

**SPRING CREEK
VOLUNTEER
FIRE
DEPARTMENT
TRAINING
PROGRAM
AND
GENERAL
OPERATING
GUIDELINES**

INTRODUCTION

Your application to become a member of the Spring Creek Volunteer Fire Department (hereinafter "S.C.V.F.D.") has been received with great admiration and interest by the department.

The volunteer fire service has many fine and long standing traditions which allow you to join a very prestigious group of men and women, joined together to provide fire and emergency services to our community.

The information contained in this manual will assist you in your membership quest. The manual will provide important information related to the membership procedure, training requirements and opportunities and other benefits afforded department members.

Please review the manual carefully and do not hesitate to ask any questions.

The S.C.V.F.D. sincerely appreciates your interest in the fire service and stands ready to assist you through the membership process.

S.C.V.F.D

Updated - January 31, 2009

ABOUT THE DEPARTMENT

The S.C.V.F.D. PRIMARY PURPOSE IS TO PRESERVE **LIFE** and property from and during such emergencies as may occur in the fire protection district, and the performance of those functions and duties customarily performed by the fire service.

Funds for operations are earned by call-outs for incidents and are paid by the NORTHEASTERN FIRE PROTECTION DISTRICT, (NEVADA DIVISION OF FORESTRY) and by donations from private business, fund raisers and occasionally by grants.

The department provides service to approximately 15,000 residents and covers a response area of over 75 square miles and approximately 150 miles of roads. Department services include fire protection, investigation, inspection, emergency services, rescue, education of the public (mainly at elementary schools), and limited hazardous materials response.

The fire department maintains and operates multiple pieces of apparatus, housed in two fire stations. Fire Station Number One is located in the housing section at 5 Licht Parkway. Fire Station Number Two is located in the mobile home section at 909 Spring Valley Parkway. Unless otherwise stated, Fire Station Number One shall serve as the location for all training, meetings and other S.C.V.F.D. functions.

Membership for S.C.V.F.D. is limited to forty-five (45), active and probationary members. This limitation is imposed because of monetary limits imposed by equipment requirements. In addition, we are allowed reserve and auxiliary members. There is no limit on the number of inactive/reserve/auxiliary members.

Station One is manned by paid firefighters hired by the Nevada Division of Forestry, funded by Elko County and the Northeastern Nevada Fire Protection District. These full time firefighters are State employees, and are on duty on rotational shifts of twenty-four (24) hours each. These firefighters are there primarily for quick response, and are usually the first on the scene. These firefighters assess the situation and rely on S.C.V.F.D.'s response at their instruction in most all types of call outs. These firefighters are also available to help with your training and to answer questions. You may ask them for help, but please make arrangements ahead of time to allow them to comply with their scheduling duties. Station Two is manned by volunteers.

The motto of our department is, NEIGHBORS HELPING NEIGHBORS and is the root of our endeavor.

PART I

THE TRAINING PROGRAM

All applicants accepted as probationary members shall complete the training program outlined below.

Fire department training is the most important aspect of your volunteer fire department experience.

THE ENTRY LEVEL FIREFIGHTER PROGRAM or (ELF PROGRAM)

The entry level firefighter, or probationary member, will be required to complete the program for basic firefighter training over a maximum period of six months. (ELF PROGRAM as adopted by the Nevada State Fire Marshall's Office.) The training program is designed to develop the skills and knowledge necessary to integrate into the department. The entry level course is administrated by the Nevada State Fire Marshall's Office standards and tailored to S.C.V.F.D. needs, and will be a self study course with some instruction; certification will be completed by any officer of the department or State certified fire personnel. Please make arrangements for instruction and certification well in advance so you can finish the course in the allotted time.

FIREFIGHTER ONE LEVEL or (FFI LEVEL)

During your term as a probationary member you will be required to attend regularly scheduled training exercises in addition to the FIREFIGHTER ONE CURRICULUM necessary for you to move to active status. Attendance at scheduled training exercises will provide you with supervised practical skills development and will promote teamwork with your fellow firefighters. During your probationary period, you will work toward attainment of your firefighter one certification.

