Category VIII: Training and Competency

Training and educational resource programs express the philosophy of the organization they serve and are central to its mission. Learning resources should include a library; other collections of materials that support teaching and learning; instructional methodologies and technologies; support services; distribution and maintenance systems for equipment and materials; instructional information systems, such as computers and software, telecommunications, other audiovisual media, and facilities to utilize such equipment and services. If the agency does not have these resources available internally, external resources are identified and the agency has a plan in place to ensure compliance with training and education requirements.

Central to success of the training and educational process is a learning resources organizational structure and a technically proficient support staff. The training staff should provide services that encourage and stimulate competency, innovation and a continual education cycle. The agency or system should provide those learning resources necessary to support quality training. The agency should depict their approach to recognized state/provincial and national fire service professional standards programs in their written responses to the performance indicators in this section.
Criterion 8A: Training and Education Program Requirements

A training program is established to support the agency’s needs. The agency provides access to and guidance on educational programs that increase advancement potential and support the agency’s needs.

Summary:
The Training Division strives to meet the needs of the organization. Legal requirements, industry recommendations, after action reports, and identified organizational needs lead to the development of the training schedule.
Performance Indicators:

CC 8A.1 The organization has a process in place to identify training needs. The process identifies the tasks, activities, knowledge, skills, and abilities required to deal with anticipated emergency conditions.

Description
Led by the Division Chief of Training, the Training Division is responsible for identifying the training needs of the department. A Training Program Team has been identified and meets as needed, to discuss training issues and recommendations, adjust the current schedule and identify plans for the upcoming training year. The Training Program Team is assisting in the planning stage of a new training tower. The team toured training towers in Kansas and Missouri to evaluate the design and features to be included in the tower design. A training tower is in the Capital Improvement Plan (CIP) for 2018. The Training Division meets in the fourth quarter of the year to begin planning the training schedule for the upcoming year. Standards of the National Registry of Emergency Medical Technicians, Kansas Board of Emergency Medical Services (EMS), National Fire Protection Association (NFPA), Insurance Services Office (ISO), and 29CFR 1910.120 (q) (6 through 9) standards guide the development of the annual schedule.

Observations made on emergency scenes, training evolutions, skills analysis, department member injury and accident reports and Post Incident Analysis all factor into training decisions. The department uses industry best practices and direction from the department’s Medical Director for medical training development.

Appraisal
Currently the Training Division utilizes a Training Program Team to evaluate training and training related information from a variety of sources to make recommendations for the annual training schedule. As training opportunities become available, if budget allows, those training opportunities are offered to the department members. The current system for identifying training needs is adequate.
Plan

The department shall continue to include the required training standards mentioned above. The 2016-2021 Strategic Plan will further assist the development of training needs throughout the department. The Training Program Team will continue to meet as needed and review all information, survey department members and make recommendations to the Training Division.

References

Training Committee Minutes on department intranet

Kansas Board of EMS Statutes & Regulations

29CFR 1910.120 (q) (6 through 9): Hazardous Waste Operations and Emergency Response

ISO training category

National Registry of Emergency Medical Technicians Core Content


NFPA 1001- Standard for Fire Fighter Professional Qualifications

NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications

NFPA 1021- Standard for Fire Officer Professional Qualifications

NFPA 1041- Standard for Fire Service Instructor Professional Qualifications

Roster of training project team members

Training Bulletin
8A.2 The agency’s training program is consistent with the mission statement, goals and objectives and meets its needs.

**Description**

The department’s training program is consistent with its mission statement, “Committed to Saving and Protecting Lives and Property”. The Training Division identifies, selects and schedules the training necessary to enhance the department’s ability to save and protect lives and property. The Training Division utilizes a standardized list of single company evolutions, developed by the Training Program Team, to measure performance.

The department has in place a recruit training program producing firefighters who are IFSAC certified Firefighter I, Firefighter II, Hazmat awareness and Hazmat Operations. Recruits are also certified AEMT’s or Paramedics by the Kansas Board of EMS.

**Appraisal**

The Training Division does a good job, particularly in the area of EMS skills and knowledge. The department will need to place more responsibility for fire and special-teams training on Operations Division Chiefs and company officers.

