

SECTION III: TRAINING REGULATIONS AND PROCEDURES

3.1 DRILLS

3.1.1 Firefighting drills/training sessions will be conducted according to each individual companys' By-Laws. Additional training sessions may be scheduled as deemed necessary by the Chief and training officer, of the respective companies.

3.1.2 Attendance requirements for drills are outlined in each individual companys By-Laws/SOPS.

3.1.3 Fire district wide drills shall be conducted three (3) times per year, once in each district.

3.2 DRIVER TRAINING

OVERVIEW

This SOP sub section supercedes the Driver Training and Qualifications sub section of the Training SOP developed and previously approved in 1990. The objective of this SOP is to establish a guide to those who aspire to become qualified apparatus operators and drivers. This sub section establishes minimum requirements concerning training, education, experience, and testing necessary to become a qualified operator or driver within the Washington Township Fire Department.

3.2.1 GENERAL

All fire department drivers/operators shall have knowledge of applicable federal, state, and local regulations governing the operation of fire service vehicles.

Fire department drivers/operators shall be familiar with all applicable DOT regulations.

All drivers/operators shall be familiar with policies and procedures of the Washington Township Fire District.

There will be two levels of qualifications as prescribed in the next two sections.

A qualified OPERATOR are those who follow the guidelines of this procedure, obtaining the necessary education and experience, as prescribed, after which they will complete the necessary testing, exhibiting his/her competence and proficiency to operate the mechanical components of the apparatus. This shall include but not limited to aerial operator, pump operator, cascade operator, etc. A qualified DRIVER are those who complete the requirements of an operator and who completes the necessary training to drive a specific piece of apparatus.

There shall be no exemption or deviation from the standards described herein without express written consent of a certifying company chief, the district training captain, or the district fire chief. The written exemption shall specify the reasons for the exemption.

All individuals regardless of qualification and experience will be required to satisfactorily complete the prescribed testing before being considered a qualified driver/operator of any vehicle.

All fire district personnel including volunteers, career and other employees must complete the district approved driver safety course prior to starting driver training on any district owned vehicle.

Each driver/operator will be required to certify upon each individual apparatus. The only exception will be if the vehicle qualifying upon is the same manufacturer and vintage as the unit being trained upon. (ie. Engine 1012, 1021 and 1032)

3.2.2 BASIC MINIMUM REQUIREMENTS

Any member or employee of the fire district must possess and provide a copy of a valid New Jersey driver's license to the district office.

The fire district encourages and supports drivers to meet the CDL license requirements. The district will support costs associated with the CDL licensing requirements as approved through the appropriate chain of command.

All members and employees who operate district owned vehicles, shall forward a copy of a current driver's abstract to the district office every two years.

Apparatus drivers/operators shall have completed at least one (1) year of active service with the Washington Township Fire District and shall have a Firefighter I certification issued by the New Jersey Department of Community Affairs, Division of Fire Safety. (N.J.S.A. 5:18c).

Members seeking to qualify as a driver/operator on engine apparatus shall have completed a minimum of an 8-hour engine company or pump operations course approved by the district training captain.

Members seeking to qualify as a driver/operator on aerial apparatus, in addition to the engine requirements, shall have completed a minimum of an 8-hour aerial course or truck company operations course approved by the district training captain.

Members seeking to qualify as a driver/operator on heavy utility apparatus shall have completed the requirements established for engine apparatus.

Members seeking to qualify as a driver/operator on rescue apparatus, in addition to the engine requirements, shall have completed a minimum of 8 hours auto-extrication or truck company operations or technical rescue operations as approved by the district training captain.

Members seeking to qualify as a driver/operator on brush apparatus, in addition to the engine requirements, shall have completed as a minimum the NJFFS S-130 and S-190 wildland firefighting course.

Transferring members from other fire service organizations must provide documentation from that agency of driver experience and copies of that agency's driver training records.

All vehicle driver/operators must have a current physical examination in accordance with Fire Department Policy #29-03. Fire department personnel who become unqualified due to failure of the physical examination or who are not current in accordance with the policy shall be removed from the qualified driver's list until the physical examination is current and the medical review officer has qualified them.

All vehicle driver/operators shall be in full compliance with Fire Department Policy #22-02 and its amendments concerning drug and alcohol abuse.

