

	<b>Terryville Fire Department Chiefs Policies</b>	
	<u>Subject</u> <b>Drill &amp; Training Requirement</b>	CP# 2-10 Initiated 3/1/2015
	<u>Authority</u> <b>Chief of Department</b>	Revised 7/1/2023

**A. PURPOSE**

1. It is the intent of the Terryville Fire Department to ensure members receive adequate training, enabling performance of assigned duties in a proficient manner.

**B. PROCEDURE**

1. All new firefighters shall enter the Terryville Fire Department Probationary Training Program. This program shall cover basic Firefighter I course material tailored to Terryville FD Operations. Probationary firefighters shall attend all classes as specified by the Probationary Training Committee. Members transferring from another department with little to no break in service may be fast-tracked through the program on a case-by-case basis.
  - a. All probationary firefighters shall successfully complete the Terryville FD Probationary Training program demonstrating proficiency in all areas covered.
  - b. All probationary firefighters shall successfully complete the Firefighter I course offered by the Suffolk County Fire Academy (SCFA).
  - c. All new members shall successfully complete the Rapid Intervention Course offered by the SCFA within 3 years of joining the department.
  
2. All new EMS ONLY personnel shall be required to enroll and attend a NYS Emergency Medical Technician course. Current EMTs will ensure they remain current with their EMT certification either through CMEs or a refresher course.
  - a. All probationary EMS personnel shall successfully obtain a NYS Emergency Medical Technician Certification within one year of joining the department.
    - This may be extended due to scheduling issues ONLY when preapproved by the Chief of Department.
  
3. The department will normally conduct 10 firematic drills annually, including any drills scheduled through the Suffolk County Fire Academy.
  - a. All members shall attend at least three (3) of these drills annually.
  - b. All firefighters must attend at least two (2) live fire drills at the Suffolk County Fire Academy and one (1) of them must be a live-fire structure drill as part of this requirement
    - Class A, Tower, Taxpayer, Selden Facility & other approved facilities.

4. All department members shall attend the following classes annually:
  - a. Hazardous Materials Refresher
    - Above class is also available through the Suffolk County Fire Academy distance learning program or other approved distance learning provider
  - b. Blood Borne Pathogens & Haz-Com Refresher
    - Above class may be available through an approved distance learning provider
  - c. Sexual Harassment, Workplace Violence & Workplace Harassment Refresher
    - Above class may be available through an approved distance learning provider
  - d. Right to Know
  - e. Fire Extinguishers
  
5. Each fire company shall conduct at least 10 core competency trainings annually. The following training subjects will be adhered to; however, company officers may schedule their trainings how they deem appropriate. All firefighters are required to attend each of these trainings and may do so with another company or with the Probationary Training Program.
  - a. Self Contained Breathing Apparatus
  - b. Forcible Entry / Search & Rescue
  - c. Heavy Rescue / Hose Stretching
  - d. Ground Ladders / Ventilation / Roof Operations
  - e. Hose Stretching
  - f. Hose Handling
  - g. Firefighter Survival / Bailout Refresher
  - h. Master Streams / Foam Operations
  - i. Engine Company Operations
  - j. Truck Company Operations
  
6. The Fire Police Company shall conduct at least 10 core competency trainings annually. The following training subjects will be adhered to; however, company officers may schedule their trainings how they deem appropriate. All Fire Police personnel are required to attend each of these trainings.
  - a. Cascade System
  - b. MVA Scene Safety
  - c. Fire Scene Safety
  - d. Tools & Equipment
  - e. Traffic Control
  - f. General Hazard Recognition
  - g. Fire Station Safety
  - h. Driver Training
  - i. SCBA (bottle changing)
  - j. Fire Police Refresher
  
7. Each company may schedule extra drills as they deem necessary or appropriate
  - a. Extra trainings should be used to reinforce basic skills.
  - b. Make up trainings may be scheduled to ensure core competency compliance.

8. Each company shall ensure truck maintenance is conducted on a weekly basis. It is expected that members attending shall actively participate. Truck maintenance shall include, but is not limited to fueling apparatus, starting up power equipment, thorough SCBA checks, etc. Truck maintenance attendance requirements will be governed by the company Captain.
9. The EMS Squad shall conduct at least 10 core competency trainings annually. Squad Leaders may schedule their trainings how they deem appropriate to ensure maximum participation. EMS ONLY members must attend at least 7 of these trainings. Trainings/seminars offering CME credit will count towards the above requirement provided the topic correlates to one of the 10 core competencies listed below. Other EMS Squad members must attend at least 3 of these trainings annually to maintain proficiency.
  - a. Scene Safety
  - b. Airway Management
  - c. Patient Assessment
  - d. Medical & Psychiatric Emergencies
  - e. OB/GYN Emergencies
  - f. Trauma
  - g. Patient Handling
  - h. Equipment Familiarization
  - i. Infant/Child Patients
  - j. New protocols
10. As a general procedure, training points shall be assigned to all mandatory classroom training, fire schools and core trainings. Drill points shall be assigned to department drills, including drills at the SCFA. Drills must be at least 2 hours in length. This may be adjusted by the Chiefs Office on a case-by-case basis. Any other training such as CME, FF1 classes, miscellaneous training, etc. will be classified as a Miscellaneous Event.
11. For extended seminars or drills held at the Suffolk County Fire Academy, additional points may be received when authorized by the Chief of Department, in accordance with General Municipal Law § 217.
12. Members not meeting the drill and training requirement set forth above may be subject to disciplinary action as set forth in the Terryville Fire Department By-Laws, Article Three, Section 4.
  - a. Core trainings shall be reviewed by the Chiefs Office quarterly. After this review, the Officers will be notified of any member that is falling behind in their annual training requirements and be asked to meet with said member(s) to schedule make up core trainings. If the member has not made at least 5 core trainings by the end of the 2<sup>nd</sup> quarter the member may receive a warning letter advising them that they are falling behind in their required annual training. If there is no improvement after the 3<sup>rd</sup> quarter, the member may be placed on a Provisionary Period. Provisional Status as set forth in Article Three, Section 4 of the Terryville Fire Department By-Laws.

- The Chiefs Office will consider the “whole person concept” prior to issuing a

warning or placing a member on Provisional Status. This includes, but is not limited to their response availability, training/drill attendance, and participation in other department activities, such as committees, truck maintenance, parades, etc.

- b. Members who are placed on Provisional Status for not making their required annual core training will be ineligible to run for office and be subject to additional sanctions to include, but not limited to the following: Loss of voting privileges, loss of social privileges, such as social events, hanging out at the fire station, washing private vehicles, use of ice machine. In addition, members on Provisional Status will not be able to request or use the hall.
- c. Members who are placed on Provisional Status will have their activity reviewed by the Chiefs on a quarterly basis. Failure to meet the annual training requirements may result in the Provisional Status being extended or the member being dismissed. Members that have demonstrated the ability to meet or exceed their minimum requirement may be removed from Provisional Status at the discretion of the Chief of Department.