

Butte County Cooperative Fire Protection

Policies and Procedures



Approved By: _____

Greg McFadden, Fire Chief

Approval Date: **8/10/2015**

Subject: **4000 Training**

Specific Subject: **4000.001 Employee ICS Tracks & Training Funding**

Original Policy Date: **8/10/2015**

Revision Date:

POLICY:

This document will assist supervisors and employees in identifying what training the Department will support for the different civil service classifications. The identified training is in compliance with CAL FIRE policy, State, Federal and local mandates and requirements.

Supervisors need to reference this document prior to approving employee submitted TR7's for training. Training identified on TR7's not supported by this policy or the employees IDP should not be approved and forwarded to training.

PROCEDURE:

For all ranks the Department will fund the minimum mandatory training required for the employee's rank to maintain the knowledge, skills and abilities necessary for successful job performance. Typically this includes EMS (EMT for fire control employees), CPR, Communicable Disease, CE's, King Airway, HazMat FRO/IC, EEO, Defensive Driver, S-212, Sawyer Recertification, Confined Space Awareness, CAL FIRE Firefighter Safety & Survival level 1/2/3, NIMS-700, NIMS-800, ICS-100, S-190, Water Rescue or Swift Water Awareness, FSTEP Firefighter Survival, JAC required training, FFA, COA and the HFEO academy. Refer to the 4000 manual under Employee Training Guides for the specific training requirement based on the employees rank (civil service classification).

Incident Command System Tracks

All permanent fire control employees are required to have two identified Incident Command System qualifications tracks. One track will be in operations and the second track (Plans, Logistics, Finance or Air Operations) will be selected by the employee with concurrence of the employee's Chief Officer Supervisor and may be based on the needs of the Department/Unit as identified in the 7700 manual. The employees ICS tracks will be identified in Target Solutions and employees will be limited to attending courses applicable to their selected ICS tracks.

Firefighter I, LT Firefighter II, LT Fire Apparatus Engineer & LT Fire Captain

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above ranks.

Firefighter II

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above rank.

The Department will also fund:

- ICS courses and ICS pre-requisite courses in the employees chosen ICS track (maximum of 2 ICS qualification)
- Specialized training based on specialized team assignments (HazMat/Rescue)
- Auto Extrication 1, 2, 3
- LARRO
- ICS-200 Basic ICS
- SFT FF1

Fire Apparatus Engineer

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above rank.

The Department will also fund:

- ICS courses and ICS pre-requisite courses in the employees chosen ICS track (maximum of 3 ICS qualifications)
- Specialized training based on specialized team assignments (HazMat/Rescue)
- All courses approved for FFII
- ICS-300
- S-290
- Water Rescue First Responder
- Command 1A
- Prevention 1
- Training Instructor 1A
- FI-210 Wildland Fire Investigation

Fire Captain

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above rank.

The Department will also fund:

- ICS courses and ICS pre-requisite courses in the employees chosen ICS track (maximum of 5 ICS qualifications)
- Specialized training based on specialized team assignments (HazMat/Rescue)
- Specialized training based on the employees **Current** work assignment (prevention/training/ECC/AAB)
- All courses approved for FFII and FAE
- C-234 Firing Methods and Procedures
- S-390 Introduction to Wildland Fire Behavior
- S-330 Strike Team Leader
- S-339 Division Group Supervisor
- SFT Fire Officer Certification Courses
- Upward mobility - Performance objectives training courses identified on the employees (supervisor approved) current year IDP (STD-637)

Chief Officers

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above rank.

The Department will also fund:

- ICS courses and ICS pre-requisite courses in the employees chosen ICS track
- Specialized training based on the employees **current** work assignment (prevention/training/ECC/AAB/VMP)
- Specialized training based on specialized team assignments (HazMat/Rescue)
- All courses approved for FFII, FAE and FC
- ICS-400 Advanced ICS
- S-430 Operations Section Chief
- SFT Chief Officer Certification Courses
- Upward mobility - Performance objectives training courses identified on the employees (supervisor approved) current year IDP (STD-637)

Other Employees (Office Staff, Communications Operators, Forestry Equipment Manager, Heavy Equipment Mechanics, Resource Management Staff)

The Department will fund mandatory training for the employee to maintain the knowledge and skills necessary for job performance as outlined in the 4000 manual, Employee Training Guide for the above ranks.

The Department will also fund:

- ICS courses and ICS pre-requisite courses in the employees chosen ICS track (maximum of 2 ICS qualification)
- Specialized training based on the employees **current** work assignment (shop/ECC/Admin/Fire Prevention/etc.)

Notes:

*Employees should refer to their current MOU for current training related reimbursements.

*BU08 MOU section 12.5 (training and Education) for current reimbursements for job required and non-required training satisfactorily completed by the employee

*BU08 MOU section 8.1.3 allows employees to be placed on a 5-day duty week (training schedule 16-16-16-16-8) at management's option.

*BU08 MOU section 12.1.2.3 an employee may not claim lodging, meal or incidental expenses within 50 miles of his/her home or headquarters.

*The Department will strive to fund training beyond the minimum mandatory training if funding is available.

*It is important to note that if the Department is not sponsoring an employee to attend a training class, the employee should not be attending the non-sponsored training class on duty and no overtime should be incurred as a result of the training class. Employees seeking fire service training or higher education that is outside of the Department sponsored curriculum for their current classification is strongly encouraged. But, the Department is not responsible for the cost of post coverage or overtime as a result of the training.

*The employee should use the option of trade days or pre-approved annual vacation to attend non Department sponsored training.