Advancement to Firefighter One status requires proficiency as shown by individual training reports.

Fire department training is governed by General Operating Guidelines (hereinafter "Guidelines"), which is the next subject hereto. A copy of this Guidelines, which details initial and continuing training requirements, has been included in this manual. Please review this document carefully.

The FIREFIGHTER ONE certification program, recognized by the department, meets the current curriculum adopted and administered by the Nevada State Fire Marshall's Office; changes made by that Office shall automatically apply. Many of the individual lessons are present in a self-study format through the use of video tape and computer material, and group instruction from on-

duty firefighters or officers of the department. Advancement to Firefighter One status requires that you complete the lessons, and obtain certification as described on the attached course outline. In the event a member shall pass FFI testing, but shall not qualify for certification because of medical or other identifiable condition, the Fire Chief may recommend them for active membership with limited duties.

As previously stated, your training and the training needs of the department are a high priority. Firefighter safety and fire ground operations are promoted and enhanced through training. We recommend that you complete your Firefighter I training.

In order to be an active member of Spring Creek Volunteer Fire Department, you must have completed the ELF Certification program, and have attended the initial 24 hour instruction on Basic Wildland fire fighting.

All active members must complete the annual refresher course (8 hours of instruction) on Basic Wildland fire fighting to maintain their status current.

PART II

SPRING CREEK VOLUNTEER FIRE DEPARTMENT GENERAL OPERATING GUIDELINES

PURPOSE

It is the intent of this General Operating Guidelines to provide guidance in the provision of fire fighting, certification, and minimum proficiency standards.

It is the position of the department that effective firefighting training and certification be established and continued to ensure safe fire ground operations, high fire fighting proficiency, and knowledge to mitigate emergency response incidents related to fire, emergency medical service, hazardous materials, rescue, or other incidents. This General Operating Guidelines may be modified as necessary to accommodate department operation or revised governmental regulations or procedures regarding fire fighting training and emergency medical services.

COMMON TERMINOLOGY:

- 1. ANNUAL TRAINING CALENDAR:** The annual training calendar defines proposed dates and subject mater for all department training and establishes the days from January 1st through December 31st in any given year.
- 2. BASIC WILDLAND TRAINING:** All Probationary members must complete 24 hours of training in Basic Wildland fire fighting. Thereafter, all members must complete 8 hours of annual refresher in Basic Wildland fire fighting in order to maintain current status.
- 3. CEU: Continuing Education Unit.** One hour of in-service training is the equivalent of one (1) CEU, on approved training.
- 4. CONTINUING EDUCATION:** All members shall be required to obtain the necessary annual continued education described based upon classification.
- 5. ELF and/or FIREFIGHTER I:** All personnel granted membership after January 1, 1995, will be required to complete the ELF and/or Firefighter One Certification program as provided by the department and encouraged to complete the requirements necessary for State certification. The driver's certification program requires both an appropriate operator's license and active member status for all those individuals who operate department equipment.
- 6. ELF CLASSIFICATION:** All personnel who actively fight fire must possess, at a minimum, ELF certification, obtained within six (6) months after application for membership and the initial instruction in Basic Wildland fire fighting. Probationary members who have not yet attained ELF Certification will be allowed to attend fires, but will not be allowed to actively fight fire.
- 7. FIREFIGHTER ONE CLASSIFICATION:** All active members of S.C.V.F.D. must complete and pass Firefighter One Certification instruction. Firefighter One Certification is based upon NFPA STANDARD NUMBER 1001, FIREFIGHTERS PROFESSIONAL QUALIFICATIONS, which are hereby adopted. Firefighter One

Certification is issued by Nevada State Fire Marshal's Division, training and examination are handled by S.C.V.F.D. and the State firemen assigned to S.C.V.F.D.

