



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 11/29/2018
To: Board Directors
Attn: Mike Del Puppo
President
From: Fire District Staff
Subject: 2019 Training Plan

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is required to prepare and submit an annual Training Plan

BACKGROUND:

The new District Training Policy requires an Annual Training Plan.

DISCUSSION:

The annual training plan serves to inform all personnel of the training requirements, in service drills and professional development courses being offered during the year. The training plan will be the guiding document for meeting mandatory requirements, administrative continuing education training, and multi company in service training; consisting of fire suppression, EMS, hazardous materials, technical rescue, and various safety topics. The key to the training plan is flexibility. Monthly topics and delivery means have been identified, but flexibility remains key, as industry trends or emergencies may dictate a need for a new training topic. The topics and practical skills for company led in-station based training in 2019 will be: basic firefighter fundamentals, policy review, and NFPA 1410 Evolutions. The goal is to give company officers the flexibility to conduct standardized monthly training on their own while in their first in area. All training will be delivered in varying formats; classroom presentations, facility led drills and practical evolutions at the training center, in-station company led drills, in battalion

based training delivered by training bureau staff, and web-based training will all be utilized throughout the course of the year.

ALTERNATIVES:

The District does not approve the 2019 Training Plan.

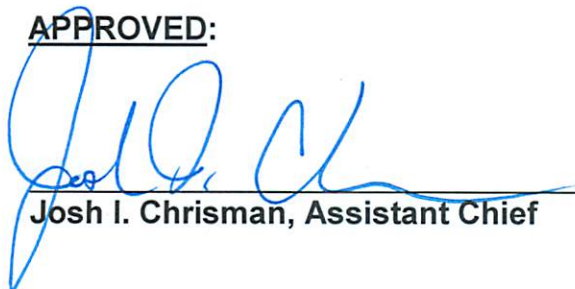
IMPACTS (*Consider potential consequences related to each of the following areas of concern for proposed alternatives*):

- Fiscal – No known impact
- Operational – No known impact.
- Legal – No known impact
- Labor – No known impact
- Sociopolitical – No known impact
- Policy – No known impact
- Health and safety – No known impact.
- Environmental – No known impact.
- Interagency – No known impact.

RECOMMENDATION:

Staff recommends that the Board of Directors approve that the 2019 Training Plan. That any Board of Director make a motion to approve the 2019 Training Plan.

APPROVED:



Josh I. Chrisman, Assistant Chief



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CAL FIRE

Fresno Kings Unit

In Cooperation with the
Fresno County Fire Protection District

Introduction

The primary responsibility of the Fresno Kings Unit / Fresno County Fire Protection District Training Bureau is to provide training and records maintenance for all employees assigned to the *CAL FIRE* Fresno Kings Unit / Fresno County Fire Protection District. Responsibilities include the coordination of State, Region, and Local training in support the mission of *CAL FIRE* and the Fresno County Fire Protection District.

The Fresno Kings Unit has been in a Cooperative Fire Protection Agreement (Schedule A Contract) with the Fresno County Fire Protection District since 1946. The Unit / District staffs (9) *CAL FIRE* Facilities, (14) District Facilities, (1) Conservation Camp, (1) Interagency ECC, (1) Vehicle Maintenance Facility, (1) Logistics Warehouse and the Mid Valley Regional Fire Training Center. The Unit employees' 305 career, seasonal, administrative and paid call firefighter work force.

Training Bureau Goals

The primary goals of the Fresno Kings Unit / Fresno County Fire Protection District Training Bureau are to develop, maintain and support a comprehensive training program for all its employees, ensure compliance with national, state and department mandated training, enhance employee's incident command skills and qualifications, and develop career tracks that benefit the Department's mission as a leader in all-risk emergency response. This is accomplished by identifying and meeting the training plan objectives and developing an annual training schedule that serves the needs of the Department and all personnel within the Unit.

