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## TRAINING COMMITTEE

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members regarding committee group meetings.

### PURPOSE

To establish the procedures by which the Training Committee shall be established and function.

### DEFINITIONS

**Guideline** - a general rule, principle, outline of a policy

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Shall** - indicates a mandatory requirement

### GUIDELINES

The Training Committee provides input to the Fire Chief on all training related subjects regarding Stoney Point Fire Department members. The mission of the Training Committee is to research, develop and establish training plans that ensure that mandatory accreditation and certification requirements are met. The Training Committee will consist of the following members:

- Committee Chair – Assistant Fire Chief (**Training Chief**) - provides a committee report to the Fire Chief, formulates bi-annual training schedules reflecting the committee input
- Member – Division Chief (**Pre-Basic Training Officer**) - provides input on Pre-Basic training issues, ideas, and concepts, provides Pre-Basic training schedule
- Member – Captain or Lieutenant (**Engineer Training Officer**) - provides input on Engineer training issues, subjects, ideas, concepts, and dates for Engineer training
- Member – Captain or Lieutenant (**Rescue Training Officer**) - provides input on Rescue training issues, subjects, ideas, concepts, and dates for Rescue training
- Member – Designated EMT (**EMS Officer**) - provides input on EMS CONED training issues, subjects, ideas, concepts, and dates for EMS CONED

Committee meets on the third Thursday of December and July or as directed by the Fire Chief. When a member cannot attend, their input shall be emailed to the Training Chief.

Policy Number

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**Overall Committee Functions:**

- Identify critical and essential training needs in the areas of Firefighting, Rescue, Engineering, Emergency Medical and Pre-Basic training to meet requirements
- Formulate the training requirements into a logical and sequential training schedule
- Ensure that the Stoney Point Fire Department membership is not overwhelmed with extraneous training requirements
- Provide the Fire Chief with a clear and accurate assessment of the Department's training needs and a plan to address those needs through training events
- Identify external training requirements to the Fire Chief
- Develop solutions for identified training issues
- Identify financial and manpower costs to achieve the critical and essential training requirements
- Present members' training ideas, issues, and concerns to the Fire Chief
- Develop training plans to achieve Stoney Point Fire Department stated goals or objectives (accreditation, certification, rating improvement, etc.)

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**References**

Planning a Training Program (Fire Engineering)