**Plan**

The Training Division will continue to schedule and deliver required training. The Training Division will continue to conduct periodic evaluations through evolutions that require crews to demonstrate the skills and knowledge required in various emergency situations. It is incumbent upon company officers and Operation Division Chiefs to ensure their crew’s readiness. Chief Officers will receive observation reports regarding identified performance deficiencies.

The Training Division will implement a standardized list of training evolutions, developed by the Training Program Team, to measure performance.

**References**

Recruit Class Schedule
Training observation report

Draft copies of evolutions developed by training program team
8A.3 The training program is consistent with legal requirements for performing mandatory training.

Description
The department’s Training Division works to meet the requirements of various organizations and standards, and refers to ISO, National Registry of Emergency Medical Technicians, the Kansas Board of EMS, 29CFR 1910.120(q) (6 through 9) 29CFR1910.134, 29CFR1910.1030 standards

Appraisal
The Training Program is currently meeting legal requirements as required by the State of Kansas and applicable federal regulations.

Plan
The Training Division will continue to meet the legal requirements for training and assess changes on an as-needed basis.

References
Kansas Board of EMS Statutes & Regulations
ISO Summary of Training
National Registry of Emergency Medical Technicians
29CFR 1910.120 (q) (6 through 9): (Hazardous Waste Operations and Emergency Response)
29CFR 1910.134 (Respiratory Protection)
29CFR 1910.1030 (Infection Control and Blood Borne Pathogens)
8A.4 The agency identifies minimum levels of training required for all positions in the organization.

Description
For initial employment, all department members must successfully complete, at a minimum Firefighter I; Firefighter II; AEMT; Hazmat Awareness and Hazmat Operations. All sworn personnel receive annual training to maintain certification requirements for their position. The Department utilizes Target Solutions Software to track individual compliance with certification requirements.

The department developed officer task books based on the IAFC career development guide and are available on the department intranet. The career development guides posted on the department’s intranet page adequately outlines training and education that may qualify employees for various positions. SOP: 601.10 Promotional Procedure identifies the minimum requirements for advancement.

Appraisal
Implementation of Target Solutions Software allows individuals to monitor their personal progress with ISO Training Requirements and EMS Certifications. Additional training on utilizing Target Solutions Software is needed to create greater awareness.

Plan
The Training Division will conduct in-service on Target Solutions Software on video conferencing system.

References
SOP: 601.10 Promotional Procedures
Acting Officer Task Book
Acting Shift Commander Task Book
8A.5 A command and staff development program is in place that encourages pursuit of professional credentialing.

**Description**
The department annually offers courses or publishes course offerings to assist members in meeting the requirements set forth in SOP 601.10 Promotional Procedures. The department uses an Officer Mentoring Task Book for all newly appointed Acting Officers and Acting Shift Commanders. There is also an EMS Mentoring Program for all newly certified EMS personnel.

The Acting Officer and Acting Shift Commander task book is a reference for staff development. National Fire Academy (NFA) direct delivery programs provide officer-mentoring training. The new Acting Officer incentive recipients work under the direct supervision of the station officer. The station officer acts as a mentor and assists in the initial development of the newly appointed Acting Officer. Blue Card certification requirement has been implemented for all Captains and Chief Officers. The Department supports the acquisition of the CPSE Company Officer and Chief Officer Certification.

**Appraisal**
The promotional qualifications, educational offerings, and certification requirements, in conjunction with the Officer Mentoring Program and Blue Card Program, do an excellent job in initial command and staff development.

**Plan**
The Department will support training in officer development through NFA direct delivery as well as regional delivery of NFA courses. The department will continue to offer officer development courses to all department members. The department is currently proposing implementation of the Blue Card Certification for Lieutenants.

**References**
EMS Orientation Packet, EMS Mentoring Completion Form
Officer Development Handbook; Intranet; General Information/Training
Acting Officer Task Book
Acting Shift Commander Task Book
SOP: 601.10: Promotional Procedures
Draft Blue Card Program, SOP
Criterion 8B: Training and Education Program Performance

Training and education programs are provided to support the agency’s needs.

