

Training Requirements

Chapter 5

5.1 General

All VFF's within the Butte County Fire Department shall utilize the department's standardized certification and training program for VFF certification(s).

5.2 Minimum Training Drills

During a VFF's first six months of appointment, VFF's are considered a Probationary Volunteer Fire Fighter (PVFF). During this probationary period, the PVFF must complete all required training. Failure to complete the minimum required training may result in termination.

A VFF shall complete a minimum of 32 hours of training annually to maintain active status. The VFC Captain should assist the VFF in making up missed training by affording the opportunity to train with surrounding VFC's or the career station, if they are available.

All VFF's shall attend and participate in all scheduled training sessions. Only the illness of the VFF or members of his/her immediate family, absence from the area or specific employment commitments may be a reasonable excuse for absence from training sessions. VFF's shall attend a minimum of sixteen (16) regular drills per calendar year and a minimum of four (4) drills per quarter with their assigned VFC.

Emergency incident responses and vehicle maintenance will not be considered as meeting the required minimum monthly training.

VFF attendance at all VFC drills and incident response will be tracked on the Drill and Emergency Response Attendance Roster.

The following Disciplinary Action will be taken for failure to meet the training drill requirements during any calendar year (the department reserves the right to terminate immediately as specified in section 4.1):

First Quarter Failure:	Written Notification to volunteer
Second Quarter Failure:	Letter of Warning
Third Quarter Failure:	Termination from Volunteer Firefighter status

It is the responsibility of the VFC, through the VFC's elected officers, to enforce these procedures. The Career Captain shall ensure that this procedure is followed.

5.3 Annual Skills Testing

VFF's are required to perform annual skills testing. Skills testing is a check of the perishable skills required for each VFF to maintain proficiency. The skills sheet (attachment 10.10, Annual Skills Testing) shall be completed annually and prior to fire season by each VFF and turned into the Training & Safety Bureau for filing.

5.4 Training and Reimbursement

VFF's shall be trained to the standards outlined in this manual prior to responding to any calls or driving any fire apparatus. The Training and Safety Bureau will maintain all VFF training records. VFF's shall provide copies of all training certifications to the Training Bureau for their training file.

Prior to a new VFF responding to any calls or riding on fire apparatus, or current volunteers promoting to operator or engineer, the Training and Safety Bureau must confirm all required training has been completed and certification copies of all required training is in the VFF's training file. Approval will be given in writing from the Training and Safety Bureau Battalion Chief prior to VFF's responding to calls and operating fire apparatus.

All VFF's are required to maintain all required certifications and to attend and complete mandatory refresher training. When a VFF falls out of compliance with required training, the VFF cannot respond to any calls until compliance is met. The VFF's PPE, pager, badge, etc. shall be collected by the Career Captain.

The VFF will have 60 days to regain compliance with expired mandatory training certifications. Failure to regain compliance within 60 days will result in termination. If a VFF's defensive driver card expires, the VFF shall not operate department vehicles until compliance is met. Continued failure to maintain all required certifications will result in termination.

The following Disciplinary Action will be taken for failure to maintain mandatory training requirements (the department reserves the right to terminate immediately as specified in section 4.1):

- Failure to maintain required certifications: VFF cannot respond to calls, letter of Warning.
- Failure to achieve required delinquent certification(s) 60 days after expiration will result in termination from Volunteer Firefighter status.

It is the responsibility of the VFC, through the VFC's elected officers, to enforce these procedures. The Career Captain shall ensure that this procedure is followed.

Monthly Company Training Drills

Each VFC is required to conduct a minimum of 2 regularly scheduled training drills per month. Each drill will be a minimum of 2 hours long. These drills are designed to maintain mandatory refresher training (such as Communicable Disease, CPR EMS and HazMat FRO) and improve or maintain incident skills of each individual (such as ropes & knots, ladders, SCBA's, fire shelters, etc. or to conduct company drills such as forward lay, reverse lay, basic structure attack, wildland hose lays, etc. or to conduct multi-company drills). Each drill will be reimbursed with a half-day training reimbursement. The primary objective of the regularly scheduled drills is skills maintenance.

Non-Mandatory Training Courses

Each year the department and the Butte County Training Officers Association offer numerous training courses. These courses include ICS classes, CSFM Level 1 and Level 2 courses, CSFM FSTEP courses, and specialty courses in hazardous materials, fire prevention, fire investigation, structural fire control, wildland fire control, transportation emergencies, EMS and rescue.

Training Reimbursement

VFF's will receive a training reimbursement for attending mandatory training, mandatory re-certification training, and bi-monthly drills. Non-mandatory training courses may also be reimbursable with the approval of the Training and Safety Bureau Chief. For a VFF to receive reimbursement for any training (mandatory or non-mandatory), the VFF must provide evidence of successful course completion.

Attachment 10.26 (Training Request Form) must be submitted and approved (prior to the course starting) for a VFF to get reimbursed for non-mandatory training.

Reimbursement is not available for any EMS courses above the Public Safety First Aid level. However, if the cost to recertify an EMT certification every two years is paid out of pocket by the VFF, those costs are reimbursable by the department.

Reimbursements will be either half-day class or full-day class increments. A half day is generally defined as 4 hours or less and a full day as being more than 4 hours. A half-day training reimbursement is \$9.00 and a full day training reimbursement is \$18.00.

