

	<b>BEDFORD COUNTY DEPARTMENT OF FIRE &amp; RESCUE</b> <b>Standard Operating Guideline</b>	
	<b>Discipline: Administration</b>	<b>DATE:</b> September 3, 2024
	<b>Reference Number:</b> F/R 14-2	
	<b>APPROVED BY:</b> Chief Janet Blankenship	
	<b>SUBJECT:</b> Field Personnel Training	

**Purpose**

To establish standard operating practices for Bedford County Department of Fire & Rescue career personnel when requesting training. It is beneficial to have members with various levels of training working together to accomplish tasks. Employees must efficiently maintain certifications without delay or interruption. Therefore, guidance has been established for requesting training leave.

**Scope**

The SOG applies to all career personnel under the authority of the Bedford County Department of Fire & Rescue.

**Procedures**

Bedford County Department of Fire & Rescue personnel will utilize this standard operating guideline for requesting, approving, and attending training while maintaining certifications. Consistent training will ensure that fire and rescue providers have the appropriate skills and abilities to continue to provide quality services to the citizens and visitors of Bedford County.

Annual training goals will be established by the Senior Staff and Field Officers in accordance with the identified needs of the department. The training goals will be used as a template for course development and implementation for both fire and rescue training programs. Continuing education hours will often be offered during training sessions to assist employees with maintaining certifications of both ALS and BLS providers. However, it is the employee’s responsibility to obtain all recertification hours pertaining to their certification.

**Mandatory Training**

Mandatory training includes monthly career staff training, skills drills, etc. All full-time field personnel are required to attend training days as scheduled in Fire Manager under events. This mandatory training may be scheduled for personnel to attend outside of a regular shift day. Compensation is authorized for mandatory training. If an employee fails to attend a required training session, the absence will be counted against the employee as it is a scheduled workday. The above referenced training opportunities are recommended, but not mandatory, for hourly employees to attend. Compensation will be granted to hourly employees for their attendance.

### **Specialized Training Request (Non-mandatory training)**

A wide variety of courses are offered to expand upon the basic knowledge that firefighters and emergency workers receive during basic training, while other courses are designed to allow employees to specialize in specific subject matter. Some of these programs would benefit the community, while other programs are less relevant to the environment and conditions of Bedford County. To be considered for non-mandatory training benefits, employee must not have had any disciplinary action (written reprimand or above) for the last year. Non-mandatory training requests will be processed on a case-by-case basis following these guidelines:

- Employees requesting training will submit a training request via Fire Manager at least 60 days prior to the registration deadline, when possible, to include detailed information on course(s) and what the employee is requesting from Bedford County Fire & Rescue.
- The Training Captain will consider:
  - The relevance of the training
  - The benefit of the training to the employee and department
  - The cost, location, and duration of training
  - Number and cost of previous courses the employee has attended in one fiscal year
  - Frequency/availability of the requested training
- The Training Captain will update the training request indicating approved or denied via Fire Manager.
  - If approved, the training request form will indicate what Bedford County Department of Fire & Rescue agrees to pay for, this may include but not be limited to:
    - Course fees
    - Materials expenses
    - Housing expenses – typically granted when travel distance exceeds 60 miles
    - Access to county vehicle
    - Meals per diem
      - Maximum expenditure of \$60 total per day for meals for training that occurs outside of our area (60 miles or more). Itemized receipts are required to be submitted. Meals may only be purchased when not provided within the training agenda. Alcohol may not be purchased with County funds.
      - 15% tip maximum for restaurants.
  - If shift coverage is required, the employee will submit training leave request through Fire Manager.

Ensuring employees are familiar with and confident in their job duties is the priority. Therefore, employees must complete Phases 1 & 2 and be in good standing, to request training leave. Any training leave requested in Phase 3 will be considered on a case-by-case basis, using the above criteria.

It is expected for employees to bring back deliverables from training which was sponsored/supported by BCoFR in any way. Once the employee returns from training, they will provide the Training Captain an overview of their course and prepare information to be shared with the department. This could include (but not limited to) sharing via email, next career staff training, video based, etc. The delivery method will be determined by the content and Training Captain.

### **Enrollment in EMS Programs (AEMT, Paramedic, etc.)**

BCoFR is committed to supporting our personnel who wish to advance their EMS certification level by enrolling in available regional programs. Advanced medical knowledge and skills benefit the community and employee alike. In an effort to provide the student with clear expectations and clarify training time that will be awarded for completion of the program, prior to enrolling, personnel are expected to notify their assigned Lieutenant of their interest. The Lieutenant, employee, Operations Captain and Training Captain will meet to review the course schedule and requirements, scheduled shift impacts, and BCoFR's expectations while enrolled in the program. To be considered for this training time, the employee must not have had any disciplinary action (written reprimand or above) during the previous 12 months. Based upon the aforementioned, a decision will be made about the amount of training time the employee will be awarded and those shifts will be entered into Fire Manager following acceptance into the program. The number of personnel enrolled in an EMS program, their shift assignment, and impacts to daily staffing must be considered.

### **Training Attire**

All employees are expected to represent themselves and the organization in a professional manner to include conduct and appearance. Therefore, employees will adhere to the following requirements while attending training:

- Mandatory training (such as monthly career staff training, skills drills, AHA courses), Class B uniforms shall be worn.
- If attending training supported by BCoFR (department paying for any part of the training), it is expected the employee wear class B uniform or business casual as appropriate for the class.
- Attire that is not appropriate includes but is not limited to torn jeans, offensive graphics/wording on any visible clothing item, or workout/lounge attire not otherwise authorized.

### **Additional Responsibilities**

The following requirements shall be met by Field Personnel each year in order to remain in good standing:

- Individuals must remain certified with the Virginia Office of EMS at the level in which they were hired.
- Individuals must attend annual skills review which is required by the OMD to evaluate skills each year.

### **National Registry Renewal**

After all recertification requirements have been met the employee will receive a letter of recertification eligibility from the Virginia Office of Emergency Medical Services. The employee must submit all completed recertification documents to the Training Captain at least **60 days prior to the recertification date**. Those documents must include a printed copy of your NREMT application for recertification and your detailed OEMS CE report. (See instructions below) The Training Captain will review the request, verify skills, and notify the EMS physician of pending approvals.

To complete & submit National Registry application, follow the instructions provided by VA OEMS.

1. <https://www.vdh.virginia.gov/emergency-medical-services/education-certification/provider-resources/recertifying-your-virginia-ems-credential/>
2. To print your completed application, select “VIEW ACCOUNT RECORDS”, then “Print this application”
3. You can email or hand deliver a copy of your completed NREMT application and detailed CE report to the Training Captain. \*\*\*Note: There are no notifications sent to the training captain to advise there are pending applications awaiting approval. Receiving your printed application and CE report will then prompt the Training Captain to verify skills and contact our EMS physician for his/her review when applicable.