

Purpose: This policy establishes policies and procedures for training activities and minimum training requirements for Active and Junior Active CTFD volunteer personnel.

Administration: The Fire Chief, Assistant Fire Chief and Deputy Fire Chief of Training will have joint responsibility for administration of this policy within the scope of their job descriptions.

Definitions:

Township Drills: Training sessions designated by the Deputy Fire Chief of Training for attendance by all CTFD personnel as a single unit in a single location and focusing on skills required for all CTFD personnel. These include, but are not limited to, hands-on and classroom drills conducted by in-house staff, annual hazardous materials refresher classes, and annual/semi-annual CPR, first aid and blood borne pathogens refreshers.

Station Drills: Drills and training focusing on skills specific to a single CTFD station or single group of CTFD personnel (e.g., driver-operators) and designed to benefit only personnel typically responding to the station or in the personnel group for which these skills are operationally relevant.

Live Burn Session: Live structural burn training conducted by the CTFD.

SFA Local Level Courses: Fire training courses conducted by a PA State Fire Academy Local Level Instructor under the auspices of a local ETA.

SFA Resident Courses: Fire training courses conducted at the PA State Fire Academy.

Policy:

Required Training

- In order to maintain Active or Junior Active status in the CTFD, all personnel are required to participate in a minimum of 12 Township Drills annually. Compliance with this requirement will be evaluated annually.
- All CTFD personnel are required to maintain current documented credentials in the areas listed below. Compliance with this requirement will be evaluated annually.
 - American Heart Association BLS for Healthcare Providers (CPR/AED), or approved equivalent training (see below).
 - American Heart Association Heartsaver First Aid, Module A, or approved equivalent training (see below). Current PA Department of Health certification at the First Responder level or higher fulfills this requirement
 - SFA Local Level Hazardous Materials Operations Level (HMO or HMOR), or approved equivalent training (see below).
 - CTFD-approved Bloodborne Pathogens and Infectious Disease training
- CTFD personnel who are SCBA qualified must participate in a minimum of one (1) Live Burn Session annually to maintain their SCBA qualification.
 - Completion of a SFA Local Level Structural Burn Session (SBS), or SFA Resident Course including live burn evolution(s) as part of the required curriculum, or approved equivalent training (see below) may be substituted for this requirement.

- Additional training required for non-SCBA qualification, SCBA qualification, Driver/Operator qualification, specialty operations (rescue, truck, etc.) qualifications, and similar is detailed in the CTFD Qualification Checklist developed for each qualification level. These requirements are incorporated into this policy by reference and the acceptance of approved equivalent training, as detailed below, also applies to these requirements.

Additional Training

- All personnel are encouraged to participate in Station Drills, SFA Local Level Courses, training sessions with mutual aid departments or agencies (local fire departments, Zone 4 Tanker Task Force, and similar), and other training courses or sessions (attendance may require approval from the Deputy Chief of Training for insurance or billing purposes).
- Additional training of these types may be made mandatory for CTFD personnel or specific groups of CTFD personnel at the discretion of the Deputy Fire Chief of Training, Assistant Fire Chief or Fire Chief, as deemed appropriate and with prior notification of the affected personnel.

Approved Equivalent Training:

- At the discretion of the Deputy Chief of Training, Assistant Fire Chief, and/or the Fire Chief, the CTFD may accept training administered by agencies other than the CTFD or the Pennsylvania State Fire Academy as equivalent to any requirements set forth or referenced in this policy.
- Examples of training which may be approved as equivalent training include, but are not limited to, National Fire Academy courses, courses administered and delivered by state training agencies outside of Pennsylvania (e.g., Maryland Fire and Rescue Institute (MFR I), Delaware State Fire School, New Jersey Division of Fire Safety, Office of Training & Certification, etc.) training programs administered and delivered by a career fire department academy, training programs administered and delivered by another fire department, commercial/third-party training programs, and similar programs.
- The chief officer reviewing a request for approved equivalent training acceptance may request any reasonable documentation necessary to verify successful completion of the training course, program or session, evaluate the actual training material and methods utilized, and validate the qualification or ability of the agency delivering the training to do so.

Conduct During and Preparedness for Training

- All personnel shall conduct themselves in a professional manner conducive to maintaining safe and effective operations during all drills, courses and live burn sessions.
- All personnel shall report to drills, courses and live burn sessions with all Personal Protective Equipment needed for the drill, course or live burn session they are attending, as set forth under CTFD Policy 6.2 – Personal Protective Equipment.
- If personnel are being transported to and/or from a drill, course or live burn session on in-service CTFD apparatus, they shall carry on board all personal protective equipment (PPE) required under CTFD Policy 6.2 – Personal Protective Equipment should that apparatus be called for service, regardless of whether or not the drill, course or live burn session in which they are participating would otherwise require that level of PPE.
 - It is recommended that this practice also be followed for out-of service CTFD apparatus, when practical, but determination of PPE needs for travel on out-of-service units is left to the discretion of the CTFD officer in charge during the training being attended or the Deputy Chief of Training.

Documentation

- All CTFD in-house training will be documented using the CTFD Crew Activity Report – Staff Sign In Sheet.
- Responsibility for ensuring the completion of the Staff Sign In Sheet for in-house training is as follows:
 - Township Drills and Live Burn Sessions: The Duty Officer assigned during the drill or session shall have primary responsibility; in the event the Duty Officer is unavailable, responsibility will pass to the ranking CTFD officer participating in the drill or session.
 - Station Drills: The Station Captain shall have primary responsibility; in the event the Station Captain is unavailable, responsibility will pass to the ranking CTFD officer or participating in the drill.
 - SFA Local Level Courses: The ranking CTFD officer participating in the course shall have primary responsibility. CTFD documentation for these courses is only required if the course is being conducted at the request of the CTFD and primarily for CTFD personnel.
- If circumstances require, the responsible officer may pass documentation duties for in-house training to an Active CTFD member. Documentation duties shall not be assigned to a Junior Active CTFD member.
- For training courses, sessions or programs conducted or sponsored by agencies other than the CTFD (including fire training centers, other fire departments, out-of-state programs, etc.), it is the responsibility of the CTFD member participating in the training course, session or program to secure proper documentation of successful completion and provide copies of this documentation to the Deputy Chief of Training or his/her designate in a timely fashion.
- The CTFD will only consider training to be completed when proper documentation has been provided and copies are on file with the CTFD.

References:

6.2 Personal Protective Equipment