



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 110**

### **TRAINING**

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Approved: Chief Robert Vogel

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#### **I. SCOPE**

This policy sets forth the expectations for training within the South Lyon Fire Department. It lays the foundation for employee expectations, and what employees can in turn expect from the department regarding to training. Training expectations, attendance, licensing, continuing education, as well as absence make up and outside training request procedures will all be discussed.

#### **II. PURPOSE**

To establish training and attendance requirements for department personnel to ensure the highest quality service is provided to the residents and visitors of South Lyon and to develop teamwork and efficiency of operations during incident management among members of the department and mutual aid agencies.

To comply with national, state and regulatory requirements for the training and safety of South Lyon Fire Department personnel in accordance with MIOSHA Part 74, NFPA 1500, SARA Title III, State of Michigan Public Acts 300, 390, and 207, Hazwopper, Oakland County Medical Control Authority, and MI Department of Licensing and Regulatory Affairs EMS licensing requirements.

#### **III. NEW HIRE TRAINING**

Employees hired after July 1, 2011 shall be required to obtain and maintain within two years from date of hire the below training and certifications. Failure to comply with this requirement will result in disciplinary action, up to, and including termination.

Employees are exempt from the training attendance requirement while taking Firefighter I & II and EMT. For EMT students, this does not apply to the time between the end of the course yet prior to completion of the National Registry examination.

- A. Michigan Fire Fighters Training Council
  - a. Firefighter I & II
  - b. Hazardous Materials Awareness & Operations
  - c. Drivers Training
- B. Emergency Medical Technician, or higher, licensure in the State of Michigan
- C. National Incident Management System
  - a. 100, 200, 700, 800
- D. Successful completion of South Lyon Fire Department's On-The-Job training program and testing process.



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 110**

### **IV. PERSONNEL EXPECTATIONS**

Training is essential to performance, and personnel missing an excessive amount of training will be subject to disciplinary action, up to and including termination.

Maintenance sessions are considered trainings, since they serve as an important opportunity for staff to review the operations of apparatus and equipment.

Personnel are expected to be active participants in training. Being disruptive, disrespectful, or failing to be an active participant in discussions or practical evolutions will not be tolerated. Participation is a critical element in training and is the foundation of competency.

In addition to SLFD requirements, there are several annual or semi-annual training requirements, which the fire department must provide in order to satisfy State of Michigan regulations. Examples include blood borne pathogens, CPR, respiratory protection, hazard communication, etc. It is each employee's responsibility to attend State mandated training.

Excessive absences will be defined as missing more than two (2) training sessions per calendar quarter and failing to complete make-up sessions. An employee who incurs more than two training absences without make-up within a calendar quarter will receive a written warning. Failure to make the required training quota for two consecutive quarters may result in discipline up to and including termination of employment. If an employee has a six (6) month consecutive period without missing the training requirement, the discipline resets to an initial written warning.

If a regular Tuesday evening training is moved to another day / time, the rescheduled session counts as the training session. Personnel who miss training are required to inform their Sergeant as early as possible that they will be unable to attend. It is the responsibility of the Sergeant to inform them of the make-up requirement, and to inform the Training Officer of the absence. Failure to attend a make-up session or complete the make-up assignment will result in an unexcused absence.

### **V. MAKE-UP SESSIONS**

Make-up training sessions are not to be considered another training opportunity for individuals that not do make the normally scheduled training. This training is a pre-approved session and will not be on a normal weekly rotation. The make-up training session will only include the pre-approved person and the shift personnel that are scheduled that day to assist with training activities / drills. The make-up session must occur within two weeks of the missed training.

The Training Officer will pre-approve and schedule all make-up training sessions, except for maintenance sessions. Employees wanting to make-up a maintenance session need to contact Fire Chief for approval.



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 110**

### **Requirements to be fulfilled while completing make-up training**

- A. When assigned training functions, all aspects of the training are to be completed.
- B. It will be the responsibility of the employee to ensure that all the required paperwork is submitted to the Training Officer to receive credit for the training attended.
- C. The preference is for make-up training sessions to occur on weekdays between the hours of 0800 and 1600.
- D. Employees needing a make-up should work together to coordinate a day/time when several employees can conduct the make-up simultaneously.

### **EMS Training**

Due to State of Michigan requirements involving EMS training where continuing education credits are provided, these trainings are not eligible to be made-up at SLFD. An employee may attend any State of Michigan approved EMS continuing education course to receive make-up credit. This make-up must be attended within two weeks of the missed SLFD session. SLFD will not pay personnel travel time nor will SLFD pay for any of the course costs. Staff will be able to utilize SLFD support vehicles for transportation, if available. Personnel will not be paid for more time than the training took that was being made-up.

### **Maintenance Sessions**

Personnel shall contact the Fire Chief to make arrangements to make-up a maintenance session.

## **VI. EXTERNAL TRAINING**

Personnel wishing to attend an external training must submit a written request to the Fire Chief as early as possible for approval. Failure to do so may result in denial of the request.

Personnel are strictly prohibited from attending and / or representing the South Lyon Fire Department at any external training without prior approval from the Fire Chief.

Personnel attending a pre-approved external training during a regular training night will be given credit for attending the SLFD training session.

## **VII. TRAINING SCHEDULE**

All regular training will be listed ninety days in advance on the training calendar and on I Am Responding. This is a fluid document, and training may be changed as need is determined, or other opportunities become available.

Regular training will start at 18:30. Personnel who are not present at the start of training must sign-in with their arrival time and will be paid accordingly. Additionally, personnel who are more than thirty (30) minutes late for training will not receive credit for attending that training session.

Approved by



# **SOUTH LYON FIRE DEPARTMENT**

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/s/ Robert Vogel