



Training Requirements
RUSH FIRE DISTRICT
SOG 2-1.3

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Revised xx/xx/xxxx

Annual Training Requirements

The Rush Fire District will provide training and education for all members commensurate with the duties and functions the members are expected to perform. Training is to be provided initially and annually for each employee/member based on their classification.

Required training will comply with all Federal, State and Local Laws.

Personnel are required to complete the required initial and annual training within their duties and functions as an employee/member.

All required training must be recorded/documented through the district training officer. Records will be maintained and available for inspection. Use of checklists of the minimum standards should be used to ensure that every member has completed the required minimum training. The checklist will include the instructor(s), Class/ Task objective and name(s) of the participants.

A status chart will be updated and posted outside the Chiefs office. Personnel can make inquiries through the Chief or Training officer on their status.

Members/Employees will be given the following timeframe on an annual basis to complete their required training:

1. Online Training – Personnel will have from January 1st till September 30th each calendar year to complete the appropriate online training as identified in Table 1.
 - a. The online training system will send reminders to personnel within the timeframe.
 - b. Failure to complete the online training within the allotted time will result in a letter of notification from the district and suspension of active membership pending the completion of the online training. This letter shall be issued following the October Board of Fire Commissioners meeting.
 - c. Personnel who fail to complete the online training by the December board of fire commissioners meeting, will be removed from the rolls as a member of the fire department. Re-application for membership in conformance with the approved bylaws of the Rush Fire Department would then be required.
 - d. The Rush Fire District Secretary will notify the Rush Fire Department Secretary of the change in the members status outlined in section b and c.
 - e. The Rush Fire District will not accept other employer's on-line training (Table 1) as credit due to Federal, State and Local Laws.
2. Hands-On Training – Personnel will have from January 1st till November 30th to complete the appropriate hands-on training as identified in Table 2.
 - a. Failure to complete the hands-on training within the allotted time will result in a reclassification to the highest amount of training completed for the year.
 - i. Example – If an interior firefighter does not complete required training for the interior classification, the person will be moved to exterior or fire station support based on the person's completed training for the year.

- ii. Example 2 – If a person gets re-classified temporarily due to unforeseen conditions, the person can complete the required training to re-establish their position once able to.
- b. The member will re-establish their position once the required training outlined in table 2 is completed.
- c. Personnel who fail to complete the minimum hands on training for the role of fire station support by the December board of fire commissioners meeting, will be removed from the rolls as a member of the fire department. Re-application for membership in conformance with the approved bylaws of the Rush Fire Department would then be required.
- d. Failure to drive 15 miles, Pump Operations (If applicable) and complete the JPR's on each apparatus personnel are qualified to drive will result in the personnel being suspended to drive the apparatus until the requirements are met.
- e. Personnel that are classified as mutual aid or are employees by another fire/ems organization may submit their training records (showing all the topics from Table 2 are covered within the calendar year) from their employer or mutual aid department to the training officer to receive credit for hands-on training.
 - i. The SCBA/Mask, PPE, Bailout system and equipment shall be the same as Rush Fire District. This shall be recorded when submitting the training records.
 - ii. Lock Out Tag Out will not be accepted - Rush Fire District Specific.

Table 1: Annual On-Line Required Courses:

Topic	Interior	Exterior	Fire Scene Support	Fire Station Support	District Office Personnel / Attendants	Apparatus Drivers
Annual Safety Training (Firehouse, Scene, Response)	X	X	X	X	X	
Blood borne Pathogens	X	X	X	X	X	
Diversity	X	X	X	X	X	
GHS Right to Know	X	X	X	X	X	
Lock Out Tag Out	X	X	X	X	X	
Sexual Harassment	X	X	X	X	X	
Workplace Violence	X	X	X	X	X	
EMS HIPPA Awareness	X	X	X	X	X	
HAZMAT	X	X	X	X		
Bailout	X					
SCBA	X					
Driving Policy Review						X
District Policies Review	X	X	X	X	X	

Table 2: Annual Hands-On Required Topics:

Topic- Job Performance Requirements (JPR)	Interior	Exterior	Fire Scene Support	Fire Station Support	District Office Personnel/ Attendants	Apparatus Drivers
Fire Extinguisher	X	X	X	X	X	
PPE (Don/Doff)	X	X	X	X	X	
Current CPR Card	X	X	X	X	X	
AED Use	X	X	X	X	X	
Equipment Location & Familiarization	X	X	X			
Patient Packaging (Stretcher, Stokes, Sked, Stair Chair) Only 1	X	X	X			
Lock Out – Tag Out	X	X	X			
Support Functions (Scene Lights, SCBA Bottle Changes, Fire Police, etc.)	X	X	X			
Hydrant Operations	X	X				
Ground Ladders	X	X				
Hand & Power Tools	X	X				
Stabilization, Lifting, Moving	X	X				
Auto Extrication	X	X				
Special Operations (Ice, Water, Rope Rescue, Wildland Search) Only 1	X	X				
SCBA FIT Test	X	X (If Qualified) Pump Operator Only				
SCBA Use (Don/Doff) Mask Confidence	X	X (If Qualified) Pump Operator Only				
Structural Live Fire Operations	X					
Search & Rescue	X					
Hose line Advancement	X					
Bailout	X					
Pump Operations (Tank, Hydrant, Drafting)						If Qualified on Pumper(s)
Document 15 miles of driving on each apparatus qualified on						X
JPR's for each apparatus qualified on						X