

Oswego Town Fire District

Fire training policy

The purpose of this policy is to set forth the proper standards and qualifications necessary to ensure the members of the Oswego Town Fire District and the Oswego Town Fire Department receive the highest quality training possible. This policy will set the training standards to be used in the Oswego Town Fire District.

The Oswego Town Fire District will adopt the training standard set by the New York State Office of Fire Prevention and Control in the Recommended Best Practices for Fire Department Training Programs document. The standard states “Training instructors must receive a higher level of training and education than the fire department members they will be instructing. This includes being more knowledgeable about the functions to be performed by the fire department and the hazards involved. The instructors should be qualified to train fire department members and demonstrate skills in communication, methods of teaching, and instructional motivation.”

To ensure this standard is met the Oswego Town Fire District will appoint a “Fire District Training Officer” each year at the district organizational meeting. This Training Officer will be the head of the training division. The Training Officer shall have similar minimum qualifications necessary to become a New York State Fire Instructor. While the Training Officer does not need to be a New York State Fire Instructor they shall hold similar qualifications. The Training Officer shall have the following minimum qualifications and New York State Office of Fire Prevention and Control trainings:

- **Five years of experience as a firefighter.**
- **Firefighter 1**
Equivalents: Firefighting Essentials and Initial Fire Attack or Basic and Intermediate Firefighter or National Certification NFPA 1001, Firefighter I
- **Apparatus Operator Pump or Apparatus Operator Aerial Devices**
Equivalents: Pump Operator course or Ladder Company Operations or National Certification in accordance with NFPA 1002
- **Introduction to Fire Officer or Fire Officer I**
Equivalents: Fire Department Management and Operations or Preparing for Command or National certification NFPA 1021 Fire Officer I
- **Fire Service Instructor 1**

Equivalents: National certification NFPA 1041 Fire Instructor I

It will be the responsibility of the Training Officer to maintain all aspects of training within the District. The Training Officer will create a training program that meets all the needs of the Fire District and the Fire Department. The training program will meet all current local, state and federal standards. It will be the responsibility of the Training Officer to ensure the training standards of the District are the most current standard available. The Training Officer will determine what coursework or curriculum meets current local, state and federal standards and will train the Fire Department members to the standard. The Training Officer will compare legacy coursework and curriculum to current standards to determine what meets equivalency with the current local, state and federal standards. The Training Officer will be responsible for ensuring that all members receive the necessary training needed to maintain active firefighter status. The Training Officer will ensure all mandatory quarterly, semi-annual and annual training is completed. The Training Officer will be required to document all training and maintain such documentation on file to be used for review at a later date.

The Training Officer will develop a training program and schedule that will provide all necessary local, state and federal training mandates. The Training Officer shall keep a record of the training schedule on file. The Training Officer shall ensure that there is a lesson plan on file for all training delivered. The Training Officer shall also utilize skill sheets to evaluate skills when necessary. The Training Officer shall keep all lesson plans, skills sheets and other materials used for training on file. These files will not be discarded. They will be used to determine future training equivalents. The Training Officer will develop a sign-in sheet to be used for all District trainings. This sign-in sheet will include but not be limited to: member sign-in, instructor name(s), lesson topic, lesson type (classroom or skill), lesson plan #, skill sheet(s) # (if applicable), time training started/ended, date. The sign-in sheet is not to be discarded as it will also be used to determine future training equivalents.

It will be the responsibility of the Training Officer to ensure that annually all members have met the training standards set forth for each members' level of qualification. The New York State Office of Fire Prevention and Control; Recommended Best Practices for Fire Department Training Programs has set recommended minimum standards for multiple levels of qualifications. The Training Officer shall utilize this document that has been adopted by the District, to determine necessary training for individual members based on qualifications. It will be the responsibility of the Training Officer to notify the Line Officers and Board of Fire Commissioners if any member has not met the necessary training standards and any change in qualification the member must undergo due to lack of annual training.

The Training Officer is responsible for creating and maintaining a proper training program and shall be assisted by the Line Officers of the Oswego Town Fire Department in

delivering the training program. The Line Officers will be required to assist in delivering classroom lessons, hands-on training and evaluating skills. The Line Officers shall utilize the lesson plans and skill sheets created by the Training Officer when they are delivering a training program. The Line Officers will utilize the sign-in sheets created by the Training Officer to document any training delivered. The training standard the District has adopted states the Line Officers will also need to “receive a higher level of training and education than the fire department members they will be instructing.” The Line Officers do not need to be trained to the same standard as the Training Officer but they must meet a higher standard than the general member they will be training. To obtain this standard and assist in delivering training, the Line Officers shall have at a minimum the following New York State Office of Fire Prevention and Control training by January 1, 2020:

- **Principles of Instruction**
or
- **Fire Instructor I**
 Equivalent:
 Training Officer Workshop I & II (Competencies 1 – 6)
 Educational Methodology (Competencies 1 – 6)