Training Program Objectives

The objectives of the training program are to:

1. Enhance the level of emergency services to the public.
2. Increase the technical expertise and overall effectiveness of the members.
3. Provide for continued professional development for members.
4. Reduce risk and enhance safety.
5. Maintain a comprehensive record of all training delivered to members

The following priorities are intended to guide the training program to meet the overall objectives:

1. **Mandatory or Required Training;** Schedule and deliver the annual training that is required by national standards, state law, and department policy.
2. Provide training of sufficient hours and subject matter to comply with the Insurance Service Organization (ISO) Fire Department Rating Schedule.
3. Continue to build depth in our Incident Command System capabilities to respond and support incident activity.
4. Strengthen and support specialized programs and create depth in Cadre level instruction.

5. Target Solutions is the platform the Unit has adopted to assign, deliver and document all training. This program allows us to monitor compliance with required mandates, operate more efficiently with training and improves our record keeping. The user side of the program allows the employee to receive training and notifications.

CAL FIRE MISSION

The California Department of Forestry and Fire Protection serve and safeguard the people and protect the property and resources of California.

Fresno County Fire Protection District Mission

Provide all persons who work, travel, or reside within the Fire District the protection of life, property, and environment.

Training Bureau Mission

Provide the highest quality training, instruction, and evaluation to our members and students. The curriculum is based on accredited national standards provided through the collaborative effort of public safety subject matter experts, educational professionals, and emergency response personnel from throughout the region and state. As such, we are committed to meeting the dynamic demands placed on our emergency response personnel which ultimately results in superior emergency services to the Public.

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Training Bureau Administrative Staff

The Fresno Kings Unit / Fresno County Fire Protection District Training Bureau is assigned out of the Mid Valley Regional Fire Training Center facility located in Del Rey, Ca. The Training Bureau is staffed with (1) Battalion Chief, (2) Fire Captains, (1) Training Office Technician. Additional personnel are assigned to the Training Bureau utilizing Cadres and Working Groups to support curriculum development, course delivery, and technical assistance throughout the year.

Mid Valley Regional Fire Training Center



The MVRFTC opened in August of 2016, sits on approximately 12 acres south west of the City of Sanger. The land is owned and operated by the Fresno County Fire Protection District.

The on-site facilities and training props include:

- Administration Building – 1,440 square feet
- Classroom 1 – 1,440 square feet, seating for 45 students
- Classroom 2 – 960 square feet, seating for 35 students
- Bathroom Building – 224 square feet, male and female
- Burn Tower – 28,000 square feet, 4 stories
- Pump House – 1000 GPM support 5 internal hydrants
- Attic Fire Propane Prop
- Couch Propane Prop
- Flashover Propane Prop
- Class A Burn Trailers
- CSFM certified Confined Space Rescue site
- CSFM certified Rescue Systems 1 site
- Several vertical ventilation props (ground & tower mounted)
- Vehicle Extrication
- Firefighter Survival Maze
- High Angle Rescue capabilities

The facility sponsors courses in Incident Command System and specialized training in accordance with *CAL FIRE*, National Wildfire Coordinating Group (NWCG), California Incident Command Certification System (CICCS) and California State Fire Training curriculum throughout the calendar year.

Training Program Elements

The Annual Training Plan is comprised of many elements that work collectively to accomplish the identified training objectives.

Training Program Elements Include;

I. Annual Mandatory or Required Training

Mandatory and required training will be developed, scheduled and delivered by the Training Bureau. The following list represents the program areas where there is mandatory or required training:

- Basic Fire Protection Skills (4064) Annual Performance Testing
- Joint Apprenticeship Committee Program
- EMS Continuing Education & Recertification
- Hazardous Materials First Responder Operations (FRO)
- Driver / Operator Training
- Equal Employment Opportunity / Sexual Harassment Training / Workplace Violence
- Injury Illness Prevention Program (IIPP)
- Wildland and Structural Chainsaw Operations

Training sessions will be delivered using a variety of platforms:

- Target Solutions – web based training delivery
- Multi Company Drills – Quarterly at the training center and /or in the field
- Facility Led Training – Delivered at the training center
- Multi Agency Training – Operational Area Readiness drills
- Company Led / In Station Training

A. Basic Fire Protection Skills (4064) Annual Performance Testing

The Training Bureau will conduct the annual basic fire protection skills testing that is required by department policy. Identified skill evolutions will include proficiency in ground ladders, ropes and knots, SCBA, fire suppression, supply hose, and pumping. This will include all journeyed personnel within Fire Captain, Fire Apparatus Engineer, Firefighter II and Heavy Fire Equipment Operator classifications. The Training Bureau will send a reminder to the field with appropriate instructions for 4064 completion. The testing will take place annually and scheduled by the training bureau for the following year. Final test results will be recorded in Target Solutions and maintained by the Training Bureau.

