

GUIDELINES FOR MEMBER'S ATTENDANCE AT
"ADVANCED" LEADERSHIP COURSES
FUNDED BY THE BVFD

Purpose: The purpose of this guideline is to provide a guideline for the selection and processing of members' requests to attend advanced training courses. This guideline is proposed for use by the Training Committee, which is chaired by the Department Deputy Chief. This guideline can be superseded by the Department Chief or Department President, with each others concurrence.

This program targets the "Staffing and Command Program" offered by MFRI in Ocean City, Maryland. This is in an effort to develop existing and future leadership with the BVFD. The Fire course is typically held in March and the EMS course in November. The goal is to send up to three (3) members to each program. Any other course will be considered on a case-by-case basis, taking into account the number of people interested in the Ocean City program first. If there are no Ocean City attendees, other courses will be considered based on number members, course fee, travel costs and room/board costs. Courses other than the "Staffing and Command Program", such as the FDIC Program, must gain the approval the Training Committee and Department Chief or Department President, with each others concurrence, to be funded by the BVFD.

This fund is established for development and leadership courses and limited number "conferences", not conventions. Any advanced course(s) held at a conference (or "convention") should be equivalent to the "Staffing and Command Program" in length of time and "content". These courses must gain the approval the Training Committee, and Department Chief or Department President, with each others concurrence, to be funded by the BVFD.

Definition: Advanced training is defined as any training course outside of the typical courses offered by the County, MFRI or the National Fire Academy on an annual basis (at a County delivery level). Furthermore, any course with a per person fee greater than \$300.00.

Requests: All requests shall be made in writing to the Department Training Committee c/o the Department Deputy Chief with a copy of relevant material outlining course content, fees, etc. (a course brochure) a minimum of one month / executive board meeting prior to the course.

Funding: Fire Course, \$1,000.00 per member x 3 = \$3,000.00 (plus \$100.00 fuel)
EMS Course, \$1,000.00 per member x 3 = \$3,000.00 (plus \$100.00 fuel)

Total Program Funding = \$6,200.00 per fiscal year

Personal Criteria and/or Requirements:

Fire Course: a. must be a regular or life member of the BVFD, in good standing;
b. must have completed a minimum of two (2) active years within the BVFD at time of request;
c. must be a minimum of 22 years of age at time of course request;
d. must be MFSPQB certified as a Fire Officer I;
e. should have served/completed a minimum of one(1) full year as a PG County recognized Fire line officer.

EMS Course: a. must be a regular or life member of the BVFD, in good standing;
b. must have completed a minimum of two (2) active years within the BVFD at time of request;
c. must be a minimum of 22 years of age at time of course request;
d. must be an EMT;
e. should have served/completed a minimum of one(1) full year as an EMS (or Fire) line officer and/or in some other EMS related station level position.

Instructor

Course: a. must be a regular or life member of the BVFD, in good standing;
b. must have completed a minimum of two (2) active years within the BVFD at time of request;
c. must be a minimum of 22 years of age at time of course request;
d. if fire:

1. must be MFSPQB certified as an Instructor II.

if ems:

1. must be MFSPQB certified as an Instructor II.

MFSPQB - Maryland Fire Services Professional Qualifications Board

Other: Each member will be requested to show they are committed to taking the course. Any cancellation fees will be reimbursed to the BVFD.

Each member applying for such training must sign an agreement with the BVFD stating that they are responsible for any cancellation fees and will complete the tasks outlined below upon return from the course.

Each attendee will be required to bring and/or create an oral and/or written presentation to the Executive Board and/or the body. Additionally, they shall submit a written program, with course materials, for inclusion in each station's training library. These tasks must be fulfilled within 45 days upon return from the course and will be agreed upon, prior to the course.

Typical Cost Breakdown:

Hotel / list days

Food @ \$50.00 per day (breakfast \$10 / lunch \$15 / dinner \$25)

Airline / list round trip costs

Airport Parking

Transportation / taxi cabs - to and from airport

If an advanced course: \$3,100.00 per person maximum, two (2) per year.
½ of the total annual fund.