If mandatory and/or refresher training is conducted as part of one of the two monthly drills, no additional reimbursement is authorized for this training.

Course registration fees, college fees, books and materials, and any other related expenses incurred for training may also be reimbursed (attachment 10.26, Training Request Form). Original receipts are required for this process.

Normally, there is no out of pocket expense incurred as the department is either invoiced or assumes expenses for mandatory training.

5.5 Minimum Mandatory Training Requirements PRIOR To Response

New applicants of the department must attend mandatory training classes and VFC drills. Prior to emergency response, the applicant must complete the minimum training requirements for the level of response they want to achieve. Additional training requirements are also required as an enhancement.

Applicable Standards and Reference Materials

The applicable state and federal laws and regulations for the minimum training requirements outlined in this manual are located in attachment 10.46, Minimum Training Requirements. The minimum training requirement also reference department policy, NFPA, IFSTA Essentials and Jones and Bartlett training manuals.

5.6 Support Responder

As a Support Responder, you will assist the department with a variety of duties including: prevention and education programs, fundraising activities, company administrative assignments, station maintenance and assist with structure fire rehab, structure fire incident accountability and traffic control.

Not all support members are capable of completing all of the above duties. Each support responder should be evaluated so they are not utilized beyond their capabilities.

- Support Responders do not need to be fit tested
- Appropriate PPE will be issued during the volunteer module academy
- Support Responders cannot respond to emergency incidents on fire apparatus

Training Requirements:

History / Organizational Structure	Lecture
Station Orientation	Lecture
Firefighter Safety	Lecture
Accountability Policy	Lecture
Private Vehicle Operations	Lecture
Radio Use / Communications	Lecture
Seatbelts, Chock Blocks, Backing Signals	Lecture
Volunteer SOP Manual Orientation, Levels of Response & Training Requirements	Lecture
Fire Line Hazards (3 Stripes Your Out)	Lecture
Traffic Control	Lecture
Rules of Conduct	Lecture
IIPP Program	Lecture
Heat Injury Prevention Policy	Lecture
Hearing Protection	Lecture

EEO	Lecture
Injury and Accident Reporting	Lecture
Swift Water Awareness (must turn in test)	Self-Paced
ICS-100 (must turn in certification)	Self-Paced
NIMS-700 (must turn in certification)	Self-Paced
HazMat FRO (16 hour)	Lecture
Confined Space Awareness	Lecture
Internet/Social Media Policy (10.36)	Lecture
VFF Expectations (10.47)	Lecture

5.7 EMS (Emergency Medical Service) Responder

As an EMS responder, you will respond to medical aid calls from your residence in your personnel vehicle. EMS responders can respond to traffic collisions and perform medical care to patients out of the vehicle only. EMS responders will also perform support responder duties.

Not all EMS members are capable of completing all of the above duties. Each EMS responder should be evaluated so they are not utilized beyond their capabilities.

- EMS Responders do not need to be fit tested
- EMS Responders do not have to complete the Support Module prior to attending this course **but cannot respond to any calls until the Support Module has been completed**
- EMS Responders cannot respond to emergency incidents on fire apparatus
- Appropriate PPE will be issued during the volunteer module academy

Training Requirements:

Support Responder qualified	Completed Support Module
Public Safety First Aid	Lecture and Practical
Communicable Disease	Lecture
CPR/AED	Lecture and Practical
Documentation / Patient Care Reports	Lecture
SIDS	Lecture
Child/Elder Abuse	Lecture
Hepatitis B Inoculation Options	Lecture
CAL FIRE Burn Policy	Lecture
N100 Mask Fit Testing	Practical

5.8 Full Responder (Full Firefighter Duties)

As a full responder, you will respond to fires, medical incidents, traffic collisions, floods, technical rescues, public assist, and other types of emergencies requiring a response from trained individuals. You will respond in your personal vehicle or on fire apparatus.

- VFF is required to be fit tested
- VFF is required to complete the Support and EMS Modules prior to attending the Wildland and Structure modules
- VFF's cannot perform any duties above Support and EMS responder until they successfully complete both the Structure and Wildland modules
- Appropriate PPE will be issued during the volunteer module academy

Training Requirements (Wildland Module)

Support and EMS responder qualified	Complete Support and EMS Modules
Firefighter Preparedness	Lecture
Wildland PPE	Lecture and Practical
Fire Hose and Appliances	Lecture and Practical
Wildland Hand Tools/Line Construction	Lecture and Practical
Fire Shelters	Lecture and Practical
Resource Identification	Lecture
10's/18's/LCES/Common Denominators	Lecture
Tactics and Strategy	Lecture
Mop Up and Patrol	Lecture
Mobile Attack	Lecture and Practical
Hose Lays	Lecture and Practical
Using a Structure as Refuge	Lecture
Avoiding Fire Entrapment	Lecture
Air Tanker Drop Safety	Lecture and Practical
Working with Inmates	Lecture
Back Fire Torch	Lecture and Practical
Fusee as a Firing Tool	Lecture and Practical
Firefighter Safety and Survival	Lecture
S-130 Field Day	Practical
S-212 Power Saw Safety Class	Lecture
S-190, Introduction to Fire Behavior (must turn in all 3 module certifications)	Self-Paced
L-180/S-130, Human Factors on the Fire Line/Wildland FF Training (must turn in all 12 module certifications)	Self-Paced