Any member with any of the following violations in a three (3) year period may not drive Fire District vehicles, subject to a review by the Board of Fire Commissioners:

1. Driving under the influence of intoxicating liquor and/or drugs
2. Reckless Driving
3. Leaving the scene of an accident
4. Death by Auto or other related criminal offenses driving vehicles
5. CDS in a Motor Vehicle
6. Operating while suspended
7. Joy riding

OPERATORS must be at least 18 years of age, must have a Firefighter I certification and a minimum of one (1) year of active service with the Fire District.

To become qualified as an apparatus DRIVER, operators must be 21 years of age and must have at least 3 years of legal driving experience.

3.3 DRIVER TRAINING PROCESS AND RECORDING

Any member meeting the established criteria and who desires to start driver/operator training must first apply to the Company Training Officer, through their respective Chain of Command utilizing the Driver/Operator Request Form (DT-1 form). All documentation must be submitted with the DT-1 form prior to approval. Costs associated with the application process will be incurred by the fire district.

A copy of the DT-1 form will be placed into the member's personnel and training files.

When approved, the requesting member will be notified in writing.

The company training coordinator will then assign an instructor to that member and driver/operator training may commence.

Upon Completion of the training process, the assigned instructor will complete the Driver/Operator Training Progress form (DT-2 form). The form will be signed by the instructor and trainee upon completion of each module. The report will then be forwarded to the company training coordinator who will schedule the final exam and testing. The instructor may not test or certify the trainee.

Upon completion of the final exam/testing, a copy of the DT-2 form and related documentation will be forwarded to the District Training Division for certification.

Each employee and member's training file shall include a section of driver training which will include the following information:

1. All driver/operator request forms DT-1
2. Completed DT-2 forms
3. Written/practical test results
4. Copy of member's driver's license and abstract
5. Copy of all driver training related certificates
6. Any other documents pertaining to driver training

3.4 QUALIFICATION PROGRESSION

The following will be adhered to when qualifying upon apparatus as a driver/operator:

1. Staff vehicles (Inspector cars, Chief Cars, Pickups, etc.)
2. Engine Apparatus
3. Heavy Utility/Rescue Apparatus
4. Power Wagon/Brush Apparatus
5. Aerial Ladder Apparatus
6. Trailers/Specialty vehicles

Note: The above is the listed progression for obtaining training and certification to drive and operate WTFD vehicles and apparatus. A trainee does not have to train and qualify on apparatus not normally assigned to their station to progress to the next level of apparatus. All personnel seeking to become an apparatus driver/operator must begin with an engine. Engines are the main stay of the fire department

As the individual qualifies through the listed progression of vehicles, he/she must complete and test upon the lower level vehicle prior to advancing to the next level.

Each apparatus shall require a separate qualification unless the apparatus is of similar design, same manufacturer, and relative vintage as the unit being qualified on such as Engines 1012, 1021, and 1032.

3.5 NEWLY ACQUIRED APPARATUS/VEHICLES

All driver/operators who were at the time of acquisition, qualified to a specific level, (ie: Utility, Engine, Aerial, etc.) May immediately qualify upon the new apparatus of equal level. A prescribed orientation and operational course for that vehicle shall be completed, after which they will be tested on their competence to drive and operate the apparatus. Those trained by a representative of the apparatus manufacturer may also qualify immediately and be made instructors if other requirements of this procedure are met.

3.6 ATTACHMENTS TO THIS SOP

- Staff vehicle modules (Inspector cars, Chief's cars, Pickups, Light Utilities, etc.)
- Engine apparatus modules
- Heavy Utility/Rescue apparatus modules
- Power Wagon/Brush apparatus modules
- Aerial apparatus module

- Trailer/Specialty vehicle module
- DT-1 Form (Driver/Operator Training Request)
- DT-2 Form (Driver/Operator Qualification Form)
- Driver/Operator Certification

The above modules and forms are living documents and as such changes in their content may occur over time as apparatus or apparatus standards change. Content changes to the modules or forms may be initiated by the training division and apparatus driver/operator trainers, but must be approved by the district fire chief before implementation.

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3.3 FIRE SCHOOLS AND SEMINARS

3.3.1 The fire company will sponsor members and incur expenses for fire-fighting instructional courses and seminars in accordance with the procedures outlined herein. All such courses and prospective students shall be subject to final approval by the Chief or training officer. No course may be scheduled without prior written approval of the Chief or training officer.

