



WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

1.10 Training Policy

OBJECTIVE:

The Wading River Fire District recognizes the need for education and continuing education. The Fire District also recognizes that training must be applicable to the environs of the Fire District and its service to the residents of the Wading River Fire District. Education provides overall enhancement to the District and to its Membership and to its Employees. Training can be voluntary or required as established in Chief's and District policy. For a member to submit any training requests that member must be in good standing with the district. This policy is a guide to those individuals requesting training and education and the rules governing participation in these opportunities.

POLICY:

Training request(s) *shall be* submitted by the member, except mandatory trainings and trainings enumerated in the subsequent section, on the prescribed District Training Request form available through the-Chief's Office. All training requests must be submitted via the Chain of Command for approval at least one month in advance to the Chief's Office and forwarded to the Board for final approval by the Board of Fire Commissioners. Exceptions to this requirement may be considered if the training announcement or time it becomes known to the participant(s) can be documented as less than one month, but in no event, shall it be submitted less than two weeks before consideration by the Board of Fire Commissioners.

The foregoing provision shall not include training required to obtain or maintain mandatory training requirements, certifications, or continuing education opportunities sponsored by NYS EMS, NYS OFPC, Suffolk County Vocational and Educational Board pertaining to Fire/EMS service, Suffolk County EMS, or courses or instruction of other Public Safety Agencies provided that the instruction is conducted in Nassau or Suffolk Counties, and there is no fee payable for the course or instruction.

In the case of the foregoing exceptions, the Chief's Office is not required to obtain prior approval of the Board.

Any member participating in training shall be afforded use of a district vehicle for use to and from such training contingent on availability and operational needs. Approval from the Chief's Office shall be obtained, and a vehicle use form shall be filed in the radio room to ensure vehicle accountability for each training event. If no district vehicle is available for use; or circumstances are such that it is not feasible or practical to utilize a District vehicle, then an individual may utilize a non district vehicle subject to approval of the Board. Non -district vehicle submission for Mileage reimbursement will only be granted for the shortest route to and from the confines of the fire district to the training location at the prescribed governmental rate of mileage reimbursement. Every effort should be made by a trainee to use a district vehicle in the event of training.

Only upon the successful completion of training; inclusive of the submission of the course description(s) or syllabus, hours attended per course, certificates if any, and the subsequent submission to the Fire District and/or Chief's Office, of such training completion; will that member/employee be awarded any training point(s), or eligible for reimbursement if any. Additionally, any member approved for overnight courses, conventions, or training must attend a minimum of 6 hours training daily.

Any member in good standing who is a current EMT and wishes consideration by the District to attend an EMT-CC or paramedic course, must at a be an active EMT for the Fire District for at least three years and has demonstrated consistent quality in patient care and skills. An exception to this provision may be made for an individual whose has demonstrated exceptional skills, patient care and service as documented by the Chief's Office and agreed to by the Board of Fire Commissioners.

Any Member denied approval to attend training may attend said training on their own without using or receiving the benefits given to an approved attendee by the Fire District. Anyone denied approval to attend training may not use the Wading River Fire Department or Fire District names as their training host or affiliated agency.

Individuals who wish to attend any training while using the Wading River Fire Department/ Wading River Fire District or any of its official names as their respective training host fire department on official signatory documents will not receive district benefits if:

1. The trainee does not submit the appropriate form(s) within the time frame through chain of Command prior to attendance and after training completion.
2. Receiving at the same time of attendance of submitted training any monetary compensation or benefits from another employer/agency/organization/fire district during said training.
3. Any Member or Employee seeking approval to attend training must always research and must find the closest training and training location for attendance prior to submission.
4. Any Member or Employee is required to submit upon return all required documentation.

5. The individual is suspended or resigns. Those individuals who are suspended or resign are not permitted to attend or continue any trainings, drills, seminars or events representing the Wading River Fire Department or Wading River Fire District.

Any member or employee failing to meet the requirements set forth under this policy could be subject to disciplinary action, loss of financial consideration(s) and possible financial sanctions. Any Member or Employee while in attendance at any sanctioned and approved training, drill or event is acting as a representative of the Wading River Fire District and will act at all times professional and businesslike. The Wading River Fire District has a zero tolerance policy for all inappropriate behavior. Any individual who violates this zero tolerance policy will be subject to disciplinary action.

Chief's Office Responsibilities

The Chief's Office shall review all requests for training and upon approval, submit the request with all associated paperwork to Board of Fire Commissioners within the specified time frame for further review and consideration.

The Chief's Office shall endeavor to provide a District vehicle as prescribed in Policy Section.

The Chief's Office shall determine if the statutory requirements as set forth in GML 72-6 and Executive Law 156 sub 8 are applicable, regarding out of state training. Upon submission for approval to the Board of Fire Commissioners, provide a positive or negative finding of the applicable statutes. If a positive finding is rendered consistent with Statute, and the training is approved; the Board of Fire Commissioners shall affirm the positive finding in the approving motion.

Upon the completion by a member of a training/seminar/conference enumerated in this policy and a positive finding has been rendered pursuant to the foregoing; The Chief's Office shall file the appropriate required documentation with the State as enumerated in statute and forward a copy to the Board.

RELATED POLICIES AND REFERENCES

4.3.1 District Vehicle Policy
1.12 Disciplinary Procedure Policy
NYS GML 72-6
NYS Executive Law 156 Sub 8

HISTORICAL NOTE

Revised 05/2017
Revised 08/2011
Adopted 03/2011

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 05/22/2017.

Glenn Erick, Chairman
Tom Colitti, Vice Chairman
James Meier, Commissioner
John McManus, Commissioner
Randolph Hintze, Commissioner