Training Requirements (Structure Module)

Support and EMS responder qualified	Complete Support and EMS Modules
Wildland Module Completed	
Mission and Organization	Lecture
PPE - Structure Gear	Lecture and Practical
SCBA	Lecture and Practical
Fire Behavior	Lecture
Fire Hose	Lecture and Practical
Fire Streams	Lecture and Practical
Ladders	Lecture and Practical
Salvage and Overhaul	Lecture
Lifting and Hoisting	Lecture
Building Construction	Lecture
Forcible Entry	Lecture
Ventilation	Lecture and Practical (Fire Control 3)
Rescue	Lecture and Practical (Fire Control 3)
Fire Control	Lecture and Practical
Fire Protection Systems	Lecture
Fire Extinguishers	Lecture
Water Supply	Lecture
Firefighter Health and Safety	Lecture
2 in 2 out	Lecture
Fire Control 3/Burn Building	Practical (Burn Building)

5.9 Utility Vehicle Operator

As a Utility Vehicle Operator, you will drive a department utility vehicle performing support type functions. This certification is also required to tow a Breathing Support and respond to fires and rescues per the department's Standard Response Plan.

Utility Vehicle Operators must possess a valid Class C license depending on the vehicles weight and have been a volunteer for a minimum of six months.

Utility Vehicle Operators must be full responders unless their purpose is to drive a utility vehicle and tow/operate a Breathing Support.

Training Requirement:

Full responder qualified (Unless purpose is to operate a Breathing Support)	Complete Support, EMS and Firefighter Modules
EVOC / Defensive driving	Lecture and Practical
NIMS-800	Self-Paced
Task Book Completion	See 5.22

5.10 Water Tender Operator

As a Water Tender Operator, you will drive/operate a water tender and respond to fires and incidents per the department's Standard Response Plan.

Water Tender Operators must possess a valid Commercial Class B license with endorsements and have been a volunteer for a minimum of six months.

- Appropriate PPE will be issued during the volunteer module academy
- Water Tender Operators do not need to be fit tested unless they are full responders.

Training Requirement:

*Private Vehicle Operations	Support Module
*Radio Use / Communications	Support Module
*Seatbelts, Chock Blocks, Backing Signals	Support Module
*Fire Line Hazards (3 Stripes Your Out)	Support Module
*Rules of Conduct	Support Module
*IIPP Program	Support Module
*Heat Injury Prevention Policy	Support Module
*Hearing Protection	Support Module
*VFF Expectations (10.47)	Support Module
*Injury and Accident Reporting	Support Module
*EEO	Support Module
*EMS qualified	Complete EMS Module
*ICS-100 (must turn in certification)	Self-Paced
*S-190, Introduction to Fire Behavior (must turn in all 3 module certifications)	Self-Paced
*L-180/S-130, Human Factors on the Fire Line/Wildland FF Training (must turn in all 12 module certifications)	Self-Paced
*S-130 Field Day	Wildland Module
*NIMS-700 (must turn in certification)	Self-Paced
NIMS-800 (must turn in certification)	Self-Paced
EVOC/Defensive Driving	Lecture and Practical
Water Tender Operations	Lecture and Practical
Task Book Completion	See 5.22

* Not required to repeat if VFF is a full responder.

5.11 Squad/Rescue/Type 6 Engine Operator

As a squad/rescue/type 6 engine operator, you will drive/operate a squad, rescue or type 6 engine and respond to fires, medical incidents, traffic collisions, and public assist per the department's Standard Response Plan.

Squad/rescue/type 6 engine operators must possess a valid Class C license or Commercial Class B license with endorsements depending on the type of equipment being operated and have been a volunteer for a minimum of six months.

Training Requirement:

Full responder qualified	Complete Support, EMS and Firefighter Modules
EVOC / Defensive Driving	Lecture and Practical
Incident Management	Lecture
NIMS-800	Self-Paced
Vehicle Extrication I (jaws only)	Lecture and Practical
Basic Pump Operations (pumps only)	Lecture and Practical
LARRO (rescue operators only)	Lecture and Practical
Task Book Completion	See 5.22

5.12 Engine Operator

As an Engine Operator, you will drive/operate a fire engine and respond to fires, medical incidents, and public assist per the department's Standard Response Plan.

Engine operators (with the exception of type 6 engines) must possess a valid Commercial Class B license with endorsements and have been a volunteer for a minimum of six months.

- Volunteer companies that have volunteers that want to be engine operators but do not have a squad or rescue in their company must meet the training requirements to operate a squad/rescue prior to becoming an engine operator.

Training Requirement:

Full responder qualified	Complete Support, EMS and Firefighter Modules
Squad/rescue Qualified	If Applicable
Basic Pump Operations	Lecture and Practical
Task Book Completion	See 5.22

5.13 Breathing Support Operator

As a Breathing Support Operator, you will drive/operate a breathing support and respond to fires and rescues per the department's Standard Response Plan.

Breathing Support operators must possess a valid Class C license or Commercial Class B license with endorsements depending on the type of equipment being operated and have been a volunteer for a minimum of six months.

- Appropriate PPE will be issued during the volunteer module academy
- Breathing Support Operators do not need to be fit tested unless they are full responders.

