

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

150.01.02
TRAINING
ADMINISTRATION



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher".

Purpose: To outline the administration of the Training Division and the responsibilities of the Training Division Chief.

References: N/A

Procedure:

1. Training is one of the major functions of the Fire District, therefore it is the responsibility of the Fire Chief to develop, maintain, and support an effective training program so that all members will be able to perform their jobs with the skill and efficiency demanded of them at modern fire and EMS related incidents.
2. Although the overall responsibility for the program rests with the Fire Chief, the actual planning and organizing is delegated to the chief responsible for training.
3. The chief responsible for training will direct the program and:
 - a) Develop standard operating procedures regarding training.
 - b) Develop department recognized evolutions.
 - c) Provide prior approval to any evolution adoption or major changes in training procedures.
 - d) Recommend changes when trends indicate a decrease in efficiency or a high accident rate surfaces.
 - e) Review the monthly training schedule in advance of publication.
 - f) Perform supervision and administration of training programs for District personnel.
 - g) Design, develop and implement ongoing EMS and fire training programs, to include basic skill retention and advanced training opportunities.
 - h) Provide input on District needs at regional training meetings and assist in the establishment and direction of goals and objectives for that group.
 - i) Provide guidance for a coordinated incident response system. On-duty 820 officer rotation may be required by the Fire Chief.
 - j) Respond to fire and emergency medical incidents and maintain necessary certifications.
 - k) Schedule classes for the public that will enhance the services provided by the District (CPR, first aid, etc.).
 - l) Other duties as may be assigned.

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4. Volunteer Captains are responsible to:
 - a) Analyze the District training program frequently and to observe and outline any training deficiencies that may exist and report those to the chief responsible for training.
 - b) Bi-annually evaluate the companies/stations under their command to determine that minimum performance is being met. Deficiencies should be noted and forwarded to the chief responsible for training.

5. Officers shall strive to keep their respective station personnel in a state of readiness and be responsible for the:
 - a) Continual performance and practice of basic skills (hose evolutions, pumping procedures, ladder raises) and keep the fire companies finely tuned in these skills.
 - b) Documentation of all training that occurs and will forward it to the chief responsible for training.