B. California Firefighter Joint Apprentice Committee (CFFJAC) Training

The primary objective of the JAC Coordinator is to administer the CFFJAC Training Program in a manner that ensures all employees complete their respective agreements in a timely manner. The JAC Coordinator will also be the Unit contact between the Region and Statewide JAC Coordinators. The JAC Coordinator is responsible for Unit level oversight of employee progress as it relates employee orientation, instruction, demonstrations, assignments, program guidance, course allocations and facilitates all annual required testing. However, JAC employees are personally responsible for completing their required JAC training and submitting accurate and timely JAC-304 forms to the training bureau. In 2017, the Training Bureau will be moving towards having the JAC employee electronically submit the monthly Individual Training Record information as this will assist in processing and submitting the required forms to JAC in a more timely and efficient manner.

C. Emergency Medical Services

All personnel are required to recertify in CPR / Automated External Defibrillator (AED) every two years. The department also trains personnel to the level of Emergency Medical Technician (EMT) and / or Public Safety First Aid (PSFA). Personnel certified as EMTs are required to complete 24 hours of Continuing Education (CE) every two years. Personnel certified to the level of PSFA are required to complete 8 hours of CE and a battery of skills tests every two years. CE is provided via Target Solutions and scheduled quarterly training drills. The Training Bureau will offer EMS skills testing during the months of April and November. The EMS Training Captain will visit stations during the 1st and 3rd quarter to provide EMS policy updates and conduct AED Case Review. EMT / PSFA recertification forms are available on Target Solutions, File Center, EMS folder. Information about EMT recertification is available on Target Solutions, Forum, "Recertifying Your EMT or PSFA Card."

D. Hazardous Materials

All response personnel shall be trained to the level of Hazardous Materials First Responder Operations (FRO). Members shall be trained to the standard recognized under California Specialized Training Institute (CSTI) curriculum. New members shall attend the FRO course within the initial training prior to response. Annual continuing education of 4 hours will be delivered through manipulative format and/or web based.

E. Defensive Driving

All members that operate state and/or district vehicles shall complete and maintain the Defensive Driver web based training every 4 years. Training is available through Target Solutions and provided by the California Department of General Services. Members that operate firefighting equipment shall successfully complete driver training that meets or exceeds the requirements of the State Fire Marshall Fire Apparatus Driver/Operator 1A course.

F. Equal Employment Opportunity (EEO), Sexual Harassment, Workplace Violence

All members are required to receive training in EEO, Sexual Harassment and Workplace Violence as part of the initial training and annual continuing education thereon. Initial training is provided in a classroom format with the annual continuing education provided through classroom and/or web based format.

G. Personnel Training Modules

The Unit has developed personnel training modules to be delivered to all New Limited Term Firefighter II, Fire Apparatus Engineer and Fire Captains. The module format will cover the annual Basic Fire Protection Skills evolutions (4064), fire ground fundamentals, live fire scenarios, driver operator training, command and control, supervision, leadership, report writing, Unit orientation, mobile data terminals, IAP development and department policy review. Curriculum follow department policy and nationally recognized learning material. The specific employee modules will be structured around a 40-hour training outline at the MVRFTC.

II. Insurance Service Office – Fire Suppression Rating Schedule

The purpose of ISO is to outline the criteria for evaluating the fire prevention and fire suppression capabilities of individual communities or fire protection areas. The purpose of such an evaluation is to develop a Public Protection Classification for property insurance rating. The Training component of this evaluation insures all personnel engaged in fire suppression activities must receive training in subjects related to fighting structure fires. The rating schedule includes the following criteria:

- Facility Led Training – 18 hours per month per member, structural firefighting topics
- Company Led / In Station Training – 16 hours per month per member.
- Officer Continuing Education – 12 hours per year per company officer.
- Existing Driver / Operator Training – 12 hours per year per member.
- Hazardous Materials Training – 6 hours per year per member.
- Building Familiarization for Pre-Incident Planning – Annual inspection each commercial building.
- Inter-department Training – Quarterly (3-hour) training exercises with automatic aid agencies.