Summary:

Training programs exist to provide education and training to all members of the department relative to their specific level of training and need. The department utilizes training programs developed by the City of Lawrence, developed in-house, or obtained through outside resources. Regulating standards and statutes governing the department identify the training programs necessary to fulfill required training hours and performance needs of members. Personnel also receive training to achieve levels of certifications needed to meet agency service capabilities, and the firefighters’ professional development in areas such as:

- Firefighter I,
- Firefighter II,
- Fire Officer I,
- Fire Officer II
- AEMT
- Paramedic
- Automatic External Defibrillator (AED)
- Cardio Pulmonary Resuscitation (CPR)
- Hazardous Materials
- Confined space, trench, and building collapse rescue
- Water and ice rescue
- High and low angle rescue (rope rescue)
- Instructor I
- Inspector I
- Driver Operator Pumper
- EMS Instructor / Coordinator

Written evaluations, job competencies, skill evaluations, post incident analysis (PIA) and annual performance appraisals of department members provide information to assess the effectiveness of the Training Division.
Performance Indicators:

8B.1 A process is in place to ensure that personnel are appropriately trained.

Description
The department’s Training Division administers the training program. An appropriately trained workforce is the goal of the annual training program. Member evaluations occur through written evaluations, performance appraisals, post incident analysis, and evolution based evaluations. Regional and direct delivery of National Fire Academy (NFA) courses from Kansas Fire & Rescue Training Institute (KF&RTI) occur at the department’s facilities. All new sworn personnel must successfully complete the department’s recruit academy. At the end of the academy, KF&RTI tests and certifies a successful recruit in the following IFSAC certifications:

- Firefighter I
- Firefighter II
- Hazardous Materials Awareness
- Hazardous Materials Operations

In addition, they will have completed an Advanced Emergency Medical Technician Course and successfully passed the NREMT certification exam. After completion of AEMT certification, the department’s EMS Mentoring Program must be completed.

Upon completion of department recruit academy, personnel continue to receive department fire and EMS training. NFPA, ISO, OSHA, and Kansas EMS requirements and certifications play in role in deciding training program topics and schedule. Newly purchased equipment and new procedures also result in scheduled training activities.

The department has specialized personnel and equipment in the following areas: Rope Rescue, Water Rescue, Ice Rescue, Trench Rescue, Confined Space Rescue, Structural Collapse, Vehicle Extrication, Tactical Medical and Hazardous Materials. The department’s specialized personnel receive operations level coursework in order to function at an incident scene. Two trainers in each specialty receive training and often
acquire certification beyond the operations level. Monthly and annual training allows for continued familiarization and maintaining operations level status.

**Appraisal**

The current system provides adequate training to ensure members can effectively respond and complete tasks assigned. Members provide written feedback on division level training sessions. In addition, Operations Division Chief’s and company officers provide input regarding the content and success of the training program sessions.

The process that is in place provides a foundation of fire and EMS training for personnel coming out of the recruit academy. The on-going agency training keeps personnel appropriately trained by keeping fire and EMS certifications current. NFPA, ISO, OSHA standards and Kansas Board of EMS requirements guide training decisions. Training on new equipment operations, new policies, and remediation of PIA observations ensure an effective response to incidents.

The department needs a more structured and comprehensive training plan for each technical rescue discipline in order to function at a higher level of expertise and efficiency on emergency incidents.

**Plan**

The Training Division will seek opportunities to provide appropriate training and consistency of delivery across all disciplines. This program will undergo continual monitoring by the Training Division and department officers to assure needs of the department are met, using current materials, techniques and skills.

The training of personnel on technical rescue will be re-evaluated in order to increase the department’s efficiency and expertise on technical rescue incidents. Identification and evaluation of potential train-the-trainer programs increases the efficiency. The Technical Rescue Program Manager will work with the Training Division to develop a comprehensive training plan for each technical rescue discipline.
**References**

EMS Orientation Equipment & Techniques
EMS Orientation Packet, EMS Mentoring Completion Form
Training Evaluation forms
Acting Officer Task Book
Tactical Medic SOP 111.21

Training roster

**Kansas AEMT/ Paramedic Regulations**

ISO Training Requirements

NFPA 1001- Standard for Fire Fighter Professional Qualifications
NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications
NFPA 1006- Standard for Rescue Technician Professional Qualifications
NFPA 1021- Standard for Fire Officer Professional Qualifications
NFPA 1041- Standard for Fire Service Instructor Professional Qualifications
NFPA 1670- Standard on Operations and Training for Technical Search and Rescue Incidents

29CFR 1910.120 (q) (6 through 9): Hazardous Waste Operations and Emergency Response

29CFR 1910.134 Respiratory Protection
8B.2 The agency provides a training schedule that meets the organization’s needs.

