



PROCEDURES MANUAL

SUBJECT: Training and Education

NUMBER:

801

APPROVED:

MAN
FIRE CHIEF

TYPE: Training

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Page 1 of 16

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801.01 Objective

- A. To establish Fire Department policy related to training.
- B. To inform Fire Department members of training opportunities.
- C. To establish a method of maintaining knowledge and skill levels necessary to achieve Fire Department objectives.

801.02 Fire Recruit Training

- A. Fire Recruit Training continues for 22 weeks of Fire / Fire Safety Inspector (FSI) Training and 8 weeks of EMS Training for a total of 30 weeks.
 - 1. Fire Recruits work a 40-hour work schedule, normally five (5) days a week from 0800-1700, however hours may be adjusted to meet training needs, for example a night live burn evolution. The recruit schedule may be adjusted to four 10-hour days to accommodate recognized Holidays.
 - 2. Fire Recruits are given one hour for lunch each day.
- B. Fire Recruits are assigned to the Fire Training Bureau (FTB).
- C. Fire Recruit Training will meet State of Ohio certification requirements for Fire Fighter Level I & II, Fire Safety Inspector (FSI) and EMT-Basic.
- D. Upon successful completion of Fire Recruit training, members will be promoted to Fire Fighter-P (Probationary) and assigned to the Operations Division.
- E. Fire Recruits will be required to abide by the requirements set forth in the "Fire Recruit Student Handbook and Code of Conduct".

801.03 In-Service Training

- A. Periodic fire and EMS training will be provided by the FTB (and/or EMS Operations) at firehouses, HIFB, Liberty & Linn, Centennial II, acquired structures, or via the current electronic training vendor. This training is designed to supplement company and district level training, or to introduce new evolutions, equipment, and procedures.
- B. Members shall not be permitted to trade on a scheduled training date. If a trade request was approved prior to the member receiving notification of the scheduled training date, the District Chief may allow the trade.
- C. Each member is responsible to inform their officer if they are going to miss a scheduled in-service training session. The officer and District Chief must then make every effort to reschedule the member.
- D. The Fire Training Bureau may take up to six (6) fire Companies out of service each day for training purposes only.
 - 1. These Companies will remain in a ready status (with assigned apparatus) in the event of multiple one-alarm fires or a single extra-alarm fire.
 - 2. Members of the Fire Training Bureau shall be notified of all confirmed fires within the city.
 - 3. In the event of an extra alarm fire, all Companies shall be released from training and returned to service. Companies shall return to their respective quarters unless directed otherwise by dispatch. Fire Companies shall not respond to working fires unless dispatched.
 - 4. The Training Bureau District Chief, the Operations Division Assistant Chief, and/or the Operations District Chief can cancel training or determine if a select number of companies shall be placed back in-service in the event of extreme weather conditions, multiple one-alarm fires occurring simultaneously, or any condition they determine companies are needed back in service.
- E. District Chiefs shall manage their districts to ensure all fire stations are covered with move-up companies during training periods.

801.04 Company Level Training

- A. It is the Company Officer's responsibility to train members sufficiently to maintain skill and knowledge required of a Fire Fighter, Emergency Medical Technician, Fire Safety Inspector, Acting FAO, and Acting Officer.
 - 1. Company Drills shall be conducted each on-duty day as outlined in 601.07B (24-hour work schedule).
Exception: The Company Officer may alter the "time of training" to meet the needs of the Company for the day (ie: drill at 1300 hours due to Fire Prevention detail at 0800)
 - 2. Additional drill time may be needed to maintain or teach new evolutions. In such cases, Company Officers shall provide the additional training.
- B. The Company Commander will establish a drill program for the Company to ensure proficiency of all members.
- C. District Chiefs and the Fire Training Bureau shall conduct periodic company drill checks to evaluate adequacy of the drill program and proficiency of members. Proficiency examinations may be conducted as part of the company drill check.
- D. District Chiefs shall conduct periodic district drills such as pre-fire planning, officer training and tactical evolutions.
- E. The Fire Training Bureau has materials/props available to assist companies in conducting drills. These are available upon request.