III. Incident Command System & Professional Development Training

Fresno Kings Unit / Fresno County Fire Protection District has a long tradition of supporting Incident Command System (ICS) training and participation with Incident Management Teams (IMT). It is the intent of the to have an all hazard incident management focus to support statewide and local incident response and the deployment of the CAL FIRE IMTs.

All training and proficiency requirements for ICS positions must be in accordance with Department Policy 4039.

A. Annual Emergency Response Directory Analysis

The Training Bureau, led by the Training Officer will conduct an annual Emergency Response Directory (ERD) analysis to determine personnel depth in all ICS positions at the qualified and trainee level. The results of the analysis will be shared with Unit Chief Officers to evaluate each ICS position for the appropriate number of individuals in each position. The resulting analysis will also be utilized as an ICS succession planning tool. This analysis usually takes place in November or December annually.

B. Training Needs Assessment

The Training Needs Assessment (TNA) process assists in the development of an individual and assists the Unit in meeting critical incident command and response needs as well as, Unit level training goals and the successful attainment of those goals. The assessment of training needs and accomplishments must occur on a continuous basis.

The assessment begins with the review of the Individual Development Plan (IDP) and the Training Guides for employee classifications (4000 manual) by the individual and their supervisor. Comparison is made with the individual's training records, position responsibility, career development needs, ICS track, and department needs.

The annual TNA will be conducted in conjunction with IDP's during the month of January. Battalion Chiefs will submit their respective program or battalion needs to the Training Bureau no later than directed by the Training Officer. The Training Bureau will consolidate program/battalion needs and meet with the Unit Command Staff and then forward the data to Region for the upcoming course announcements.

C. Training Allocations

Training Allocations will be conducted following the mid-summer release of the annual training schedule by Region Training. Employees will be assigned to courses using the annual Training Needs Assessment, Individual Development Plans and Chief Officer/Supervisor review. All allocations will be finalized during the annual Allocations Meeting which is scheduled for late summer or early fall of each year.

Following the Region allocation process further review of the Training Needs Assessment and the ERD will be completed.

D. Trainee Status & Task Books

The Training Bureau, led by the Training Officer maintains personnel ICS qualifications in ROSS and Telestaff. Personnel who attend ICS training will send a copy of their course completion certificate to the Training Bureau immediately upon receipt. The Training Bureau will initiate a task book upon receipt of a course completion certificate. The Training Bureau will distribute individual ICS qualification cards by May 1st annually. Reference *CAL FIRE* Policy 4039 for ICS position qualifications information.

E. ICS and Position Qualification System (PQS) Certification

The Training Bureau frequently receives questions about the process to obtain Trainee or Qualified status for ICS qualifications and positions.

Employees need to work with their Battalion Chief to select an ICS track. Once an employee has chosen an ICS track, they should pursue ICS training classes and qualifications within their chosen ICS track and operations. Adjustments to the individual ICS track will only be done after consultation between the responsible Division Chief, Battalion Chief, and Training Bureau.

- Before an employee submits a TR-7 to attend an ICS position training class, they first need to review 4039 (ICS Position Development) to confirm they have attended all the required prerequisite courses for the ICS position training class they wish to attend. If they do not have all the required prerequisite classes, the employee will need to complete the prerequisite training prior to submitting a TR-7 to attend the ICS position training

F. TR-7's (Employee Training Requests)

The TR-7 is used for the following:

- Obtaining approvals to participate in training.
- Serving as a control document for managing training funds and authorizing payment.
- Recording hours spent for various types of training.

Most employees are required to submit a TR-7 through their supervisor for all formal local and region sponsored training classes they would like to attend. TR-7's are not required for local unit sponsored CE classes, EMS recertification classes, CPR/AED classes, etc., but they are required for all other local training.

All TR-7's need to be approved (signed) by the employee's Battalion Chief. When an employee has their TR-7 signed by their Company Officer, the Battalion Chief will still be required to sign under the Company Officer's signature. This states the Battalion Chief approves attendance in the training class. Final approval rests with the Unit's Administration Officer for classes that incur costs (i.e. registration fees for courses not sponsored by CAL FIRE).