Training Requirement:

*Private Vehicle Operations	Support Module
*Radio Use / Communications	Support Module
*Seatbelts, Chock Blocks, Backing Signals	Support Module
*Fire Line Hazards (3 Stripes Your Out)	Support Module
*Rules of Conduct	Support Module
*IIPP Program	Support Module
*Heat Injury Prevention Policy	Support Module
*Hearing Protection	Support Module
*VFF Expectations (10.47)	Support Module
*Injury and Accident Reporting	Support Module
*EEO	Support Module
*EMS qualified	Complete EMS Module
*ICS-100 (must turn in certification)	Self-Paced
*NIMS-700 (must turn in certification)	Self-Paced
NIMS-800 (must turn in certification)	Self-Paced
EVOC/Defensive Driving	Lecture and Practical
Specialized Equipment Training	Lecture and Practical
Task Book Completion	See 5.22

* Not required to repeat if VFF is a full responder.

5.14 Volunteer Lieutenant

The Volunteer Lieutenant works under the direction and supervision of the Company Captain. Duties and responsibilities may vary dependent upon geographic location and type of equipment involved.

Volunteer Lieutenants must have been a volunteer in good standing with the department for a minimum of 2 consecutive years.

Volunteer Lieutenants are strongly encouraged to be equipment operators.

Training Requirement:

Support, EMS, firefighter qualified	Complete Support, EMS and Firefighter Modules
Leadership for Volunteers	Complete within first year of appointment

5.15 Volunteer Captain

As the Volunteer Captain, you will supervise Volunteer Lieutenants and the day to day volunteer company operations and maintain a good cooperative working relationship between the volunteer company, Career Captain and Battalion Chief. Volunteer Captains must have been a volunteer in good standing with the department for a minimum of 3 consecutive years.

Volunteer Captains are strongly encouraged to be equipment operators.

Training Requirement:

Support, EMS, firefighter qualified	Complete Support, EMS and Firefighter Modules
Leadership for Volunteers	Complete within first year of appointment

5.16 Training Module Waiver

The mandatory training requirements contained within the support, EMS, structure and wildland module's may be waived by the Training and Safety Bureau Battalion Chief if the applicant possesses specific certifications, valid mandatory training certifications and/or has current or past fire service experience.

Below is the minimum required training and experience to waive attendance in the support, EMS, structure and wildland modules.

- If an applicant has completed an approved CSFM FFI Academy within the past 3 years
 - or
 - If an applicant possesses a CSFM FFI certificate issued within the last 4 years
 - or
 - If an applicant possesses a CAL FIRE Basic Firefighter certification and has worked at least 1 fire season with CAL FIRE within the last 3 years
 - or
 - If an applicant was a previous department VFF in good standing that separated within the past 2 year and had previously completed the Basic Skills and Safety course
 - or
 - If an applicant was a previous career firefighter in good standing that separated within the past 3 years
- and
- Can provide all of the below certifications that would be obtained if the VFF attended the modules.

Support Module

- ICS-100 certificate
- NIMS-700 certificate
- HazMat First Responder Operational (must be 16 hour IAFF, CSTI or CAL FIRE certification)
- EEO certification
- Confined Space Awareness
- Swift Water Awareness

EMS Module

- Public Safety First Aid or higher (must be CCR Title 22 compliant)
- Communicable Disease certificate
- Public Safety CPR/AED (must be CCR Title 22 compliant)

Wildland Module

- S-130 or CAL FIRE Basic Firefighter Certificate
- S-212 Power Saw Safety Classroom
- CAL FIRE Firefighter Safety Survival
- L-180 Human Factors
- S-190 certificate

Structure Module

- Fire Control 3 or Burn Building

Proof of completion will be possession of valid certificates and certifications.

5.17 Course Retakes

Applicants are required to attend and successfully pass the support, EMS and firefighter modules depending on the level of VFF response desired.

When individuals fail a module, they will be allowed a one-time opportunity to retake and pass the missed category(ies), prior to the next module being offered. This re-test must be completed within 30 days of the completion of the module and will be administrated by the Training and Safety Bureau.

If they fail the one-time retest, they must re-take the entire course again. Individuals will not receive a training reimbursement until they are successful in completing the module. Modules will only be reimbursed one time.

5.18 Respiratory Protection Program

All full responder VFF's shall maintain compliance with the department's Respiratory Protection Program (RPP). VFF's are required to complete both a Spirometry Test and Respiratory Fit Test annually and prior to December 31 of each year.

When a VFF fails to complete the RPP process by December 31 of each year, the VFF cannot respond to any calls as a full responder until RPP compliance is met.

Any VFF that fails to complete the RPP process will have their PPE collected by the Career Captain until RPP compliance is met.

The following Disciplinary Action will be taken for failure to meet the RPP requirements by December 31 of each year (the department reserves the right to terminate immediately as specified in section 4.1):

- Failure to maintain required RPP certification: VFF cannot respond to calls, letter of Warning issued, and full PPE and any county or company loaned items will be collected.
- Failure to achieve required delinquent RPP certification by January 31st of each year will result in termination from Volunteer Firefighter status.

It is the responsibility of the VFC, through the VFC's elected officers, to enforce these procedures. The Career Captain shall ensure that this procedure is followed.

If a VFF fails to pass the RPP process by December 31, the VFF cannot respond to any calls as a full responder until RPP compliance is met.