8. **FIRE SUPPRESSION PERSONNEL:** All personnel who actively fight fire must possess, at a minimum, ELF certification, obtained within the six (6) month requirement.
9. **FIRE PERSONNEL WITH LIMITED DUTIES:** All fire personnel who have completed FFI Certification course, but are unable to attain actual certification because of an identifiable condition which prevents certification (i.e. health issues, claustrophobia, etc) shall not assist with fire suppression.
10. **FIRST RESPONDER:** Any member of the department wishing to dispatch on medical calls must have a minimum of first responder card, including healthcare provider CPR certification, and maintain all re-certifications as necessary by the State of Nevada.
11. **HAZARDOUS MATERIALS RESPONDERS:** All personnel who respond to calls relating to hazardous materials and hazardous materials cleanup, and all personnel who shall deal with any such hazardous materials shall have any necessary certifications as shall be required for persons dealing with such materials. All such personnel must, at a minimum, have completed the 8 hours OSHA training requirements and have received certification; all certification must be maintained current.
12. **IFSTA: INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION.**
13. **MANDATORY EXERCISE:** A mandatory exercise is one which attendance by members is specifically required. A certain percentage of mandatory training exercises must be met for continued membership. Mandatory training time will not apply to the hours required under continuing education, until the initial twelve (12) exercises have been completed (three exercises per quarter).
14. **PROBATIONARY FIREFIGHTER:** A probationary firefighter is a person who serves no less than six (6) months of the probationary period as defined in the S.C.V.F.D. Bylaws. All probationary members will retain their probationary status until ELF Certification and Basic Wildland training has been attained.
15. **VEHICLE OPERATION:** All engineers and others who will operate any S.C.V.F.D. motor vehicle, including rescue vehicles, water tenders and engines, shall qualify under the driver's certification program. The driver's certification program

requires both an appropriate operator's license for the class of vehicle and active member status for all those individuals who operate department equipment. No probationary firefighter shall operate any motor vehicles at any time.

CONTINUING TRAINING REQUIREMENTS:

Mandatory training exercises: All active and probationary members.

A series of twelve (12) mandatory training exercises will be established as part of the annual training plan. Each of the twelve (12) courses will be repeated twice each year so all personnel will be afforded the opportunity to take all required training. Each member will be required to participate in six (6) mandatory training exercises per training calendar year. Mandatory training exercises will provide training which will promote group or department wide participation and proficiency. Mandatory training hours will not be credited toward the necessary continuing education requirement, until the initial six (6) have been completed.

EXCEPTION: CPR certification and re-certification will satisfy one of the six mandatory training exercises and will be included as a mandatory training exercise on the annual training plan.

Each active member shall be required to take mandatory training for all twelve (12) training exercises every two years. The active member may elect to take six (6) one (1) year and six (6) the next year, fulfilling this requirement. If the active member shall attend six (6) training exercises the first year, and shall elect (or be required) to retake one of the same exercises during the second year, that member must also take the remaining six (6) training exercises during the second year, for a total of seven (7) training exercises the second year.

CONTINUING EDUCATION REQUIREMENT

ACTIVE MEMBERS:

Members who achieve Firefighter I Certification, post-probationary ELF Firefighters, and those who have passed a certification test but are unable to certify, will be required to achieve a minimum of forty-eight (48) hours of continuing education hours per training year, distributed as follows:

Firefighting	24 hours
Hazardous materials (OSHA requirement)	8 hours
CPR/Basic First-Aid	6 hours
Pre-suppression planning	2 hours
Basic Wildland annual refresher	8 hours

Continuing education hours will be allowed for certified training which is a part of the annual training plan, outside training courses, which have been approved prior to being taken by the member, individual training experience, such as pump tests and hose tests, and specially approved training by the chief of the department.

Limited hours of outside department training will be allowed toward the total forty (40) hour requirement of continuing education hours as follows:

Firefighting	4 hours
Hazardous materials (OSHA requirement)	8 hours
CPR/Basic First-Aid	6 hours

Each requires documentation from a training offer or acceptable certification of completion.

PROBATIONARY MEMBERS:

All probationary members, will be required to achieve, in addition to the above referenced, a minimum of forty (40) hours of in-house orientation, together with twenty-four (24) hours of Basic Wildland fire fighting training, that must be documented by the paid staff.

