

- Infectious Disease Control/Blood Borne Pathogens (OSHA Requirement)/CPR

- Self-Contained Breathing Apparatus (SCBA) Use, Care and Fit Testing. (OSHA Requirement)

- 2 in / 2 out MIOSHA Rule (OSHA Requirement)

- Incident Command System Review

- Extrication

- Standard Operating Procedures (include specific SOG with current training session)

All personnel must attend required training sessions.

If a member does not attend one of the required training sessions, they must make arrangements with the Training Department to receive make-up training.

- If the member does not attend a make-up session within forty-five (45) days, they shall be counseled regarding the need of and requirement for the training.
- If the member does not attend a make-up session within three (3) months from the original training date, they shall receive a letter of reprimand.
- If the member does not attend a make-up session within six (6) months from the original training date, they shall be suspended from active duty until such time as the training is completed.
- Failure to complete make-up training within twelve (12) months from the original training date will result in discharge from the Department.

The only exception to this paragraph is for persons on extended leave and/or those that have made prior arrangements with the Training Officer and have agreed on scheduled makeup training. Those that are on extended leave shall be required to makeup all missed training within 6 months from the date of their return to active duty.

The Training Officer shall provide, to the station Lieutenants on a monthly basis, a list of persons not attending the required training. It shall be the responsibility of the Lieutenants to follow-up with members in their groups regarding the make-up training. If the members do not attend the make-up training, the Lieutenants shall provide a written report, through the chain of command, to the Chief.