The VFF will be placed in a support responder, EMS responder, water tender operator, or breathing support operator position (which ever position is most appropriate and does not require fit testing). The VFF's full responder PPE will be collected by the career captain and only the appropriate PPE for the level of response will be retained by the VFF.

If a VFF fails to pass the RPP process a second consecutive year, by December 31, the VFF will be placed in a support responder, EMS responder, water tender operator, or breathing support operator only position (which ever rank is most appropriate and does not require fit testing) for the VFF's duration with the department. The VFF's full responder PPE will be collected by the career captain and only the appropriate PPE for the level of response will be retained by the VFF.

A VFF that fails an RPP exam is strongly encouraged to follow up with their primary care physician to discuss any medical issues.

The VFF is required to notify in writing the career Captain and volunteer Captain of their RPP status change within 24 hours.

To return to full responder status, the VFF will be required to comply with section 3.33 (Return to Duty Injury/Illness) and complete and pass the RPP process.

CAL FIRE employees that can provide a current CAL FIRE Fit Test card that is current for the winter period between fire seasons does not need to repeat the county RPP process. The Fit Test card must be turned into the Fit Test Coordinator and must be current for all the masks used in the department.

5.19 Personal Protective Equipment

PPE will not be issued to new VFF's immediately after their application is approved. See section 6.17, Issuance of Personnel Protective Equipment.

5.20 Technical Rescue Team Qualifications (Full Responders Only)

Full VFF responders have the opportunity to become a member of the departments technical rescue team. The team offers the opportunity for VFF's to be training in high and low angle rescue, swift water rescue and dive accident rescue techniques.

Full responder firefighters can also assist the technical rescue team on incidents involving Low Angle Rope Rescue Operations, Confined Space Rescue, Building Collapse and Water Rescue to the level of training the VFF is trained to.

Technical Rescue Team Training Requirements

VFF's would be required to complete specific training requirements based on the desired technical rescue team function. Some of the required courses are: Low Angle Rope Rescue Operations, Rescue Systems 1, Confined Space Rescue Operations, River and Flood Rescue Operations and Technician, River and Flood Rescue Boat Technician.

5.21 Emergency Vehicle Operations

VFF's can only operate equipment for which he/she has a current California Driver's License with endorsements (except for drivers training with a student driving permit, see 5.23), current defensive driving card and an initiated Task Book. VFF's with a student driving permit can only log drivers training hours with a qualified career or volunteer operator. EVOC must be completed prior to driving code 3.

All of the requirements that must be completed prior to driving department fire apparatus are contained within the Driver/Operator Task Book. The Task Book must be completed and sent to the Training and Safety Bureau for approval prior to new operators being certified to operate department fire apparatus. See section 5.22.

Utility

Training:

- Complete items identified in 5.9
- Completion of the driver/operator task book

Water Tender

Training:

- Complete items identified in 5.10
- Completion of the driver/operator task book

Squad/Type 6 Engine/Rescue

Training:

- Complete items identified in 5.11
- Completion of the driver/operator task book

Engine

Training:

- Complete items identified in 5.12
- Completion of the driver/operator task book

Breathing Support

Training:

- Complete items identified in 5.13
- Completion of the driver/operator task book

5.22 Position Task Book

The Butte County Fire Department's (BCFD) Position Task Book (PTB) has been developed and must be completed for all Driver/Operator positions. Each PTB lists the competencies and tasks required for successful vehicle operations.

VFF's must be observed completing all tasks and show knowledge and competency in their performance during the completion of the PTB.

VFF's are evaluated during this process by qualified evaluators (career and Volunteer), and the VFF's performance is documented in the PTB for each task by the evaluator's signature and date of completion.

VFF's can only be evaluated by career company officers and/or volunteer operators/engineers qualified by the department to operate the vehicle the VFF is training to operate.

DMV Drivers Permit Training

VFF's that have completed their six-month probation period can operate department vehicles prior to Task Book initiation for DMV drivers permit training and testing only. The hours used for DMV drivers permit training will not be substituted for the driving hours required in the Task Book. VFF's must have a valid DMV driver permit with the proper endorsements to operate the desired department vehicle.

DMV drivers training hours can only be evaluated by fully qualified (for the vehicle being driven) career or VFF engineer or operator, with a valid California class A or B driver's License.

Task Book Initiation

Once a VFF has been a department VFF in good standing for a minimum of six months and has completed all of the required module training and classes to operate the desired department vehicle, the VFC Captain (with the concurrence of the Career Captain and Battalion Chief) can request the Training & Safety Bureau Battalion Chief or designee to initiate and provide a Driver/Operator Task Book for the VFF.

VFF's can initiate a Task Book to operate a department vehicle prior to completing specific courses, however, the courses must be completed prior to the VFF being signed off as an operator.

Below are the courses discussed above.

- Squad/Rescue Operator – Incident Management, Vehicle Extrication, Pump Operations, LARRO and NIMS-800
- Water Tender Operator – Water Tender Operations and NIMS-800
- Engine Operator – Pump Operations, Incident Management and NIMS-800

Once the Driver/Operator Task Book has been initiated, the Task Book will be returned to the VFC Captain and the VFF can start operating department vehicles as a trainee.

Task Book tasks signed off prior to the Task Book being initiated by the Training & Safety Bureau Battalion Chief are not valid.

All portions of the Task Book must be completed prior to VFF's engaging in code 3 driving.

