

BURLINGTON TWP. FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE #29

DEPARTMENT TRAINING AND EDUCATION PROGRAM

Purpose: To establish training, education, and attendance requirements for members of the Burlington Twp. Fire Department to ensure the highest quality service is provided to the residents and visitors of Burlington Township.

Scope: For the purpose of this policy, Firefighters are all members of the department who provide a response to calls for service. For the purpose of this policy, training sessions are those regularly scheduled training sessions conducted by the Burlington Twp. Fire Department. This written policy establishes the type, amount, and frequency of training to be provided to the members.

Training Topics:

1. Topics covered during monthly training include but are not limited to:
 - a. Incident Command System
 - b. Radio Communication
 - c. Emergency Apparatus Driving
 - d. Donning Personal Protective Equipment
 - e. Self-Contained Breathing Apparatus
 - f. Personnel Accountability Systems
 - g. Fireground Tactics
 - h. Firefighter Tools and Equipment
 - i. Forcible Entry
 - j. Fire Hose, Nozzles, and Fire Streams
 - k. Water Supply
 - l. Pump Operations
 - m. Structural Search and Rescue
 - n. Rapid Intervention Team
 - o. Tactical Ventilation
 - p. Ladders
 - q. Building Construction
 - r. Salvage and Overhaul
 - s. Chimney Fires
 - t. Fire Detection and Suppression Systems
 - u. Fire Prevention and Life Safety Initiatives
 - v. Vehicle Rescue and Extrication
 - w. First Aid, CPR, and AED Use
 - x. Missing Person Search and Rescue
 - y. Hazardous Materials Operations
 - z. Utilities Awareness

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Continuing Education Training Time Requirements:

1. Beginning October 1, 2022, members of the Burlington Twp. Fire Department shall complete a minimum of six hours of training in firefighting knowledge and practical skills consistent with NFPA 1001 per Michigan Fiscal Year.
2. Beginning October 1, 2022, members of the Burlington Twp. Fire Department shall complete a minimum of 36 hours of training in firefighting knowledge and practical skills consistent with NFPA 1001 per three-year cycle.
3. Beginning October 1, 2022, a member with Fire Instructor I, Fire Officer I, or higher certification shall minimally meet the 36 continuing education hours, as well as an additional 12 continuing education hours, as required for these certifications per three-year cycle.
4. Personnel are encouraged to attend all department training; however, it is realized that circumstances beyond the control of the individual will necessitate an occasional absence. Absence from a training session will be approved only when authorized by the Fire Chief. Requests for excused absence must be submitted to and approved by the Fire Chief either verbally or in writing. It will be the individual member's responsibility to complete make-up training as prescribed by the Fire Chief or Training Officer.
5. Members that fail to meet the minimum training requirements as outlined in this policy are subject to disciplinary action up to and including termination.

Firefighter I & II Certification:

1. Members of the Burlington Twp. Fire Department shall be enrolled in a Firefighter I & II training academy at the discretion of the Fire Chief.
2. Members shall, at a minimum, meet the following requirements to be selected for enrollment in a Firefighter I & II training academy, unless these requirements are modified by the Fire Chief.
 - a. A minimum of six months on the Burlington Twp. Fire Department.
 - b. Remain in good standing with the department by regularly attending department meetings, trainings, and events.
 - c. No known physical limitations which would prevent the successful completion of a Firefighter I & II training academy.
3. Members must be enrolled in a Firefighter I & II training academy within two years of hire.

Training Documentation:

1. A Bureau of Fire Services Continuing Education Training Roster (BFS-200) shall be completed for any training attended by a member of the Burlington Twp. Fire Department.
2. Completed Continuing Education Training Rosters, other than for driver training, shall be filed in the Burlington Twp. Fire Department training binder.
3. Completed Continuing Education Training Rosters for driver training shall be filed in the Burlington Twp. Fire Department driver training binder.
4. All monthly trainings shall include an After Training Report, which shall be filed in the Burlington Twp. Fire Department training binder.

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