801.05 District Level Training

- A. District Chiefs will send up to four (4) fire Companies from their District to a designated training site.
- B. Training sites include:
 - 1. HIFB (3200 Millcreek)
 - a. High Intensity Fire Building
 - b. Container Props
 - c. Flashover Simulator Roof Prop
 - d. Maze Trailer

2. L&L (564 W. Liberty)
 - a. RAT House
 - b. Drill Tower
 - c. Roof prop simulator
 3. Any training area the District Chief feels is appropriate such as acquired structures
- C. Each District Chief will have key access to training sites for the purpose of conducting district or company level training.
- D. Training sessions should not take place during extreme heat, extreme cold, presence of ice/heavy snow, multi-alarm fires, or any emergency situation as declared by the Fire Chief or the city.
- E. The time frame for training sessions should be about 1-2 hours of hands-on training evolutions.
- F. All companies should participate in at least one hands-on training evolution per quarter. District Chiefs are required to schedule this training and ensure companies meet training objectives.
- G. District level training drills should occur on the weekends.
- H. On-duty District Chiefs should coordinate move-ups if needed to facilitate training sessions.
- I. **NO LIVE FIRE TRAINING MAY OCCUR WITHOUT THE PRESENCE OF THE FIRE TRAINING STAFF.**
- J. Water may be flowed in the High Intensity Fire Building (HIFB) or container props at 3200 Millcreek.

- K. Water may be flowed in the Training Tower at L&L.
- L. No water may be flowed in the RAT house.
- M. Companies are required to report any issues/damage to any site to their District Chief and the FTB District Chief by e-mail. Training will handle all Form 40's.
- N. Training evolutions may occur at acquired structures if they become available. FTB staff can complete necessary permission(s) to utilize buildings identified in various districts.
- O. Companies utilizing training facilities are required to restore them to the condition they were in prior to the training. Ensure all facilities are secured when evolutions are complete.
- P. If any assistance or guidance is needed, please seek assistance from the FTB District Chief.
- Q. All training sessions should be recorded in the current electronic training vendor (ie, Vector/Target Solutions). Contact the FTB Certification Coordinator for assistance.
- R. District Chiefs shall submit a quarterly Form 47 to the FTB District Chief and the Operations Bureau 40-Hour District Fire Chief outlining dates and drill topics covered, FTB sites utilized, and companies participating.

801.08 Driver Training and Acting FAO Training

- A. The Training Bureau will conduct written and practical examinations of members to qualify them as Acting Fire Apparatus Operators (FAO). All Acting FAOs shall adhere to the rules and regulations that apply to the position of FAO.
- B. Members who pass a Civil Service Examination for Fire Apparatus Operators are qualified to drive and operate all fire apparatus.

- C. Company Officers and FAOs shall prepare Acting FAO candidates for the Acting FAO examination and provide training to assure members remain qualified.
- D. The Fire Training Bureau may periodically conduct driving schools. However, most driver training is conducted as part of the Company Drill Program.

801.09 Acting FAO Testing Process

A. Eligibility

- 1. In order to be eligible to function as an Acting FAO, a firefighter (FF) must have attained the rank of FF-II. A FF attaining the rank of FF-I may begin the process, but will not be eligible for the practical and written examinations until the rank of FF-II is achieved.

B. CFD Apparatus

1. Engines

- a. For the purposes of this process, all Engine Companies shall be considered “similar”. Acting FAO candidates should familiarize themselves with different apparatus in the CFD fleet and fully understand how to operate pump engagement, valves, intakes and pressure governors.

2. Ladder Trucks

- a. Due to the differences and complexity of the types of Ladder Trucks currently used by the Cincinnati Fire Department, Acting FAOs will only operate in the apparatus in which they were tested. If a FF wishes to be cleared on all Ladder Trucks, then separate practical examinations will need to be scheduled and completed.

3. ARFF

- a. The process for the ARFF is managed through the Special Operations Chief and officers of Ladder 18.
- b. Only personnel who are qualified through this process can operate as an Acting FAO on the ARFF.

4. Heavy Rescue Companies

- a. The Special Operations Chief (SOC) and Company Commanders of the Rescue Companies shall determine the practical evaluations that

are needed in order to qualify to serve as an Acting FAO on the Heavy Rescue. These evaluations will involve:

- 1) Driving & Operating the Heavy Rescue Apparatus
- 2) Electrical Systems (reels, light tower, 220v to 110v systems)
- 3) Equipment (extrication systems/reels)
- 4) PTO
- 5) Winch
- 6) Air Lines
- 7) Specialized Rescue Equipment

b. The Fire Training Bureau will issue a written examination on general driving rules and regulations when requested by the SOC. Heavy Rescue Acting FAOs are not qualified to function as Acting FAOs on engines or trucks unless they have completed the Acting FAO training program for engines and trucks.

c. Company Commanders of the Heavy Rescue Companies will administer the practical testing portion of the Acting FAO for Heavy Rescue Companies.