**Description**

The Training Program Team meets as needed to discuss needs, issues and priorities of the organization. The Training Division meets with the Training Program Team to set up the next year’s training schedule in the 4th quarter. NFPA standards, evaluations, needs assessments performed during training sessions, requirements of Kansas Board of EMS and national registry, City of Lawrence and agency requirements provide the foundation for discussion and development of the training scheduled. The Outlook Calendar program includes the department activity calendar and is available at all stations electronically. The Operations Division Chief is responsible for assigning companies and members to assure training attendance. The Training Division will monitor mandatory training for member completion. The department utilizes a 3-year rotation of courses including, but not limited to, American Heart Association, driver operator, Fire Officer I, and Instructor I classes.

**Appraisal**

The Training Division personnel is effectively organizing, planning and assigning training. Records are stored in an electronic database. Operation Division Chiefs receive electronic notification of completed training allowing for effective management of daily training.

**Plan**

The Department will continue the on-going management of training records and training calendar, followed up by the review of evaluations and the identification of training needs and scheduling these on an as needed basis. This will be coordinated with the Division Chief of Training and the Operations Division Chiefs.

**References**

Activity Calendar (30-day sample)
Member Training files (available onsite)
Training rotation on long-range training
The agency evaluates individual and crew performance through validated and documented performance-based measurements.

Description

The department’s Training Division and Executive Staff developed performance-based appraisals and measures for their members. Promotional Procedures SOP 601.10 establishes the training and certifications required for promotion to engineer or officer.

A performance evaluation of the drill objectives and benchmarks follow all single and multi-company evolutions and training simulations. This provides immediate evaluation of the individual and/or company performance. The Training Division provides a training evolution/topic summary for the Executive Staff’s review.

All recruit class members receive written cognitive and psychomotor testing, NFPA 1001 and NFPA 472.

All members are required to annually complete EMS skills verification, based upon Kansas Board of EMS Statutes and Regulations.

Appraisal

The described performance evaluations and measures have proven effective for this department and its individual members and assist in the identification of training needs. Identification and subsequent delivery of training promotes safe operations of all department members.

The department conducts and provides training and evaluation on an individual, company, and a multi-company basis. Utilization of state and national certification standards allows for detailed performance evaluation necessary for recertification. The use of topic-specific feedback for crew and multi-company training is not a standardized practice like the use of documented performance objectives.
Plan
The Training Division and Executive Staff will continue to evaluate personnel through performance measures, evolutions and individual skills. The Executive Staff will review and evaluate summaries of multi-company evolutions through documented performance evaluations. The Training Division will continue to stay up to date with technology developments and advancements in the field and provide the latest approved materials and training to members.

References

Copy of Evolution Summary
EMS Orientation Program & Checklist and Equipment & Techniques
Example of Annual Individual Training Summary
LDCFM annual driving road and obstacle course checklist
LDCFM annual EMS skills evaluation form
LDCFM Training Evaluation Form
SOP 601.10 Promotional Procedures
8B.4 The agency analyzes student evaluations to determine reliability of training conducted.

Description
The department uses evaluations for all EMS classes. An electronic evaluation is utilized when Target Solutions Software, otherwise, paper evaluations are used. Informal debriefings are held after multi-company training operations events. The department follows the Kansas Board of EMS requirements stating that written evaluations are utilized after all medical training. These evaluations are reviewed and attached to the class rosters and stored within an electronic database. These evaluations can be recalled as needed to examine the effectiveness of prior classes. There is no current formal evaluations for fire training.

Appraisal
The appraisal system works to determine the reliability of training but is limited to the quality of feedback received on the student evaluations. Informal feedback is difficult to capture but is beneficial and always welcome.

Plan
The department plans to continue to use written evaluations for EMS training and will consider implementing written evaluations for fire training. Informal debriefings will continue to be held after multi-company evolutions.

References
Kansas Board of EMS Statutes
Roster and evaluations
8B.5 The agency maintains a training records management system that meets recognized standards.

Description
The Training Division maintains electronic training records at the Administrative Offices. It is each member’s responsibility to provide copies of certifications to the Training Division for recording and filing. These records reflect both Fire and EMS training hours, as well as other educational achievements. The training division will enter all outside training into Firehouse™ for each individual with a description and supporting documents. The department follows NFPA 1041 for records management.