Firefighting	10 hours
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All probationary members must complete the established training in addition to the in-house training described in this section and mandatory training described above.

MANDATORY CPR CERTIFICATION

All members of the department must be certified in CPR and are required to maintain certification throughout their membership. CPR certification and re-certification will satisfy one (1) hour of the six (6) mandatory training exercises, as well as continuing education requirements, provided all necessary documentation and certification is provided.

HAZARDOUS MATERIALS RESPONDERS

All personnel of the department wishing to respond to calls relating to hazardous materials and hazardous materials cleanup and all personnel who shall deal with any such hazardous materials shall have any necessary certifications as shall be required for persons dealing with such materials.. All such personnel, must, at a minimum, have completed the 8 hour OSHA training requirements and have receive certification; all such certification must be maintained current.

FIRST RESPONDER CERTIFICATION

Any member of the department wishing to dispatch on medical calls must have a minimum of first responder card, including healthcare provider CPR certification, and will maintain all recertifications as necessary by the State. Annual training provided will qualify continuing education.

FAILURE TO MEET TRAINING REQUIREMENTS (DISCIPLINE)

The requirements established by this general operating guidelines are designed to promote department, or team, competency through mandatory exercises, and allow for individual effort and flexibility, through the continuing education process. Fire fighter training is the most important function with the department. Individual members lacking in training may jeopardize his/her individual safety, the safety of the entire fire fighting team, or compromise the control of an incident. Individual training records will be maintained and provided to the department members on an individual basis at regularly scheduled time periods. It is the responsibility of each member to ensure that he/she is progressing towards the necessary requirements throughout the training year. A member with an indication that he/she is failing to achieve the necessary training requirements based upon a review of his/her training record will receive additional notification and/or discipline in the following escalating order:

1. Verbal notification by a department officer after the first three months of the training year, verbal notification will be noted in the members personnel file.
2. Written notification number one by the chief of the department after six months of the training year.
3. Written notification number two by the chief of the department after nine months of the training year.
4. Written notification of reduction to probationary status/ inactive status from the department after the twelfth month of the training year. A member receiving reduction must meet all described requirements prior to reinstatement and will be deemed a new member for all purposes.

DRILL AND MEETING ATTENDANCE EXCUSED ABSENCE AND LEAVE OF ABSENCE

Any member who has failed to meet the requirements of the General Operating Guidelines regarding training, or who has neglected to attend three (3) successive monthly meetings without prior approval, shall be notified of disciplinary action described in the preceding section.

A Leave of Absence may be granted by the Executive Board upon request and based upon such exigent circumstances as the Executive Board shall deem appropriate.

Excused absences from fires and meetings shall be actual illness of a member or of a members immediate family, sole charge of a member's business or the business of an employer, absence from the county on an emergency basis, or absence on a prearranged basis; other proper excuses made in good conscience shall be permitted by the Executive Board in its sole discretion.

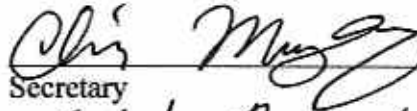
DATE OF ADOPTION; EFFECTIVE DATE

This is the current version of the Spring Creek Volunteer Fire Department Training Program and General Operating Guidelines. This version shall remain in effect until a newer version is adopted by the Board of Directors.

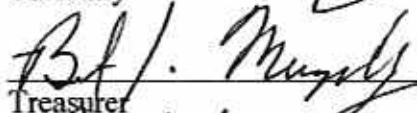
Adopted by the Board of Directors on this 10th day of February, 2009.



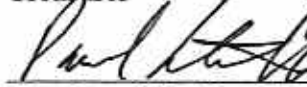
President



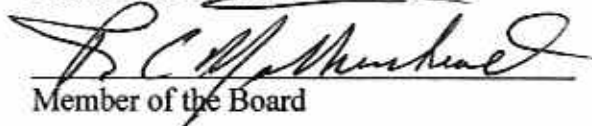
Secretary



Treasurer



Member of the Board



Member of the Board