



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 2.06 Training



TRAINING

Effective: September 3, 2021
Scheduled Review: September 3, 2024
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To communicate responsibilities and activities of the training division along with the responsibilities and requirements for personnel related to training.

II. CATEGORIES OF TRAINING

Training falls into three categories.

- A. Department training - This is training that occurs during shift or regular city workdays.
 - i. Personnel are not eligible to receive any form of compensation, utilization of leave of absence, or the utilization of scheduled work hours to attend or complete pre-requisites without prior written authorization from the supervisor, training officer, assistant training officer or fire administration.
 - ii. Personnel working without a city approved medical restriction shall participate in all assigned trainings.

- B. Regular Specialty Team Training - Regular monthly team training for personnel assigned to the Washtenaw County Hazardous Material Team, Washtenaw County Technical Rescue Team, or Washtenaw County Water Rescue Team. Specialty team trainings normally last between four (4) and eight (8) hours. Any specialty team that is scheduled for more than eight (8) hours or more than one (1) consecutive calendar day requires the submission of an outside training form. This applies even if the training is mandatory for team membership.

- C. Outside Training - Any training that does not meet the requirements listed above shall be considered outside training. All outside training requires the submission of an outside training request form. Core courses to meet the membership requirements of specialty teams requires the submission of an outside training request form. Seminars, continuing education credits, workshops, lectures, conferences, fire officer training, and pump apparatus operator are examples of outside training.

III. DEPARTMENT TRAINING

The training officer and assistant training officer are charged with the scheduling and ensuring delivery of required internal training. The training division shall establish a training calendar. Department training will entail a comprehensive all-hazards approach that strives to meet or exceed federal, state and local regulations as well as the needs of employees.

Company officers are an integral component in the delivery of training to continually build and enhance the skillsets of their personnel.



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The training officer shall be consulted and grant prior approval for any training exercise that involves the University of Michigan, outside departments, external agencies, private individuals, or property requiring permission to use. The training officer shall work with fire administration to arrange necessary permission, waivers, and logistics.

The following organizations and laws serve as the foundation for the training plan:

- Emergency Management Act, State of Michigan Public Act 390 of 1976
- Fire Prevention Code, State of Michigan Public Act 207 of 1941
- Insurance Services Office (ISO)
- Michigan Occupational Safety and Health Administration (MIOSHA) Part 1, Part 74, Part 451
- Michigan Vehicle Code, State of Michigan Public Act 300 of 1949
- State of Michigan Department of Licensing and Regulatory Affairs
- State of Michigan Bureau of Fire Services Fire Fighter Training Division
- State of Michigan Department of Health and Human Services EMS Section
- Superfund Amendments and Reauthorization Act (SARA) Title III Emergency Planning and Community Right-To-Know Act (EPCRA)
- Washtenaw / Livingston Medical Control Authority

IV. REGULAR SPECIALTY TEAM TRAINING

Specialty team personnel are responsible for meeting the training and attendance requirements of their teams. Meetings or other team related activities shall fall under the requirements listed in this section. Specialty team personnel shall enter their regular team trainings in Telestaff seventy-three (73) hours prior to the training.

Off-duty personnel failing to meet the seventy-three (73) hour criteria of entering their training time into Telestaff shall contact the on-duty battalion chief prior to the training in order to attend the training. At the request of an off-duty specialty team member, the on-duty battalion chief shall enter the specified time into Telestaff. Failure of an off-duty specialty team member to have their time entered into Telestaff shall result in forfeiture of pay or compensation for the training, and/or disciplinary action.

- A. Personnel are only eligible to attend a specific training session one time. If the same training is offered multiple times, personnel will only be paid or compensated once.
- B. Personnel shall enter one of the following codes into Telestaff:
 - i. EDU: Education time off assigned suppression apparatus. Personnel shall enter the purpose of EDU in the Notes Section.
 - ii. HAZ MAT OT, SWTRT OT, TRT OT: Paid per the collective bargaining agreement.
 - iii. HAZMAT COMP, SWTRT COMP, TRT COMP: Compensation time awarded per the collective bargaining agreement.
- C. All Telestaff fields shall be completed along with a thorough description of the training topic and location added into the notes field for each entry.



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- D. At the completion of the specialty team training; the senior employee attending a scheduled training event shall email proof of attendance to the assistant chief assigned to operations for payroll approval. Failure to provide proof of attendance shall result in forfeiture of pay or compensation for the training and/or disciplinary action.

V. OUTSIDE TRAINING

Requests for outside training will be considered using the following guidelines; contractual requirements, fiscal resources, applicability to the delivery of core services, willingness of the employee to teach this training to other employees, the employee's attendance, and conduct record over the last year.

All travel, meals, and associated costs shall be made in compliance with City of Ann Arbor Human Resources APP #504, Travel Policy. All outside trainings shall be submitted for review and approval.