C. Acting FAO Step-by-step Process

1. Firefighters aspiring to serve as Acting FAOs will coordinate with their company officer, company FAO, and District Chief to begin the Acting FAO program. Any driving done before enrollment in the Acting FAO program should be done on a closed course such as an empty lot. Practice completed before enrollment in the Acting FAO program does not count towards completion of the progress sheets.

a. The regular company officer must submit an email to the Training Bureau FAO to enter the candidate into the program. **The regular District Chief must be copied on this email.** This step serves to create a training record and notify the DC that a firefighter will be practicing on city streets in case of an accident. If the DC does not approve of this action he must respond as such, and the FF will not be enrolled. **No member shall operate on city streets without completing this step.**

- b. With the approval of the DC, the candidate will be assigned the “Acting FAO Apprenticeship Program” for their assigned apparatus. This assignment will contain a progress packet to be printed and completed.
2. The Acting FAO candidate will be an apprentice of the regular company driver for the duration of the process. Individual objectives in the progress packet should only be signed off by the regular driver and regular officer. If the candidate transfers during this process, the new regular driver/officer will assume that responsibility.
3. Complete the progress sheet for the respective apparatus. The length of time for completion will vary; however, it will typically take several months to achieve proficiency.
4. Complete the On-Line Learning Objectives for Acting FAO if assigned or applicable.
5. Upload completed progress sheets with signatures into Vector Solutions (Target Solutions). The completed and signed progress sheets, with the signature of the regular FAO, regular officer, and DC, are considered their formal recommendation and approval for testing.
 - a. Scan or take photos of individual progress sheets and upload into the “Acting FAO Apprenticeship Program” assignment. **Be sure the images can be clearly read.**
 - b. Upon verification of completed progress sheets, the Training Bureau FAO will issue a written test in Vector Solutions (Target Solutions).
6. Upon successful completion of the written test, the Training Bureau FAO will conduct the final practical test specific to the apparatus. The Training Bureau FAO will coordinate the date, time, and location of the practical test with the company officer.

7. Upon successful completion of the practical test, firefighters may be utilized as Acting FAOs on the apparatus for which they have qualified at the discretion of the DC.

D. Ongoing Evaluation for Proficiency after Acting FAO process completed

1. Acting FAOs are subject to periodic evaluations of proficiency by their officer, Training Bureau and/or their DC, as well as, periodic education requirements either in-person or via Vector Solutions.
2. Functioning as an Acting FAO is not a “right” of a firefighter.
3. The Company Officer, District Chief and Training Bureau all have to agree that an individual Firefighter is capable of functioning as an Acting FAO.
4. On an annual basis:
 - 1) Fire Officers must submit a Form 47 with a list of personnel on their company who serve as “Acting FAO”.
 - 2) This list must be signed by the submitting Fire Officer and Company Commander verifying that everyone agrees with the continued status of “Acting FAO” for the personnel assigned to the company.
 - 3) The District Fire Chief must review the list and sign off in agreement of the “Acting FAO” status for those members listed on the Form 47 for their assigned shift
 - 4) This list must be submitted to the Fire Training Bureau District Fire Chief annually by October 1st.
5. At any time, the Company Officer or District Fire Chief can remove an individual from being able to function as an Acting FAO.
6. The Company Officer or District Fire Chief can also order remedial training, re-evaluation or testing at any time by the Training Bureau.

801.10 Officer Training and Acting Officer Training

- A. The Training section will conduct written and practical examinations of firefighters to qualify them as Acting Officers of a fire company.

- B. Members who pass a Civil Service Examination for Fire Lieutenant are qualified to as Acting Officers.
- C. The Training Bureau will periodically conduct Officer Training; however, officer training should be conducted at the company level by regular officers and/or District Chiefs.
- D. Company officers shall prepare members and ensure they complete all necessary work to remain proficient and qualified as an Acting Officer.