Appraisal
The Training Division has implemented all record keeping electronically into Firehouse™. This system has improved the ability to track each individual member’s training record and identify any needs of the member and the department. The Department is currently transitioning to Target Solutions Software for its primary records management system for training.

This system relies on the Station Officers to enter each person from their station that attended training into the Firehouse™ roster. They are also responsible for entering all company level training into Firehouse™. Electronic submission of evaluations occurs by scanning the paper evaluation into the appropriate training session. This procedure is more efficient and allows individual and department access to training records thus ensuring all required training and recertification hours are complete. The Training Division is currently maintaining training records for department level training into Target Solutions Software for all members.

Plan
The department will transition to Target Solutions Software as its sole platform for all training records. This will continue to allow access for training record reports. The Training Division can produce reports available for viewing by all department members. The department will continue to emphasize accurate and timely entry of training records.
Access to *Target Solutions Software* for viewing of personal training history will reinforce personal responsibility for career and skill development.

**References**

Individual EMS Training Summary

Individual Fire Training Summary

Personal Training Records maintained at the LDCFM Administration building.

NFPA 1041 Records Management

Target Solutions Software
Criterion 8C: Training and Education Resources

Training and education resources, printed and non-printed library materials, media equipment, facilities, and staff are available in sufficient quantity, relevancy, and diversity, and are current.

Summary:
The department maintains a Training Division to develop, coordinate and deliver department level training, provide training assistance and resources as needed, monitor training at the company level, monitor and assist new members, and provide officer and EMS mentoring programs. The Training Division also coordinates and manages the recruit academy. The Training Division is responsible for maintaining and replacing training materials, resources, equipment and props. Keeping the instructional methods, equipment and materials current for department continuing education, providing educational resources to keep members progressing on their career goals and insuring department trainers have the most current information for instruction are all goals of the Training Division.
Performance Indicators:

CC 8C.1 Facilities and apparatus are provided to support the agency's all-hazards training needs. The agency has plans addressing any facilities and apparatus not available internally to complete training activities.

Description
The department uses primary and secondary response apparatus and equipment in training. Kansas Fire & Rescue Training Institute (KF&RTI) provides training props (e.g. a search and rescue trailer, interior burn trailer with a roof entry, mobile driver simulation lab and simulated vehicle fire prop, grain engulfment prop) for the department’s use.

The department’s Training Center features a four-story drill tower with a first floor burn room equipped with movable walls on the second floor, rappelling and rope rescue anchors on the roof area, and a pre-plumbed standpipe and sprinkler system. There is a paved roadway around the tower with three city-supplied water hydrants.

The department has training assurance agreements with Lawrence Memorial Hospital to provide opportunities for intubation and other EMS related skills.

The department has a confined space/trench/sewer-type manhole-training prop, a one-ton chlorine cylinder prop, and an 18-foot tall confined space tank. A high fidelity simulation manikin is used for various EMS patient assessment and treatment scenarios.

The Training Center has one classroom with seating for 32 and an Audio/Visual system.

At the Administrative Offices, there are two rooms available for training with seating between 15 and 45 people. Both rooms are media ready.

Appraisal
Training facilities minimally meet the needs of the department. The drill field, due to its current size, is unable to accommodate NFPA & VFIS driving practicum. The drill
tower’s age and failing condition along with increasing maintenance costs makes it ineffective. A larger multi-operational drill tower with adaptive rooms would enhance the training effectiveness. The department is in need of more training rooms for skill stations and an additional classroom capable of accommodating 50 to 60 people to allow multiple classes and to facilitate breakout sessions of larger training programs.

**Plan**

It is the department’s plan to continue to provide training facilities and have equipment available to meet these training goals. The department will continue to search for partnerships with other agencies to develop enhanced training facilities. In 2018, the City of Lawrence Capital Improvement Plan includes funds to construct a new training drill tower. The 2016 Department Strategic Plan, Goal 1, Objective 1B, tasks the Training Division with the completion of an update of the comprehensive training facility assessment and provide recommendations for needed improvements.

**References**

Capital Improvement Plan  
2016-2021 Strategic Plan  
Lawrence Memorial Hospital Assurance Agreement
The agency has instructional personnel with teaching qualifications and expertise to meet its needs.

