

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Training

TITLE: Training Program

NUMBER: 1600-004

A. POLICY

- 1) It is the policy of Bend Fire & Rescue (BF&R) to provide the community with an efficient, professional, and well-trained emergency service provider.
- 2) All members of BF&R are obligated to accept personal responsibility for their level of knowledge, skills and abilities.
- 3) The training program will attempt to meet or exceed the requirements of the National Fire Protection Association (NFPA), Oregon – Occupational Safety & Health Association (OR-OSHA), Department of Public Safety Standards & Training (DPSST), and other agencies that govern or oversee emergency service training.

B. PROCEDURE

- 1) The BC of Training and Safety is responsible for development, implementation, delivery, and maintenance of BF&R's training program. The BC of Training and Safety is also responsible for all activities associated with the Training Office.
- 2) Any training or information an employee would like to distribute to the department must be first reviewed by the training division. Once reviewed and approved, the training division, department subject matter specialists, or other division heads will send out that information to the department or select intended group.

C. INSTRUCTIONS

- 1) Training Calendar
 - The Training Division will develop, post, and update a Training Calendar.
 - Development of the Training Calendar will be coordinated through Operations, Prevention, EMS, and Logistics.
- 2) Training Sessions
 - Training sessions will be scheduled in cooperation with the DC of Operations, DC of Prevention, and the BC's.
 - Training may be scheduled during the day or night and will be conducted in various formats (single company, multiple company, workshop, seminar, task performance, etc.).
 - Every attempt will be made to allow crews to eat lunch either at the completion of training or prior to the start of training. If training is

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scheduled to begin at 1200, the Training Division will provide lunch to those in attendance.

- The Training Division may evaluate crews on a quarterly basis. Every effort will be made to publish a list of skills and evolutions that will be evaluated at least one month ahead of the scheduled quarterly evaluation.
- Make-up drills will be scheduled at the discretion of the BC of Training and Safety. It is the responsibility of personnel to make-up missed training sessions.
- Members of BF&R are expected to act in a professional manner during training. Supervisors are directly responsible for the behavior of the individuals under their supervision.
- Mobile devices; specifically, cell phones, are to be kept in personnel pockets with silent mode enabled for the duration of the training event. A designated Captain will monitor 911 traffic for potential assignments. Mobile devices/cell phones will not be permitted on table tops due to distraction to both instructor(s) and attendees. Mobile devices however are permitted for note taking, further topic related research, and interactive course work.

3) Outside Training

- Outside training will be supported in a manner consistent with BF&R budget and Training Office priorities.
- The degree to which an individual receives assistance for outside training is at the discretion of the BC of Training and Safety.
- Personnel receiving financial support for outside training are responsible for submitting any necessary expense reports, receipts, certificates, and documentation.
- Personnel traveling by ground to outside training may request to utilize a BF&R vehicle if available. This will be granted based upon availability at the time of the request. If utilizing a privately-owned vehicle personnel may request mileage reimbursement at the current rate supported by the City of Bend. The accepted standard shall be a Google Map (or similar) to and from training site attached to travel expense form.
- Personnel agree to utilize their new knowledge and skill sets in cooperation with the Training Division.

4) Training Documentation

- A training activity will be completed for each training session in Target Solutions. For training that only involved one member, it will be the

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member's responsibility to record their training. If the training involved the crew, it will be the company officer's responsibility to record the training for everyone involved. For department-wide training, the instructor will complete the activity for all participants.

- Personnel will complete a Target Solutions activity for all outside training (classes, seminars, workshops, conferences, National Fire Academy, etc.). The processing of a per diem request requires all supporting documentation be attached to the per diem sheet (course certificate, Google Map printout, hotel receipt, etc.).

5) Training Files

- Personnel are encouraged to submit to the Training Division any transcripts, diplomas, licenses, certifications, course completion certificates, etc. Such documents will be placed into the employee's training file.
- Training files will be maintained by the Training Division. Personnel will be granted access to their training files upon request.

6) Training Advisory Committee

- The BC of Training and Safety may design, appoint, and form a Training Advisory Committee. Membership on the Committee should represent all Divisions.
- The Training Advisory Committee will assist with establishing training priorities, selecting training topics, and producing the training calendar.

7) Performance Standards

- The Training Division will coordinate the issuance of task books.
- The Training Division will facilitate all DPSST application submittals. Personnel are responsible for submitting to the Training Office any documentation necessary to obtain a DPSST certification (application, task book, course completion certificate, etc.).
- When the Training Division receives an original document (transcript, diploma, license, certification, course completion certificate, etc.), a copy will be placed in the employee's training file and the original will be forwarded to the employee.

8) Labor and Contract Incentive Pay

- The BC of Training and Safety will forward to the Assistant to the Fire Chief a copy of DPSST issued NFPA certificates identified for pay incentive(s).

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- In order to receive the identified pay incentive for Associates Degree, employees shall submit to the Assistant to the Fire Chief a copy of their official Associates Degree transcript.

9) Return to Work Assessment

- At the discretion of the BC of Training and Safety, personnel returning to work after an extended leave or injury may be subject to completing the return to work assessment packet.
- Any continuous leave of 90 days or more from work for a member in the Operations Division will be required to complete the return to work assessment packet.