- A. An employee interested in attending an outside training shall request permission to attend prior to any arrangements being made. The employee shall submit the "Outside Training Form" to the training officer at least two weeks prior to the beginning of the training. Failure to thoroughly complete the form or submitting with less than two weeks' notice are automatic grounds for denial. Extenuating circumstances may be considered by the fire chief.
- B. All supporting documentation must be attached to the request form. The training officer shall submit the training form to the appropriate assistant chief for approval. The training officer shall include a recommendation for approval or denial. If a training request is denied by an assistant chief, an email will be sent by the training officer to the employee with the reason for the denial. The employee may appeal the denial to the fire chief.
- C. For approved trainings, the office manager will make all necessary registration travel arrangements, and payments. If the employee is already registered, it is necessary for the employee to denote such on the request form.
- D. A city vehicle shall be used whenever feasible for outside training. The office manager at Station 1 will coordinate the availability of a fire department or city fleet vehicle. In the event that a city vehicle is unavailable, APP #504 will be used to calculate mileage reimbursement.
- E. For all outside training pertaining to specialty team training requests, the training officer will validate the applicability of the training and if it is a minimum requirement for team membership. The AAFD specialty team leaders are not involved in training review or approval. The training officer shall contact the team director with any training questions.
- F. The employee's battalion chief or the fire marshal will be notified of approved training requests.



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- G. Within ten (10) calendar days of the last day of training, the employee shall complete the City of Ann Arbor's Travel Expense Report Form in accordance with APP 504.

Failure to provide required receipts will result in the employee being personally responsible for expenses. This form will be submitted to the training officer for review. The training officer will review then forward to the management assistant at Station 1.

- H. All certificates or course completion documentation received as a result of the training must be submitted to the training division electronically within ten (10) days of completion. Failure to complete this task will result in the forfeiture of any form of compensation, including authorized leave hours, and/or disciplinary action.
- I. If an employee is denied a training request but that employee still wants to attend a training without compensation while representing AAFD, that employee shall obtain approval from fire administration prior to attend the training.

VI. EASTERN MICHIGAN UNIVERSITY STAFF AND COMMAND

Administrative schedule employees who are selected to attend EMU Staff and Command will simply attend class instead of their regular schedule. Employees assigned to 4/10 schedule shall have to work a 5/8 schedule to accommodate the class schedule.

Suppression employees who are selected to attend EMU Staff and Command will be released on administrative leave time if working a regularly scheduled shift from 1900-0700 the Sunday directly before a Monday class. The employee will receive administrative leave time off from 1700-0700 for regularly scheduled shifts on Monday, Tuesday, Wednesday, and Thursday the week of class. The employee will be expected to work their regularly scheduled shift on Fridays the week of class from 1900-0700.

VII. MICHIGAN FIRE FIGHTERS TRAINING COUNCIL FIRE OFFICER AND INSTRUCTOR

The Michigan Fire Fighters Training Council has adopted new fire instructor and fire officer curriculum and testing processes. Since Instructor I is the only pre-requisite for Fire Officer I, the employee shall meet the requirements of the IAFF collective bargaining agreement, Article 34. Training and Education, B. Fire Officer Training prior to being approved to take Instructor I. Required in-person sessions or live virtual attendance sessions will be handled as education paid time if on-duty or overtime. Any overtime hours will be paid as overtime only and are exempt from the equalized overtime list.

Course Examination

Administrative leave time shall be granted to employees who are regularly scheduled to work the evening prior to an examination for the following Michigan Fire Fighters Training Council courses:

- Instructor I
- Instructor II



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- Instructor III
- Fire Officer I
- Fire Officer II
- Fire Officer III
- Fire Officer IV

Employees who are not on-duty the day prior to the examination will receive no compensation or time off. Employees who work overtime or a trade-in shift the first half of the shift will be ineligible for administrative leave time. Employees are unable to work a trade in or overtime beyond 1900 hours the night before an examination. This overtime turndown shall not count against the employee on the equalized overtime list.

Example: The examination is at 0800 on Tuesday, February 9. The employee will be granted administrative leave time from 1900 to 0700 starting on the Monday, February 8. This time is only given if Monday, February 8 is the employee's regular shift. Trade-in does not count as working. Acceptable uses of leave time may be applied to the first half of the shift.

If the employee is in class the day before the examination and it is a regular duty day for the employee, fire administration will evaluate on a case by case basis for providing the employee the administrative leave time for the remainder of the employee's shift.

Example: If the class goes until 1700, the employee would receive administrative leave time from 1700-0700. If the class goes until 1200, the employee would be required to work or use leave time from 1200-1900, then receive administrative leave time from 1900-0700.

This administrative leave time shall only be granted if the fire department is sponsoring the employee to attend. If the employee voluntarily attends any of these classes, administrative time off will not be granted.

The examination must start between 0700-0900 for administrative leave time to be approved. Any examination time after 0900 will not receive administrative leave time.

Course Completion Payment

Employees who complete the following courses will receive the designated hours as overtime pay in a lump sum. This payment will be made following course completion. Course completion is delineated as taking the final exam. If the employee is ineligible to take the final exam, the employee is not entitled to these hours. These hours will cover all claims for study time, coursework and quizzes via the online learning platform, assignments, presentation / lesson plan preparation, instructor communications, and / or all other out of class assignments or work.

- MFFTC Instructor I: 20 hours of overtime pay
- MFFTC Fire Officer I: 18 hours of overtime pay
- MFFTC Fire Officer II: 18 hours of overtime pay



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Employees who fail all allowed examination attempts and elect to re-take the course will not receive these hours additional times. These hours will only be paid once per employee. These hours will not count towards the equalized overtime list.

Employees who drop out of the course will not receive any partial amount of these hours.