

Training

617.1 PURPOSE

This document is to establish the Policy and program requirements for the Magnolia Fire Department (MFD)/Montgomery County Emergency Services District No. 10 (MCESD 10) personnel. This policy will identify the training requirements for certification, continuing education, membership, and certification maintenance, in accordance with the requirements of the Texas Commission on Fire Protection (TCFP), the Texas Department of State Health Services (DSHS), and the Insurance Service Office (ISO). This policy is designed to ensure personnel maintain a state of operational readiness at all times.

617.2 SCOPE

This policy applies to all members of MFD / MCESD No. 10

617.3 PROCEDURE

- Training is identified as an essential function of the members' daily duties and must be one of the highest departmental priorities.
- This policy shall reflect minimum requirements for training and is not intended to limit other training.
- All training shall be documented utilizing the department's computer based continuing education (CE) platform.

617.4 PROBATIONARY FIREFIGHTER TRAINING PROGRAM

Newly hired firefighters will undergo a twelve (12) month training program that will begin at the earliest opportunity after their start date. Sequencing the timing of phase training enables the training division to test multiple participants simultaneously, at the end of each three-month period. Without this coordination, phase testing could possibly be required to take place at the end of each month, thereby requiring a disproportionate amount of resources to be dedicated to the program, significantly reducing its overall efficiency.

Each of the four (4) phases of the Phase Training Program will last three (3) months. Each phase is designed to prepare and measure the probationary firefighter's personal traits as well as their ability to demonstrate these elements:

- Competency to perform practical fire service skills as outlined by the department's performance standards
- A working knowledge of the physical layout of the streets in the respective response district
- A working knowledge of the location of target hazards
- Knowledge of the department's standard operating procedures, guidelines, and policies.

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By the end of each three (3) month period, the probationary firefighter will have completed the performance standard skills assigned to their corresponding phase and will have been signed off as proficient by their assigned District Training Officer (DTO). Once skills have been evaluated, and the probationary firefighter has demonstrated competency in their assigned skills, a written test will be scheduled and administered by the Training Division. Training to prepare for this test will take place on-duty in the months prior to testing, with supervision given by the probationary firefighter's designated company officer.

Probationary firefighter's designated company officer will be responsible for ensuring their personnel are adequately prepared for the phase test. Written tests will be prepared and administered by the Training Division at a location deemed appropriate by the Training Division and provides an environment capable of maintaining test integrity.

Probationary firefighters will not be allowed to solicit assistance on skills based or written tests from other staff members. The Training division will grade all elements of the written tests. Probationary firefighters will have an opportunity to review their written tests after scores have been calculated. The final test scores will be recorded and added to the probationary firefighter's training file.

Failure of any section of a test will necessitate a retest of that section only. Retest must be scheduled and completed within fourteen (14) days of the original test, and documented as a second attempt.

Failure of any portion of the training program is grounds for dismissal.

Once successful completion of all Phase IV test is accomplished all documents will be placed in the member's training file

Should a probationary firefighter tender a resignation during their phase training program, phase testing shall continue as scheduled. Phase test shall not be suspended due to a pending separation from employment

617.5 ANNUAL TRAINING REQUIREMENTS

Each full-time member of Operations shall complete a minimum of two hundred fifty (250) hours of in-house continuing education training per calendar year. Part-time members of Operations shall complete a minimum of two hundred sixteen (216) hours of in-house continuing education training per calendar year.

Each member of Operations/Suppression shall complete six (6) hours of hazardous materials awareness/operations training per calendar year. Full-Time members certified as a Hazardous Materials Technician through TCFP will be required to do an additional eight (8) hours of technician level training. This training will be scheduled through the Training Division and it is the member's responsibility to ensure their attendance

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Any member of the Department that holds a TCFP Wildland Fire Protection Certification will be required to complete (4) hours of wildland fire protection continuing education each year and will include a hands-on refresher in the deployment of a fire shelter

Live fire training shall be conducted on a quarterly basis and scheduled through the Training Division. Live fire training is mandatory and can only be excused if the employee is sick, on mandatory assignment, or has fire administration approved benefit leave

617.5.1 ENGINEER/OPERATOR TRAINING

Each member of Operations who holds the rank of Engineer/Operator shall complete and attend twelve (12) hours of continuing education per year, which will be included in the daily scheduled training. New Engineer/Operators shall possess a TCFP Driver/Operator - Pumper and TCFP Driver Operator - Aerial certifications. TCFP Driver/Operator Pumper and Aerial certifications must be obtained prior to eligibility for promotion to the rank of Engineer / Operator.

All probationary firefighters will be trained in safe and efficient driving, and operation, of all fire department apparatus. At the conclusion of a probationary firefighter's phase program, an Engineer / Operator's task book will be assigned. The firefighter assigned an Engineer / Operator task book will have twelve (12) months to complete all sections of the task book and have submitted the completed task book to the Training Division. The Engineer/Operator task book must be completed and on file with the Training Division before a firefighter is eligible for ride-up incentive pay and promotional opportunities for Engineer/Operator. The Engineer/Operator task book will entail a minimum of sixty five (65) hours driving and pump operations. The Engineer/Operator task book is divided into three sections.