Once the Task Book is completed and the VFC Captain and Career Captain both support the VFF operating department vehicles as an operator/engineer, the task book is sent to the respective Battalion Chief for approval.

The Battalion Chief will forward the approved task book to the Training and Safety Bureau for final signature and filing in the VFF's training file.

5.23 Driver's License Requirements

As of January 1, 2011, California Vehicle Code section 12804.11(a) changed. Based on the changes, below are the driver's license requirements to operate department vehicles.

Class C License

A Class C License is required to operate department vehicles (typically utility vehicles, type 6 engines and light squads) meeting the below requirements.

- 2-axle vehicle with a GVWR of 26,000 lbs. or less
- 3-axle vehicle weighing 6,000 lbs. or less gross

Commercial Class B License

A Commercial Class B License with endorsements is required to operate department vehicles (typically water tenders, engines and rescues) meeting the below requirements.

- single vehicle with a GVWR of more than 26,000 lbs.
- 3-axle vehicle weighing over 6,000 lbs.

Class B License, Firefighter Restricted

If the VFF currently has a Class B Firefighter Restricted License with endorsements, it will remain valid until the VFF has to renew the license. When the VFF renews their license, DMV will require the VFF to get a Commercial Class B License. The VFF will be required to take all the Commercial Class B License tests. The VFF will not be required to take the drive test. The Class B Firefighter Restricted License allows firefighters to operate department vehicles (typically water tenders, engines and rescues) meeting the below requirements.

- Only a Class B defined single firefighting vehicle
- All the vehicles listed under Class C.

VFF's currently holding a Class B Firefighter Restricted License are not required to take the firefighter endorsement written test.

New Applicant for a Class B Commercial Driver's License

Below is the process for obtaining a Commercial Class B driver's license with applicable endorsements from the department.

- A VFF must be a member in good standing with the department
- Obtain a current DMV commercial drivers handbook and application at any DMV field office.
- VFF must complete a full DMV physical. The VFF will be required to pay for their initial DMV physical. DMV physical renewals will be paid for by the department. To schedule a DMV physical renewal, contact the County Finance Officer to obtain the required forms prior to making an appointment with the current DMV physical vendor.
- VFF's need to apply for a Commercial Class B License and take the appropriate written exams for the air brake and tank endorsements. VFF's may also choose to apply for HazMat, HazMat bulk and passenger endorsements, if so desired.

- Upon passing the written exam, the VFF will receive a student driving permit. The student driving permit allows students to drive department vehicles with another fully qualified (for the vehicle being driven) career or VFF engineer or operator, with a valid California class A or B driver's License in order to train for the DMV driving test.

VFF's must possess a current defensive driving card and a valid California Commercial class B student driving permit to drive department vehicles for drivers training purposes.

- When the VFF has completed the required driving hours and feels he/she is prepared for the drive exam, the VFF must contact the VFC Captain. The VFC Captain will work with the VFF and email the completed attachments (10.53 DMV Drive Test Questionnaire, and 10.55 BTU DMV Drivers Log) to the Training & Safety Bureau Battalion Chief and designated drive test examiner.
- Once all documentation has been received and reviewed, the drive test examiner will contact the student to set up a drive test date. The exam can only be taken with a department drive test examiner or DMV staff. Please give the examiner 2-4 weeks to schedule the exam appointment.
- Prior to making an appointment for a DMV drive test, the VFF must have 12 hours of documented driving experience/drive time logged on attachment 10.55, BTU Drivers Log. The hours must consist of 4 hours of pre-trip inspections and 8 hours of behind the wheel drivers training.
- Most questions can be answered by referencing attachments 10.52, Drivers Test Information, 10.53, Drive Test Questionnaire, and 10.55, BTU Drivers Log.

The drive test consists of three sections:

- Vehicle inspection test.
- Basic control skills test.
- Road test.

The drive test criteria is approved by DMV on an annual basis. No other test criteria will be allowed or used unless the student chooses to take the drive test through a DMV field office.

- After successfully completing the drive test, the VFF will be issued a DMV form DL-170 Certificate of Driving Skill by the DMV examiner. The student will be instructed as to what steps will be needed to complete the DL-170. In most cases, additional signatures will be needed on the DL-170.
- After the DL-170 has been fully completed, the student submits the form to the DMV field office and receives a temporary driver's license.

- Copies of all test documents will be kept on file at the Training and Safety Bureau office.

All VFF Driver/Operators must maintain a current California Driver's License with endorsements and physical for the type of vehicle being operated.

5.24 Drivers License Check Procedures

VFF's will immediately notify their volunteer Captain and Career Captain of any changes in the status their driver's license.

The Training and Safety Bureau Battalion Chief is responsible to see that a driver's license check is completed prior to allowing any individual to drive any county or company owned equipment. A driver's license recheck may be made at any time necessary, and at a minimum each time a VFF is certified to drive a department vehicle.

The driver's license check will list all traffic law violations and accidents. Drivers who have a history of two or more moving violations and/or accidents within a three-year period will not be permitted to drive department fire apparatus.

All VFF's are required to be enrolled in DMV's Pull Notice Program. The Training and Safety Bureau Battalion Chief will notify the respective Battalion Chief if there are any problems with the validity of the VFF's driver's license.

