

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

150.01.02
TRAINING
ADMINISTRATION



Adopted: 12/20/16
Reviewed: 11/09/22
Revised: 11/09/22

Approved: *Jan J. Behr*

Purpose: To outline the administration of the Training Division and the responsibilities of the Division Chief of Training

References: N/A

Procedure:

1. Training is one of the major functions of the Fire District, therefore it is the responsibility of the Fire Chief to develop, maintain, and support an effective training program so that all members will be able to perform their jobs with the skill and efficiency demanded of them at modern fire and EMS related incidents.
2. Although the overall responsibility for the program rests with the Fire Chief, the actual planning and organizing is delegated to the Division Chief of Training
3. The Division Chief of Training will direct the program and:
 - a) Develop standard operating procedures regarding training.
 - b) Develop department recognized evolutions.
 - c) Provide prior approval to any evolution adoption or major changes in training procedures.
 - d) Recommend changes when trends indicate a decrease in efficiency or a high accident rate surfaces.
 - e) Perform supervision and administration of training programs for District personnel.
 - f) Design, develop and implement ongoing EMS and fire training programs, to include basic skill retention and advanced training opportunities.
 - g) Provide input on District needs at regional training meetings and assist in the establishment and direction of goals and objectives for that group.
 - h) Provide guidance for a coordinated incident response system. On-duty 820 officer rotation may be required by the Fire Chief.
 - i) Respond to fire and emergency medical incidents and maintain necessary certifications.
 - j) Other duties as may be assigned.
4. Company Officers shall strive to keep their respective station personnel in a state of readiness and be responsible for the:
 - a) Continual performance and practice of basic skills (hose evolutions, pumping procedures, ladder raises) and keep the fire companies finely tuned in these skills.

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- b) Documentation of all training that occurs and will forward it to Division Chief of Training