



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 2.6 Training



TRAINING

Effective: November 2, 2018
 Scheduled Review: November 2, 2021
 Replaces: 1005 - Outside Training
 1006 - Training Exercises Involving Outside Agencies
 1007 - Request for Specialty Team Training
 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, Washtenaw County Water Rescue Team, or Mutual Aid Box Alarm System (MABAS) Michigan Task Force 1. 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 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 AAFD members.



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Company officers are encouraged to conduct training to continually build and enhance the skillsets of their personnel.

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 particular 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 training officer prior to the training in order to attend the training. Failure to enter time into Telestaff or receive permission from the training officer 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. HAZMAT EDU, MI TF1 EDU, SWTRT EDU, TRT EDU: Education time off assigned suppression apparatus.
 - ii. HAZ MAT OT, MI TF1 OT, SWTRT OT, TRT OT: Paid per the collective bargaining agreement.
 - iii. HAZMAT COMP, MI TF1 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; proof of attendance shall be submitted to the training officer 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 training division will make all necessary registration and travel arrangements. 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 management assistant 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.