Description
The department has tried to ensure an adequate number of instructors in the many disciplines needed to provide adequate training for its members. The Training Division is comprised of a Division Chief, one Captain and one Lieutenant. All members of the Training Division are Fire Instructor I certified at a minimum and have background in education. All officers, per SOP 601.10, must have Fire Instructor I certification. Each Special Teams Trainer receives outside education to the level of the department’s stated capabilities in that area. This train-the-trainer format allows them to return to provide training to other department members. The department has identified and developed a core group of instructors in different disciplines adequate in numbers to accomplish the department’s training goals and mission.

Appraisal
The number of instructional staff is adequate to provide most training from in-house instructors, in both fire and medical training disciplines. Contract instructors and train-the-trainer classes allow the Department to meet additional training needs. While this form of instructional delivery has been successful, it has limitations. Availability of the instructor to meet the current daily schedule reduces flexibility in delivery format.

Training content and delivery consistency within the Training Division meets the expectations of the Department. Training delivered for technical rescue has lacked uniformity in quality and content.

Plan
The department will continue to keep its identified instructors educated to the highest levels and updated to changes. In addition, the Training Division is constantly looking for members who have both high instructor potential and a strong desire to help educate. When the need for additional instructors arises, these identified members will be trained and certified to help meet the department’s instructional needs. The Training Division
members take on-going educational offerings from the KF&RTI and other entities to stay abreast of the newest techniques and best practices in the fire and emergency medical services.

The Division Chief of Training will meet with Program Manager who manages the Technical Rescue Program to develop a plan of consistent educational delivery.

**References**

Special Team Trainer Assignments

Member Training files (available onsite)

SOP 601.10
8C.3 Instructional materials are current, support the training program, and are easily accessible.

Description
The department’s Training Division maintains current curriculum, a resource library, and a video library. These items are available for checkout by any member. All instructors receive an instructor and provider manual if available for assigned instructional topics. The library contains sufficient copies of frequently delivered classes to allow each member of the class to have his or her own textbook. Target Solutions Software is an online available resource accessible through the internet to all members. Media available consists of PowerPoint presentations, documents, and videos of varying topics.

Appraisal
The library of instructional materials is located at the Administrative Offices at 1911 Stewart Avenue. Centralizing the library has proven to work more efficiently than keeping a complete library at each station. Target Solutions Software has proven to be an effective tool in providing training to individuals who may have missed the original presentation, or as a review for other topics as needed.

Plan
The Training Division will attempt to maintain up to date training resources that are easily accessible to the department members. Instructional materials will be current to the latest edition. The Training Division will annually review current editions of text and materials to confirm relevancy and timeliness of information. Use of Target Solutions Software will continue to play a key role in ensuring timely and accessible training topics.

References
Basement Library
DVD Library
Target Solutions Software
8C.4 The agency has a process for purchasing, developing, or modifying existing curriculum to meet its needs.

Description
The Training Division follows the latest IFSTA firefighting curriculum and State Board of EMS standards. The Training committee meets regularly to discuss modifications of the current curricula. The annual budget of the Training Division includes funding for purchasing new curriculum when needed.

Appraisal
The current process has proven effective for providing department members with the latest curriculum. Meetings are scheduled regularly but not always accomplished.

Plan
The Training Division plans to re-evaluate the current process and will continue to address any changes or updates to the current curricula. The Training Program Team will be scheduled for quarterly meetings a year in advance.

References
IFSTA
State Board of EMS
NFPA 1041
Department Budget for Books/Educational Materials
8C.5 Equipment utilized for training are properly maintained in accordance with the agency’s operational procedures. The agency makes training equipment readily accessible to instructional personnel.

Description

Spare portable medical equipment is assigned for use by the Training Division. The department does not have apparatus designated specifically for training, and uses primary and secondary apparatus for training. Members usually train with the apparatus they are working on the day of training. SOP 104.40, Work Day Guidelines, and SOP 104.41, Facility and Apparatus Cleaning apply during training use. The vehicle and equipment preventive maintenance program conducted through the City’s Central Maintenance Garage provides a continuous, scheduled preventive maintenance program designed to meet manufacturers’ recommendations, NFPA standards for fire apparatus, and/or the American Public Works standards for fleet vehicles. Training equipment designated for training would include but not limited to, fire and medic apparatus, training manikins, medical equipment and props for fire and EMS training. Consistency in training and skill development is possible by purchasing identical durable equipment for frontline vehicles and allowing crews to train with the same equipment they use on a daily basis.