5.25 Mandatory Training Requirements Based on Desired Level of Response within 1 Year of Application Approval

Support Module, 32 hours plus self-paced homework

Including:

- ICS-100, Introduction to ICS
 - NIM-700, Introduction to NIMS
 - EEO
 - HazMat First Responder Operational (16-hour course)
 - Confined Space Awareness
 - Swift Water Awareness
- (Reimbursement varies. Certificate/roster required for reimbursement)

EMS Module, 40 hours

Including:

- Public Safety First Aid (32-hour course)
 - Communicable Disease
 - CPR/AED (8-hour course)
- (Reimbursement varies. Certificate/roster required for reimbursement)

Wildland Module, 32 hours plus self-paced homework

Including:

- S-212 classroom
- Wildland Firefighter Survival
- S-190 Introduction to Fire Behavior
- S-130 Basic Firefighter Classroom & Field Day
- L-180, Human Factors

(Reimbursement varies. Certificate/roster required for reimbursement)

Structure Module, 40 hours

Including:

- Fire Control 3/Burn Building

(Reimbursement varies. Certificate/roster required for reimbursement)

The following Disciplinary Actions will be taken for failure to meet the above qualifications or desired level of response within one year of application approval (the department reserves the right to terminate immediately):

After 1 year: Termination from Volunteer Firefighter status (unless courses have not been offered for VFF to attend. In this case, the VFF must attend the next offered course). Failure to attend the next available course will result in termination.

It is the responsibility of the VFC, through the VFC's elected officers, to enforce these procedures. The Career Captain shall ensure that this procedure is followed.

5.26 Recommended Training Requirements Within 2 Year's (Full Responder Only)

Vehicle Extrication Level I, 16-hour classroom

(2 full-day training reimbursements. Certificate/roster required for reimbursement)

5.27 Mandatory Re-certification and Refresher Training

Based on the VFF's level of response, the following mandatory topics and certifications must be attended by all VFF's prior to certification expiration.

CPR, 4-hour classroom

(Half-day training reimbursement)

Send copy of the student roster(s) to the Training and Safety Bureau. Card will be issued.

Re-certification required every 2 years

PSFA, 8 CE's, and skills testing every two year.

(Half-day training reimbursement per CE class)

Send copy of the student roster to the Training and Safety Bureau. Card will be issued.

Re-certification required every 2 years.

EMT's also re-certify every 2. Same process as PSFA, but requires 24 CE's.

EEO, 2-hour classroom

(Half-day training reimbursement)

Send copy of the student roster to the Training and Safety Bureau. Certificate will be issued.

Re-certification required every 2 years

Communicable Diseases, 2-hour classroom or self-paced

(Half-day training reimbursement)

Send copy of the student roster to the Training and Safety Bureau. CE certificate will be issued.

Re-certification required annually.

Hazardous Materials, First Responder Operations, 4-hour classroom or self-paced

(Half-day training reimbursement)

Send copy of the student roster(s) to the Training and Safety Bureau. Certificate will be issued.

Re-certification required annually.

Defensive Driving, 4-hour classroom or online

(Half-day training reimbursement)

Send copy of the student roster to the Training and Safety Bureau. Card will be issued.

Re-certification required every 4 years for all VFF's operating vehicles.

Sawyer Certification, Tree Falling and Rescue-Ventilation, 8-16 hours

(Reimbursement varies)

Send copy of the student roster to the Training and Safety Bureau. Card will be issued.

Re-certification required every 3 years for all VFF's operating power saws.

SCBA Fit Testing and SPIRO

Conducted by a qualified fit tester. No additional reimbursement.

Re-certification required every year prior to December 31.

5.28 Non-Mandatory Training Courses

Below are additional non-mandatory training courses offered by the Training and Safety Bureau available to full responders only.

These programs teach specialized rescue techniques.

- Vehicle Extrication Level II, 16 hours
- River and Flood Rescue Operations
- River and Flood Rescue Technician
- River and Flood Rescue Boat Technician
- Confined Space Rescue Operations
- Low Angle Rope Rescue Operations
- Rescue Systems I
- Trench Rescue

5.29 Code of Conduct for Training Courses and Monthly Company Drills

Dress Code

Appropriate dress for class is required. Acceptable dress includes authorized department uniforms, casual clothing suitable for office wear or the course instructor may dictate the most suitable attire for the course.

Unacceptable dress includes shorts, shirts or blouses without collars, tank tops or halter tops. Your clothing should not be stained, or soiled. You may not wear sandals or flip-flops. Your clothing should not express a political opinion or attitude contrary to the public safety codes or ethics.

Caps and unacceptable items of clothing will not be worn in the classroom. If you are engaged in activities that may soil clothing, wear attire that is appropriate for the situation. tee shirts, shorts, sweats, may be worn for physical fitness training.

Language

Loud or obscene language will not be tolerated.

Electronic Devices

Please turn off cell phones and pagers during training courses. There will be ample opportunity to use them during your breaks and lunch.

Grooming Standards

VFF's shall be in compliance with the departments grooming standards during all training courses. This includes clean shaven for full responders.

Absence or Tardiness

VFF's are expected to be on time to scheduled training courses and drills. VFF's who will be late or not attending training courses and drills need to place a courtesy call to the volunteer captain or Lieutenant and explain the situation.

Not showing up or showing up late to training courses and drills without calling is considered an unexcused absence and is unacceptable, and the drill will not count towards your required training drills and no reimbursement will be received.