- Each employee and the Training Bureau need to review Policy 4039 and confirm they meet all the prerequisite training and experience for the class requested. A record of all the prerequisite training needs to be on file to attend a course requiring it class they desire.

IV. Specialized Programs

Specialized Training is considered program specific and usually administered within the individual program management organization. Training allocations and assignments will be coordinated between the Training Bureau and each of the specific programs for the following:

- Aerial Truck Operations
- Technical Rescue:
 - Swift Water Technician
 - Trench Rescue Technician
 - Confined Space Rescue Technician
 - Low Angle Rope Rescue
 - Rope Rescue Technician
 - Rescue Boat Operations
 - Rescue Systems 1, 2
- Fire Prevention
- Emergency Command Center
- Fleet Maintenance
- Helicopter Operations
- Pre-Fire Management
- Conservation Camp
- Administration
- Public Information
- Tree Falling

A. Instructional Cadres

The Fresno Kings Unit / Fresno County Fire Protection District supports the commitment of numerous individuals that have taken interest in instructing and have reached a level where their knowledge, experience, and training can benefit the department and the region. Instructional Cadres assist the Training Bureau in the delivery of the following programs.

- Structural Operations
 - Firefighter Safety and Survival
 - Rapid Intervention Crew Operations
 - Fire Control
- Wildland Operations
 - FFI Rehire Academy
 - FFI New Hire Academy
- Technical Rescue
 - Swift Water Rescue
 - Trench Technician
 - Rope Rescue Technician
 - Confined Space Technician
 - LARRO
 - Rescue Boat Operations
 - Rescue Systems 1
 - RTF 5
- Personnel Training Modules
 - Firefighter II and Company Officer (Captain, Journeyed Engineer)

- Hazardous Materials
 - CSTI - FRO Operations
 - CSTI - FRO Decontamination
 - CSTI - Incident Commander
 - CSTI – Assistant Safety Officer

- Emergency Medical Services
 - CPR / AED
 - PSFA
 - EMT

- Vehicle Extrication
- Firing Operations
- Chain Saw Operations

V. Curriculum Development

Over the next year the Unit will continue to move forward with standardizing our training delivery model in accordance with the California Fire Academy (Ione), California State Fire Training, National Fire Protection Agency and International Association of Fire Chiefs. Accredited course curriculum and supporting material will be provided utilizing the Jones and Bartlett Learning Company and/or International Fire Service Training Association.

VI. Target Solutions and Record Keeping

Target Solutions is the adopted electronic platform the Fresno Kings Unit / Fresno County Fire Protection District will utilize to track program administration, compliance, record keeping, and in some cases training delivery. All employees are required to utilize Target Solutions.

VII. Paid Call Firefighter Program (PCF) – Training

The Fresno County Fire Protection District shall maintain a training program compliant with Federal, State regulations and Department Policy identified in Policy # 300-01 of the PCF Handbook. The Training Bureau shall administer the training program. Paid-Call Firefighters shall meet the established minimum training standards as a condition of employment. The training provided to Paid-Call Firefighters generally consists of the following categories:

- Initial Training (Training Bureau delivered)
- Initial Training Syllabus Task Book (Station delivered)
- Monthly Training Sessions, Quarterly Drill Schedule (Training Bureau and/or Station delivered)
- Continuing Education, (Training Bureau and/or Target Solutions delivered)
- Fire Equipment Driver / Operator Training.
- Annual Basic Fire Protection Skills Testing

VIII. Annual Training Calendar

The annual training calendar will be developed and published by December of each year. The training calendar will include a listing of courses being offered, schedule of Mandated training, Quarterly Drills, In Station training, Facility Led training, Paid Call Firefighter training, and Administrative Continuing Education.

IX. Training Bureau Website

Fresno Kings Unit / Fresno County Fire Protection District maintain a web page at the following link: www.fresnocountyfire.org. This website is managed by the Public Information Officer although the Training Bureau portion of the website is managed and maintained by the Office Technician assigned to the Training Bureau. The website will contain contact information for the training bureau staff, courses being offered, annual calendar, training forms and facility information for the Mid Valley Regional Fire Training Center.

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