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<td>LDCFM members assigned to equipment. Repairs done on an as-needed basis according to manufacturer’s recommendations.</td>
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**Appraisal**

The department works to assure that all equipment, whether used for response or for training, is in good working condition and available for use. Daily/weekly apparatus and equipment inspections result in reporting of needed repairs. Maintenance and repair of other training equipment is on an as needed basis.

The current apparatus and maintenance program meets the department’s needs.

**Plan**

The department will continue to maintain all equipment utilized for training and will ensure said equipment is accessible to instructional personnel. The department will continue using the preventive maintenance program currently in place. On-going assessment of this program will assure adequacy of equipment.

**References**

SOP 104.40: Work Day Guidelines  
SOP 104.41: Facility and Apparatus Cleaning
8C.6 The agency maintains a current inventory of all training equipment and resources.

**Description**

The Division Chief of Training is responsible for all training equipment and resources. The Division Chief of Training is also responsible for maintaining the inventory system for tracking training equipment and resources. The inventory system records the following information: Description of item, Department ID number, Serial Number, Model Number, Brand Name, Cost, Replacement Cost, Year Purchased, and Location of item.

**Appraisal**

The Training Division Chief is responsible for the training equipment and inventory. There is no identified training inventory manager and no inventory schedule. Information on older items is incomplete and new items missing from the inventory. The training equipment tracking process is incomplete and inconsistently maintained.

**Plan**

The Training Division Chief will have an inventory system created for all training equipment and resources with a value of $500 or greater. An annual audit of equipment and a process to add and remove inventory items will serve to maintain the inventory. The audit will confirm the availability and the condition of the equipment. As part of the 2016 Strategic Plan Goal 1, Objective 1C, the department will evaluate the possibility of maintaining a central inventory system for training equipment and resources in Firehouse™.

**References**

Hard copy of the Training Division Inventory List (available onsite)
8C.7 A selection process is in place for training and educational resource materials.

**Description**

Training Division and Training Program Team meetings serve to identify training needs. Suggestions and observation from company officers, Division Chiefs, and staff officers help design the training program. Standards of initial and continuing training set forth by NFPA, Kansas Board of EMS, National Registry, American Heart Association, CFR and ISO assist in developing a well-rounded program. Quality assurance reviews identify areas requiring additional training by department’s training division. Acquisition of new materials, supplies or equipment also generate training sessions prior to placing these items in-service. The Training Division and members work towards continuous monitoring of training materials to ensure current and accurate curriculum. Integration of new texts, materials, research, best practices and techniques occurs as soon as possible.

**Appraisal**

The Training Division distributes training evaluations for all division-level training and solicits comments to help identify usefulness, content, and adequacy of training presented. The Division is open to suggestions from members for additional resources. A dedicated budget line item allows the department to maintain updated and current resource and reference documents. Identification of additional training, references, or resources occurs during managers’ meetings. Executive Staff evaluate and determine action on all recommendations.

**Plan**

The department will continue to evaluate the training as above and address deficiencies or updates as needed through the direction of the Training Division, Training Program Team and the Executive Staff.

**References**

Basement Library
DVD Library
Trade Periodicals
Training materials are evaluated at least annually, to reflect current practices and meet the needs of the agency.

Description
The Training Division continuously evaluates new training materials as they become available. Members, officers, and staff provide information on new resources and identify training material needs. A dedicated budget line item allows for the purchase of new versions or updates of texts, computer software and training supplies. Course evaluations from training sessions provide opportunity for members to evaluate materials, resources and instructional delivery methods. Prior to all recruit academies, ACLS, PALS, BCLS, or any other certification class, an assessment on training materials is performed to assure the most recent version is being used. Informal Training Division meetings include the discussion of training needs, available training materials, instructional delivery needs, and assessment of existing training materials.

Appraisal
The current method of evaluation meets the needs of the department to ensure training reflects current practices

Plan
The department will continue to use the above outlined evaluation method to ensure training materials meet the department’s needs. The department will continue to request the budgetary funds necessary to maintain this program and to support the ongoing training needs of the department.

References
SOP 604.10: Education Program
Department Budget for Training materials
Manager’s Meeting Annual Program Appraisal