5.30 Certifications

When possible, courses offered through the Training and Safety Bureau will meet Fire Service Training and Education Program (FSTEP), California Fire Service Training and Education System (CFSTES), National Wildland Coordinating Group (NWCG) or other certifying curriculum. Haz-Mat courses are approved through the California State Training Institute (CSTI), International Association of Fire Firefighters (IAFF), or California Department of Forestry and Fire Protection (CAL FIRE). Some classes are CAL FIRE/BCFD approved. Appropriate certificates will be issued upon the completion of each class.

5.31 Multi Company Drills

The Training and Safety Bureau will publish a monthly training drill calendar and multi company drill schedule. The drill calendar will consist of 2 (two per month) training topics covering Fire Control, EMS and Rescue/Other.

Also, included will be two to three multi company drills covering training topics previously covered in the month. VFF's are welcome to train on the monthly training topics and will be invited to participate in all multi company drills.

5.32 Training Course Certificates

When a VFF completes a training class and they are provided a certificate for the training, the Training & Safety Bureau needs a copy of the certificate forwarded to the Training and Safety Bureau for the VFF's training file. If you complete a training class in the unit and the Training & Safety Bureau provides you with the certificate, we have already made a copy of the certificate and put it in your file prior to giving you the certificate.

5.33 Training and Emergency Response Rosters

All training courses, drills and emergency responses will be recorded on the two-part Form 10.54, Training and Emergency Response Roster. This form is used as a reimbursement and attendance record for all volunteer activities.

5.34 Support of Training Drills

Career staff will directly support VFC's by attending and participating at company training and drills.

Each career fire station is assigned to support at least one VFC.

Support will include attending and instructing VFF training drills and assisting with drill preparation (obtaining audio/visual equipment, reserving training grounds, checking out props and video's, making copies, etc.) for all company training sessions and training drills, unless excused by the duty Battalion Chief, or an emergency response precludes or interrupts attendance.

Career fire stations will provide supervision, instructions, and/or support for all training exercises and drills.

Below are the career stations assigned volunteer fire companies:

<u>Career Station</u>	<u>Volunteer Fire Company</u>
FS11	Assist with Company 24
FS13	Company 12
FS22	Company 21
FS23	Company 24
FS33	Company 33
FS35	Assist with Company 33
FS36	Company 37 and assist with Company 67
FS41	Company 42
FS44	Company 26 and assist with Company 42
FS45	Company 25/45
FS51	Company 52
FS54	Assist with company 52/64
FS55	Company 55
FS62	Company 61
FS63	Company 67 and assist with Company 64
FS64	Company 64
FS71	Company 71
FS72	Assist with Company 64
FS73	Assist with Company 74
FS74	Company 74
FS81/82	Company 81

Battalion Chiefs shall attend at least two drills per year per assigned volunteer fire company. Division Chiefs shall attend one drill per year for each of their assigned VFC's.

5.35 Annual Training Calendar

Prior to December 1, the Training & Safety Bureau will provide 12 mandatory training topics to be covered annually by each VFC. The VFC Captain and Career Captain will coordinate the other 12 training topics to be covered annually.

Each VFC shall provide a copy of their VFC's annual training schedule to the Training and Safety Bureau by January 1.

5.36 Station Level Training

VFCs may establish a training coordinator position. Each VFC Training Coordinator shall work with the Career Captain, as well as the Vol. Lieutenant or Vol. Captain to develop on-going training programs. The VFC membership shall identify appropriate monthly training days/nights so that all active members have the opportunity to attend scheduled training.

A VFC operator/engineer Lieutenant or Captain will normally supervise VFC training drills in the absence of the Career Captain. The VFC Training Coordinator will be selected annually by the Volunteer Captain.

5.37 Station Level Instructors

Volunteer firefighter instructors for station level training must be approved by the Career Captain.

Career Captains will, whenever possible, utilize these qualified volunteer firefighters to instruct various portions of the volunteer firefighter training curriculum. This will allow them to retain their basic firefighter techniques as well as allow them to take part in the development of the VFC.

5.38 Volunteer Training Cadre Instructors

The Training and Safety Bureau may utilize qualified volunteer firefighters to teach or assist with various department training programs as part of the Volunteer Training Cadre. The Training and Safety Bureau may also recommend the appointment of a Volunteer Lieutenant or Volunteer Captain position within the Training and Safety Bureau to assist with various tasks.

5.39 Tail Gate Safety Topics (TGST)

The Training and Safety Bureau routinely sends out Tail Gate Safety Topics as well as near miss reports, NIOSH Firefighter Fatality Reports and CAL FIRE Blue, Green, Red sheets and other firefighter near miss or fatality investigation reports.

These documents are provided to all of our career and volunteer firefighters so we can learn from other people's mistakes and hopefully prevent such an incident or injury from happening within our department.

Each VFC shall establish a consistent way for each VFC members to read the provided information.

5.40 Continuing Education Training (CE's)

The Training and Safety Bureau will offer multiple opportunities to collect the required CE's to recertify VFF EMS certifications. CE classes will be instructed at various location around the county and at some VFC drills. To receive credit and a CE certification, VFF's must sign and turn in to the Training and Safety Bureau attachment 10.48, CE Training Sign Up Sheet, and check the CE box.