

LEBANON FIRE DEPARTMENT	Training		109.001
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I. POLICY

The Lebanon Fire Department actively promotes the pursuit of excellence through training and education.

II. GENERAL

In today's rapidly changing environment and technological advances, a well trained and educated force is a matter of need, safety and proficiency. The Emergency Service professional development, advancement and education of all members is encouraged and supported.

Department Training is delivered and coordinated under the direction of the Assistant Chief of Operations and Training. Reporting to the Assistant Chief is the Call Force Training Officer who supervises Call Force Training.

III. TRAINING OPPORTUNITIES AND NOTIFICATION

Training notices are posted on the bulletin board or via department email.

IV. DOCUMENTATION OF TRAINING

A. REQUEST FOR TRAINING FORM

This form, along with the applicable course registration form is completed by the member requesting training and submitted for approval of all courses or programs.

Members requesting time off (regardless of coverage requirements) must include all time off requested on the training request form. **Time off not requested in advance will not be approved.**

The approval chain consists of:

Career - Shift Officer, Assistant Chief, Chief
 Call - Call Captain, Call Training Officer, Assistant Chief, Chief

B. SHIFT TRAINING REPORT

Shift Officers shall create an entry in the Firehouse Software Database for all shift level training conducted.

Issued and Authorized by:


 Chris Christopoulos, Jr.
 Fire Chief

Date: May 28, 2010

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C. SUCCESSFUL COMPLETION

All training is documented and maintained in individual training records and a data base. Documentation of course completion is required for any program. This documentation varies from program to program.

Acceptable documentation consists of:

- Shift Training Report from Firehouse Software
- Transcripts or course grade reports (Scholastic Training)
- Certificates of Completion
- Certification Cards
- Presenting organization Letter or similar

V. IN-HOUSE TRAINING

In-House training consists of programs and presentations for members at LFD or locally without charge. Training opportunities are taken advantage of as they present themselves, especially when available locally. No approval process is required for In-House training.

A. CAREER TRAINING

Career training will occur at least once during each shift cycle or as scheduled by the Training Captain.

- **SHIFT LEVEL** - Shift level training is delivered by or at the direction of the Company Officer in maintenance of basic skills, during a shift cycle when no other training is delivered, or the delivery of materials at the direction of the Deputy. Company Standards Training is accomplished during shift level training. Documentation consists of data entry by the shift officer into the Firehouse Software.
- **MONTHLY** - Monthly training is delivered by or at the direction of the Assistant Chief. Monthly training should normally consist of an EMS and a Suppression or Specialty component. Times for Monthly Training will be noticed on the training bulletin board, Firehouse Software Calendar entry or via department email notification.
- **CALL FORCE TRAINING PARTICIPATION** - The on-duty shift may participates in or be requested to assist in delivering Call Force Drills. Documentation consists of signing, dating and time logging the LFD Training Roster Form prepared by the Call Force Training Office or data entry into the Firehouse Software by the Call Force Training Officer.

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B. CALL FORCE TRAINING

Most Call Force Training is delivered in accordance with a set schedule throughout the year. Drill dates that fall on holidays are moved back one week or as scheduled by the Call Force Training Office.

Call Firefighters Meet on the first Mondays of the month, usually from 1830-2130 at Station 1.

C. LOCAL TRAINING

Local Training consists of programs delivered by regional organizations without charge. DHMC continuing education programs or Hartford/Hanover EMS training are examples of this. All members are encouraged to take advantage of Local Training. Programs within Lebanon are attended by the on-duty shift. Programs outside Lebanon, but within 15 minutes response time can be attended by one on-shift member when a full shift is on-duty. Documentation of Local Training attendance consists of data entry into Firehouse Software by the shift officer approving training or the member attending the training.

D. CRITIQUE

A critique is the in-depth review and examination of an incident with the goal of identifying how to improve emergency services delivery. There are two types:

- **INFORMAL** - Conducted after a call, normally consisting of the participants. Documentation of consists of data entry into Firehouse Software.
- **FORMAL** - Scheduled by the Assistant Chief several days after a major, significant or unusual call, A formal critique usually involves all LFD members and mutual aid companies involved. A report is generated from the critique outlining areas of future consideration. Documentation of consists of data entry into Firehouse Software.

VI. PROGRAM TRAINING

Program training consists of training outside LFD dealing with specific topic areas, specialties, or skills. Weekend schools, Conferences, Seminars, NFA Programs, and such, are included in this category. Program Training attendance is based upon the approval of a **properly prepared** and timely submitted Training Request Form with completed applications attached.

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A. ADVANCE AND OR REIMBURSEMENT OF FUNDS

ADVANCES - LFD will pre-pay, advance, and / or reimburse funds for Program fees, lodging, meals, and travel expenses as applicable. Expenditure of funds is based upon the expectation of successful program completion as documented by the timely delivery of program documents, certificate of attendance, or trip report (if applicable).

Program Fees - Paid in full.

Lodging – Shall be in accordance with the current version of the Collective Bargaining Agreement.

Meals - Shall be in accordance with the current version of the Collective Bargaining Agreement. Expenses for alcoholic or similar beverages (near beer) are not covered.

Travel - Shall be in accordance with the current version of the Collective Bargaining Agreement. Mileage reimbursement or department vehicle use must be requested on school request form and approved in advance. Mileage distances will be determined by Google maps and attached to reimbursement form for the Fire Chiefs approval.

REIMBURSEMENTS - Unless extenuating circumstances exist, members will reimburse LFD for program funds advanced when successful completion is not attained.

EXPENSE ACCOUNTS - Upon return from a program an expense account for all advances made and reimbursements requested is prepared. Only expenses documented by receipt can be submitted. If use of a member's vehicle was approved, the mileage to and from the program is reimbursable and should be submitted along with the expense account.

B. TIME FOR CAREER MEMBERS TO ATTEND

Time off shall be in accordance with the current version of the Collective Bargaining Agreement.

Note: Time off not requested in advance will not be granted.

C. TIME FOR CALL FORCE MEMBERS TO ATTEND

Call force members attending programs may attend in lieu of call force training.

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Compensation is made equivalent, but not exceeding, the normal training hours for the month the program is attended. Two program hours of training will be counted as 1 hour of In-House training for training attendance calculations.

D. INSURANCE COVERAGE

Members attending approved Training Programs are covered under LFD for insurance.

VII. CERTIFICATION TRAINING

Certification training is NHFST, EMS or Hazmat programs that result in the issuance of a certification recognized by New Hampshire. Certification training is handled in the same fashion as Program Training. In case of budgetary constraints, certification training will receive priority over Program Training.

VIII. SCHOLASTIC TRAINING

Scholastic training is college programs and courses within the confines of a degree plan that result in an emergency service or related field degree. Approval is obtained in the same manner as Program Training.

Members are reimbursed for tuition and books in accordance with the current version of the Collective Bargaining Agreement.

Members may attend class on-duty in accordance with the 15 minute, full shift rule. Members are required to utilize vacation, p-day or swap time for class attendance when shift coverage is needed.

IX. TRAINING SELECTION CRITERIA

Training goals shall be established during an employee's annual performance evaluation.

Training requests that meets an individual's training goal will take precedence over one that is outside an established goal.

Approvals for training are based upon the expected return, both for the member and LFD. It is also influenced by the impact upon the training budget.

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