3.3.2 Any member, eighteen (18) years or older, in good standing who wishes to attend a given school must fill out and sign a "Request for Enrollment in Fire School" (see Appendix D) and submit it to the training officer for approval. If the request is approved, the member will be expected to attend and successfully complete the course in its entirety.

3.3.3 Fire School Attendance: Any member who has been scheduled for a fire school or seminar and fails to attend or complete the course or obtain a replacement approved by the training officer will be assessed for the tuition and any other expenses for the given school and will be considered in arrears until payment is made in full. The member will be allowed a maximum of thirty (30) days from the completion date of the course to reimburse the fire company for expenses. Failure to reimburse within this time period will result in suspension or dismissal from the fire company. Ex-

ceptions to this will be granted by the chief officer or the training officer.

3.3.4 Reimbursement of Training Expenses: Upon successful completion of a fire fighting course, if an individual requires reimbursement for tuition or expenses he must submit a "Request for Payment" form to the training officer. Reimbursable expenses include the following:

- a. traveling costs - tolls, parking, mileage, \$.20 (twenty cents) per mile
- b. lodging
- c. meals - up to \$25.00 (twenty-five dollars) per day except when meals are included in the cost of tuition

Receipts which give proof of expenses must accompany the request for payment.

Only those attending schools as representatives of the fire company and scheduled by the company in accordance with the procedure outlined above will be eligible for reimbursement.

3.4 TRAINING OFFICER

3.4.1 Drills and Training Sessions: The training officer shall determine the curriculum of topics and training sessions assign the instructor and arrange the training schedule.

3.4.2 Fire Schools: In accordance With the procedures outlined in Sub-section 3.3, the training officer shall make all necessary arrangements for scheduling and registration of eligible members for fire schools.

3.4.3 Training Records: The training officer shall keep and maintain updated training records for the fire company and its personnel. The following records shall be kept:

- a. reports of all drills: and training sessions

- b. driver training and driver qualification reports
- c. Self Contained Breathing Apparatus certification reports
- d. fire school attendance records and copies of certificates
- e. training: bank account records (see Sub-section 3.4.4)
- f. remuneration records in accordance with Commission Policy No. 12
- g. any records deemed necessary by the Chief

3.4.4 Training Account: A checking account is provided for payment of all training expenses. This account shall be used for the purchase of training materials, payment of all bills and expenses for fire schools and seminars and payment of expenses for company training sessions.

3.5 SELF-CONTAINED BREATHING APPARATUS TRAINING AND QUALIFICATIONS

3.5.1 Any member who wishes to utilize self-contained breathing apparatus (S.C.B.A.) must be certified for its use by a line officer. Any active member in good standing (as defined in the By-Laws) may be certified by meeting the following criteria:

- a. The candidate must have trained with S.C.B.A. under simulated fire conditions and performed to the satisfaction of the training officer or his designee. The time and place of this training must be noted on a drill report. (This requirement may be waived for members previously qualified with S.C.B.A.)
- b. The candidate must pass an verbal/practical examination conducted by a line officer. (see Appendix E)
- c. The candidate must pass a written examination of twenty questions or more with a grade of not less than 70% correct answers. This test shall be written by the training officer or his designee.

3.5.2 Certification for use of S.C.B.A. must be renewed annually. Members who are certified in a given year must re-certify by June

30th of the following year or refrain from using the breathing apparatus until recertified.

3.6 PROBATIONARY AND FIRST YEAR MEMBERS

3.6.1 A probationary member must meet the following criteria before permission will be given for response, to fire and emergency alarms:

- a. He must undergo a physical examination and present a note from his doctor to the membership committee chairman stating that he is fit for firefighting service.
- b. He must participate in at least three (3) training sessions with his fire company.
- c. He must pass a written examination with a grade of not less than 70% correct answers. This test shall be written conducted by the training officer or his designee and shall include questions on radio procedures, company regulations and procedures for apparatus cab passengers.

3.6.2 Members are required to complete a basic firemanship course approved by the training officer within one year of completion of probationary period of the fire company. (This requirement may be waived for those with previous fire company experience at the discretion of the Chief).