

North Yarmouth Fire Rescue - Standard Operating Guideline Administration	A-106
TRAINING	
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Purpose:

It is the mission of the North Yarmouth Fire Rescue Department to provide employees with high quality training. There are numerous training requirements and standards throughout emergency service that must be met. To meet these requirements and standards every employee of the department must train completing all immediate requirements and then those required on an ongoing basis.

Procedure:

Initial training for new employees (other than mandatory) will be reviewed and implemented on careful evaluation of employee's current skill level, previous training and certifications. All new employees in training will follow the new employee orientation checklist.

Initial/New Employee Training (Mandatory): Back Safety, Blood Borne Pathogens, Hazard Communications, Hazardous Materials Awareness, Hearing Conservation, Lockout Tagout, Sexual Harassment, Workplace Diversity, and Workplace Violence.

Annual Training: (Mandatory). Under the regulations of Maine Bureau of Labor each employee must annually attend training to include the following:

1. Bloodborne Pathogens
2. Fire Prevention
3. HAZCOM
4. Hearing Conservation
5. Lockout Tagout
6. Respiratory Protection
7. Sexual Harassment
8. Workplace Violence
9. Fire and Explosive Hazards
10. Personal Protective Equipment

This requirement shall be met. Employees shall be removed from the active department roster and will not be allowed to respond to incidents or participate in departmental events until the training is complete. If any employee experiences any difficulty in completing the mandatory requirements they should notify their supervisor immediately to discuss the matter.

RESPONSIBILITIES:

1. Each employee is required to attend and pass the NIMS training specific to their level.
2. Each employee shall attend and pass a Traffic Safety class which meets the current requirements of Maine Bureau of Labor Standards.
3. All officers shall complete two (2) Fire / EMS related classes annually approved by the Fire Rescue Chief.
4. All driver/operators will participate in a refresher driver/operator training yearly.
5. All employees shall attend and participate in at least 50% of the department scheduled training nights, and 100% of mandatory training shall be completed.
6. Training is scheduled 36 times per year, for a total of 108 hours yearly per employee.
7. Officer's meeting are held on the 1st Monday of each month @ 18:00 Hours followed by apparatus checks at 19:00 unless otherwise notified.
8. There will be a Fire Rescue Department business meeting held every 2nd Monday of the month @ 19:00.
9. Fire training is held on the 3rd Monday of each month beginning at 19:00 hours, unless otherwise notified.
10. EMS training is held on the 4th of the Monday of each month at 19:00 hours unless otherwise notified.
11. Employees are expected to attend training sessions. In the event an employee is not able to attend a scheduled training, the employee must notify his/her supervisor by phone, e-mail, in person etc., that they will not be attending training that evening. Much effort goes into planning training sessions and if employees do not attend it creates a problematic situation.
12. All employees shall attend training and maintain certifications commiserating with their job function and/or rank. Those not complying shall be given an opportunity to comply prior to job functions and/or rank changes being enforced.
13. Employees may, with preauthorization attend outside trainings. Employees entering into large ticket training; such as EMT-B, EMT-A classes or FFI & FFII programs may do so with approval of the Fire Rescue Chief provided there are funds available. If such training is provided by the town, the employee shall sign into a contract with the Town of North Yarmouth to provide services as outlined in the contract. If the employee fails to finish the program or fails to meet the requirements of the contract, the Town may impose collection of the fees at the rates agreed to within the contract. All training funding is based upon availability of funds within the Town budget.
14. All employees shall maintain current CPR/AED certification.
15. A copy of all certificates and or licenses shall be given to the training Officer for the employees training file.