801.11 Acting Officer Testing Process

A. Eligibility

- 1. In order to be eligible to function as an Acting Officer, a firefighter must be eligible to compete for the Civil Service Lieutenant Promotional Exam.

B. Acting Officer Step by Step Process:

- 1. The regular company officer must email the Training Bureau Captain to enter the firefighter into the program. **The regular District Chief must be copied on this email** If the DC does not approve of this action he must respond as such, and the FF will not be enrolled.
- 2. The Training Bureau Captain will instruct the Certification Coordinator to open an Acting Officer training packet in Vector (Target) Solutions.
- 3. Candidates will work with their Company Officer to complete the requirements set-forth in the above grade packet.
- 4. Once the packet is complete, the company officer must email the Training Bureau captain and copy the company's regular District Chief that the firefighter has completed the program and is approved to take the exam. If the DC does not approve of the firefighter's readiness to take the exam, he must respond that the FF is not approved and the FF will not be tested.
- 5. If the company officer and the DC have approved, the Training Bureau Captain will instruct the Certification Coordinator to open the written test on Vector Solutions. The test will include questions from the Drill Manual, Operations Manual, and Procedures. The FF must score 70% or above.
- 6. The Acting Officer candidate may, at the discretion of the Training Bureau

Captain, have to pass an assessment center that could include the following items:

- a. Various Size-Up reports given on a radio with real time scenarios.
- b. Offensive & Defensive decision making with real time scenarios.
- c. Review of “First Due” actions at simulated fires for the Engine Company, Truck Company and RAT Company.
 1. Fire line selection and placement
 2. Ladder placement
 3. Search priorities
 4. Proactive RAT functions
- d. Identification of various types of building construction, hazards associated with each type and fire spread concerns with each type of construction.
- e. Apparatus Placement identification and review on real time scenarios
- f. Mayday declaration and radio traffic
- g. Emergency declaration and radio traffic
- h. Operation of the Portable Radio
- i. Operation of the MSA Air Monitoring System

C. Ongoing evaluation for proficiency for Acting Officers includes:

1. Periodic evaluations of proficiency by the Fire Training Bureau and/or District Fire Chief
2. Periodic required education in the classroom or via Vector Solutions
3. Remedial training, ordered by the company officer or District Chief, which may include re-evaluation or testing at any time by the Training Bureau.

D. Functioning as an Acting Officer is not a “right” of a firefighter. The Company Officer, District Chief and Training Bureau all have to agree that an individual Firefighter is capable of functioning as an Acting Officer. At any time, the Company Officer or District Chief can remove an individual from being able to function in an Acting Officer role

a. On an annual basis:

1. Fire Officers must submit a Form 47 with a list of personnel on their Company who serve as “Acting Officer”.

2. This list must be signed by the submitting Fire Officer and Company Commander verifying that everyone agrees with the continued status of “Acting Officer / Lieutenant” for the personnel assigned to the Company.
3. The District Fire Chief must review the list and sign off in agreement of the “Acting Officer” status for those members listed on the Form 47 for their assigned shift
4. This list must be submitted to the Fire Training Bureau District Fire Chief annually by October 1st.

801.12 District Chief Training and Acting District Chief Process

- A. Members who pass a Civil Service Examination for District Fire Chief are qualified to ride in charge of Operations Districts.
- B. Members who are closest to being made on the promotional list shall be used more frequently in the Acting District Fire Chief Position to gain experience.
- C. The Fire Training Bureau may periodically conduct Chief Officer Training; however, the majority of Chief Officer training should be conducted by the Operations Division.

801.13 Acting District Chief Process

- A. Eligibility
 1. In order to be eligible to function as an Acting District Chief, a Captain must be eligible to complete the Civil Service District Chief's Exam (1-year as a Captain)
 2. A Captain shall not begin the training process for Acting DC until they have been promoted to Fire Captain for at least 6 months.
- B. When Captains are ready to start the Acting DC process, the regular District Fire Chief shall submit a F-47 to the Operations District Chief listing the Captain's name, company, unit, and KD.