- Booster Operations - 20 Hrs
- Pumper / Tanker Operations - 35 Hrs
- Aerial Operations - 10 Hrs

617.5.2 COMPANY OFFICER / LEADERSHIP TRAINING

Each member of Operations who holds the rank of Lieutenant, Captain, Battalion Chief, Division Chief, Assistant Chief, or Fire Chief shall complete twelve (12) hours of Officer Development and leadership training per calendar year. This training will be scheduled through the Training Division. It is each Officer's responsibility to ensure they attend the necessary training. All Officer training shall be documented and reported accordingly in the department's computer based CE record keeping system.

617.5.3 EMERGENCY MEDICAL TRAINING

Medical continuing education is provided to MFD/MCESD No.10 members by the Montgomery County Hospital District (MCHD), as well as internally by the Training Division. Online training is required via a commercial vendor, which may change from year to year. MCHD maintains the vendor contract. MCHD may also provide traditional classroom and skills instruction.

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It is the sole responsibility of each member to maintain their current certification level through TX Department of State and Health Services (TDSHS). Appropriate opportunities for continuing education will be allotted to each member during regularly scheduled daily training. TDSHS utilizes a four (4) year cycle for certification. Requirements for continuing education can be found at the TDSHS website. A valid TDSHS certification, at the member's current level, is required to maintain employment.

Members are responsible for processing their EMS certification renewal far enough in advance to ensure no lapse in certifications exists. The department will reimburse the costs associated with certification renewal. Member must pay up front for the renewal fee and then submit form 04, "Certification Expense Reimbursement" to administration for reimbursement.

Members are responsible for accurate statements for compliance on the EMS certification renewal application form, or online application system, and for maintaining personal verification of any required continuing education, should the member be audited by TDSHS.

617.6 TRAINING RECORDS

All training shall be entered into the department's computer based CE record keeping platform upon completion with member attendance documented accurately. If, for unavoidable reasons, a member is absent from any of the above required training classes, their Officer will report the missed class/classes to their District Training Officer, who will notify the Training Division. Make-up classes will be determined by the Training Division, and conducted by the respective District Training Officer or Training Division Instructor.

The training record data for daily training shall be entered into the computer based CE record keeping platform by 21:00 hours each shift. Data entry into the computer based CE record keeping system is the responsibility of the station Officer to complete. The on-duty District Training Officer (DTO) will check compliance and ensure all Officers within their respective districts have entered all pertinent training data into the CE record keeping system.

617.7 EXTERNAL TRAINING

External training classes are available on a limited basis, and are filled based on the following priorities: (1)Necessity, (2)Applicability,(3)Rank,(4)Seniority in rank,(5)Order of request

Requests for training shall be made by submitting a formal training request form. The form shall be completed in its entirety to be considered valid. Cost estimates should be approximated as closely as possible. A course agenda or description must accompany the request. A written summary of the training event should be supplied within thirty (30) days of the completion of the training event. Copies of any certificates must be submitted to the Training Division within thirty (30) days of the completion of the training event. The applicant must meet training pre-requisites, if applicable.

Should the department require a member to attend an internal or external training event; the member will be compensated for their respective affected shift(s) as well as their actual time in the class. Special circumstances shall be notated on the Training Approval Request Form

Training

Employees may request to voluntarily enroll in on-line or traditional classroom training courses offered by TCFP "OL-Magnolia Fire Department Training". Schedules will be posted on an annual basis of the courses offered. Request to participate and enroll in these courses must be made formally to the Training Division. If approved, the department will provide the necessary book for the course. Upon successful completion of the course, the department will reimburse the TCFP testing fee and TCFP certification fee as long as the member obtained the certification within ninety (90) days of the course completion.

617.7.1 TRAINING REQUEST PROCESS

When a training request form is completed and submitted, it must first be approved by the employee's assigned Battalion Chief before it is forwarded to the Training Division for final approval. The Battalion Chief will approve or deny the training request after considering current staffing levels, employee's past attendance record, and employee's conduct history.

External training that negatively affects daily staffing should be avoided.

Once the training request is approved by the employee's Battalion Chief, it may be forwarded to the Special Operations Coordinator if applicable. The Special Operations Coordinator will advise the Training Division if the requested training aligns with any special operations development plans for rescue or hazmat that may be assigned to the employee. The Training Division will then process the request for final approval. The Training Division, based on the training plan for the current budget year, may approve or deny any request.

It is implied that all training request, generated by the employee, if granted, will be done so with the understanding that the employee's attendance to the event is voluntary, and no compensation will be obligated to the employee, other than to provide coverage for their respective permanently assigned affected shift(s). The request can potentially be granted for coverage of the assigned shifts without funding of the course cost, travel, or lodging. Request may be carried over from one year to the next in the event a request does not align with the current budget year's training plan.

617.7.2 COLLEGE TUITION EXEMPTION

In the Texas Education Code, Section 54.353, volunteer and paid firefighters may be eligible for waivers, exemptions, and other tuition and fee benefits while enrolled in fire science courses offered by public colleges and universities in Texas. To qualify for tuition exempt status, an employee must submit a letter to the college or university admissions office verifying the individual's employment status with the fire department is current and in good standing. This letter will be made available to the employee after a formal written request for the letter is delivered to the Training Division through the employee's chain of command.