

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

|                  |                                     |                        |            |
|------------------|-------------------------------------|------------------------|------------|
| <b>Policy #:</b> | 5.301                               | <b>Effective Date:</b> | 10/31/2023 |
| <b>Title:</b>    | Training for Full Time Firefighters | <b># of pages:</b>     | 4          |
| <b>Category:</b> | Training                            | <b>Classification:</b> | Green      |

1. **PURPOSE:** The following guideline shall apply to all persons joining the South Portland Fire Department as full time employees.
2. **POLICY:** The Deputy Chief of Training will be tasked with ensuring that full time firefighters receive initial training, ongoing training and annual required training.
3. **PROCEDURES:** All new full time firefighters are required to be trained prior to participating in dangerous situations. Such training is dictated by the State of Maine Bureau of Labor Standard.

### **A. Initial Training and Drill School**

Initial training will be delivered in a combination of drill school, on-line learning through the department's Target Solutions Platform and by the employee's officer over a maximum of 36-month period (members may complete program sooner per bargaining agreement).

All new full time firefighters are required to be trained prior to participating in dangerous situations. Such training is dictated by the State of Maine Bureau of Labor Standards. Training shall be commensurate with Assigned Duties. Currently, Directive # 10- 05 from Maine Department of Labor outlines the required initial training.

- Hazardous Communications
- Lockout/Tagout
- Hearing Conservation
- Emergency Action Plans (
- Bloodborne Pathogens
- Personnel Protective Equipment
- Confined Space Rescue
- Traffic Control at Emergency Scenes
- Emergency Vehicle Operations Course (EVOC)
- Interior Structural Firefighter, Minimum Training (NFPA 1001)

#### South Portland Requirements:

- National Incident Management System (NIMS) 700
- National Incident Management System (NIMS) 100
- National Incident Management Systems (NIMS) 200
- National Incident Management Systems (NIMS) 300
- Hazmat Technician Level
- Confined Space Rescue Technician
- Advanced Emergency Medical Technician
- ProBoard Firefighter 1 & 2 Certification

The SPFD Drill School shall consist of 168 hours of instruction over a 4 week period. The Deputy Chief in charge of training will develop, maintain and adjust from time-to-time, the curriculum used.

The Deputy Chief in charge of Training shall ensure that all records related to the Drill School be maintained in the current SPFD Records Management System.

An archive of the curriculum used will be kept for each School.

#### **B. Full Time FF 1**

Ultimately, all employees will be certified as Firefighter 1 & 2 in accordance with the Professional Qualifications Board ("Pro Board"). New employees who do not possess this certification upon hire, will complete a study program consisting of on-line learning via Jones & Bartlett's JB Learning platform and the requisite skills sheets. These members will then sit for a written exam proctored by the Maine Fire Services Institute as well as a practical exam proctored by the same.

Upon successful completion of Drill School and certification as Pro Board FF2, new employees will be promoted to FF1.

The Company Officer shall be responsible to insure that the training is completed. It is acceptable to exceed the schedule of training; however, at no time shall the schedule be allowed to fall behind without just cause. In the event that the training schedule falls behind, the Company Officer shall immediately notify the Deputy Chief in Charge of Training of this fact in writing, stating the reason why and the plan of action to get back on schedule.

It shall be the Company Officer's responsibility to oversee all training and testing. However, realizing that job demands may make this difficult, there will be an acceptable allowance for the Officer to delegate portions of this training. It shall not be acceptable for the officer to delegate this entire training process, and he/she shall maintain an active role within this process. All personnel performing the training shall first be required to read through the material so as to be able to properly utilize the lesson plans.

The Company Officer will insure that all training is documented in the current SPFD RMS.

### **C. Full Time FF 2**

SPFD Firefighter Level 2 program may change from time to time as training programs are updated. Once hired a firefighter will only be responsible for the training as assigned to them per the training requirement/schedule issued to them upon hiring.

Ultimately, the SPFD FF2 program will be designed to ensure that members are trained in the following disciplines:

- Apparatus Operation
- Fire Inspections
- Haz-Mat Technician
- Confined Space
- RIT Operations
- Foam Operations
- NIMS 300

The Company Officer shall be responsible to insure that the training is completed. It is acceptable to exceed the schedule of training; however, at no time shall the schedule be allowed to fall behind without just cause. In the event that the training schedule falls behind, the Company Officer shall immediately notify the Deputy Chief in Charge of Training of this fact in writing, stating the reason why and the plan of action to get back on schedule.

It shall be the Company Officer's responsibility to oversee all training and testing. However, realizing that job demands may make this difficult, there will be an acceptable allowance for the Officer to delegate portions of this training. It shall not be acceptable for the officer to delegate this entire training process, and he/she shall maintain an active role within this process. All personnel performing the training shall first be required to read through the material so as to be able to properly utilize the lesson plans.

The Company Officer will insure that all training is documented in the current SPFD RMS. Upon successful completion of curriculum, employees will be promoted to FF2.

### **D. Ongoing and Annual Training**

The Deputy Chief of Training will develop and implement an annual training plan. This plan will be a combination of monthly department drills, regular company level drills and assignments via the department's Target Solutions Platform.

Company Officers will be responsible to ensure their members complete all assigned training and that completed activities are documented in the current SPFD RMS.

Members must also complete annual training to satisfy requirements set forth by the Maine Bureau of Labor Standards. The Deputy Chief of Training will develop a training plan consisting of in-

person, hands on training and on-line learning to ensure the following topics are addressed:

- Bloodborne Pathogens Refresher
- Anti Harassment Refresher
- Global Harmonization Refresher
- Fire Extinguisher Training
- Lockout / Tagout Training
- Hearing Conservation
- Hazmat R & I
- Personal Protective Equipment
- Emergency Action Plan Review
- Respiratory Protection (SCBA)
- Driver Recertification Training (Every 3 years)
- Hazmat Technician Refresher Training
- Confined Space Technician Refresher Training
- Level A Hazmat Suit Training

4. REFERENCES:

- Maine Bureau of Labor and Safety

By Order of:



Phil Selberg  
Fire Chief