- C. Candidates will work with their District Fire Chief to learn the skills necessary to function as an Acting DC
- D. The Operations Assistant Fire Chief, Operations District Fire Chief and the Captain's regular District Chief all have to agree that a Captain is capable of functioning as an Acting District Chief Fire Chief
- E. Ongoing Evaluation for Proficiency after Acting District Fire Chief process completed
 - 1. Periodic evaluations of proficiency shall be conducted by the Operations District Fire Chief and/or Operations Assistant Fire Chief
 - 2. Periodic education in the classroom or via internet shall occur.
 - 3. Functioning as an Acting DC is not a "right" of the Fire Captain.
 - 4. The Operations District Fire Chief, Operations Assistant Fire Chief, and the member's regular District Chief all have to agree that a Captain is capable of functioning as an Acting DC.
 - 5. Continued Competency & Evaluation
 - a. All personnel who are initially qualified to function as an Acting DC will be required to maintain proficiency in daily and emergency scene District Fire Chief responsibilities.
 - b. Periodic evaluation by the District Fire Chief, Operations District Fire Chief, and/or Operations Assistant Fire Chief may occur to ensure proficiency
 - c. On an annual basis:
 - 1. District Chiefs must submit a Form 47 with a list of personnel in their District who serve as Acting DCs.
 - 2. This list must be signed by the submitting District Fire Chief, Operations District Fire Chief and Operations Assistant Fire Chief verifying that everyone agrees with the continued status of Acting DC for the personnel assigned to the District.
 - 3. This list must be submitted to the Fire Training Bureau District Fire Chief annually by October 1st.

6. At any time, the District Fire Chief, Operations District Fire Chief or Operations Assistant Chief can remove an individual from being able to function in an Acting District Fire Chief role.
7. Remedial training, re-evaluation or testing may be ordered at any time.

801.14 Recertification Continuing Education and Documentation

- A. The State of Ohio requires that the following number/type of continuing education hours be completed every three (3) years / 36 months:
 1. **Firefighter I & II** – 54 Hours
 2. **Fire Safety Inspector (FSI)** – 24 Hours related to:
 - a. The theory of fire code enforcement
 - b. Enforcement of fire codes
 - c. Life safety system of building and uses
 - d. The safe use and maintenance of facilities, building, and uses which are subject to the State of Ohio fire code
 - e. The safe handling of materials which pose a fire hazard
 - f. Fire code administration
 - g. Legal method of code enforcement
 - h. Legal rights of landlords and tenants under federal, state and local laws
 - i. The application, installation, use, and interpretation of the NFPA standards
 3. **Fire Instructor** - 30 Hours to include:
 - a. 6 Hours of instructional methodology CE
 - b. 24 Hours Teaching
 4. **FSI Instructor** - 30 Hours to include:
 - a. 6 Hours of instructional methodology CE
 - b. 24 Hours Teaching
 5. **EMS Instructor** - 30 Hours to include:
 - a. 6 Hours of instructional methodology CE
 - b. 24 Hours Teaching
 6. **EMT**– 40 Hours to include:
 - a. 6 Hours Pediatric
 - b. 2 Hours Geriatric
 - c. 8 Hours Trauma to include the Ohio Trauma Triage course
 7. **Paramedic** – 86 Hours to include:
 - a. 12 Hours Pediatric
 - b. 4 Hours Geriatric
 - c. 6 Hours Cardiac Care
 - d. 8 Hours Trauma to include the Ohio Trauma Triage course

- B. The Training Bureau will provide members with continuing education opportunities including but not limited to in-services, training bulletins, newsletters, and drill plans on an as needed basis.

C. Documentation

1. Acquiring the required number of Continuing Education (CE) hours for each certification is the **responsibility of the member holding the certification.**
2. All documentation of drills and CE hours should be entered into the current electronic training vendor (i.e., Vector/Target Solutions) upon completion. Contact the FTB Certification Coordinator for assistance.
3. Ensuring all CE hours are documented correctly is the **responsibility of the member holding the certification.**
 - a. For example, for FSI, you cannot use an inspection as continuing education. However, if the Company Officer is the inspector of the inspection, and then gives a lesson on the fire code, occupancy and hazards at the inspection and references the fire code with a lesson plan, this can then be utilized as continuing education.
 - b. Topics such as “hydrant maintenance”, “apparatus or equipment checks” cannot be used for continuing education.
 - c. Descriptions should be used for all fire evolutions, and fire inspector CEUs when filling out in Target Solutions.

D. Recertification

1. **Responsibility of the member**
2. **It is recommended that members contact the Certification Coordinator at 513-357-7502 in the event of an audit**