

Policy 101
Administrative
Attendance at Training
5/25/2001
UPDATE 01/01/2009



Scope:

The purpose of this policy is to establish minimum training attendance standards for the Hiawatha Fire Department members and employees. This policy applies to all members and employees of the fire department. This applies to full time, part time, paid on call, and volunteer members and employees of the fire department.

Background:

Firefighting and EMS is challenging and dangerous field. It takes constant training and practice to maintain proficiency. The city makes a huge investment in each of the members in the form of training, equipment, and the time. While HFD remains primarily a volunteer department, members are expected to train to a level that maintains their proficiency and skills. Allowing a member who is not attending training to continue to participate puts that member, other members, and the public at risk.

The State of Iowa has established minimum training requirements for both Firefighters and EMS personnel. All members are required to meet those requirements. However, meeting those requirements is separate from this policy and compliance with state requirements does not excuse a member from complying with this policy.

General:

The department holds regular scheduled training on every Tuesday at 1900.

On the first Tuesday, fire officer meetings are held. Officers meetings are open to all members; however, only officers may participate in discussions. Likewise, only officers are required to attend.

On the second Tuesday, EMS training, followed by the fire association training is held. All members should attend EMS training, regardless of EMS certification.

On the third and fourth Tuesdays, Fire training is held. Similar training sessions will be held both nights. All members are required to attend ONE of these training sessions.

If a fifth Tuesday occurs during the month, a special training session will be held. Attendance at that training session is optional.

Occasionally training sessions will be offered at other times. Those sessions may or may not be required. Additionally, individual training sessions may be required as a condition of membership and/or employment.

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Procedure:

All members are required to successfully complete all scheduled training. Should a member miss any required training, it is their responsibility to make up that training. Members have 28 days to complete any missed training. The Training Officer or Fire Chief may excuse a member from making up certain training sessions based on a demonstrated and documented proficiency.

Responsibility:

The training officer may maintain a sheet for charting the attendance at training. This chart may be made available for review by the general membership.

All members shall monitor their own training attendance and certification requirements. While the department may provide certain tools and opportunities to monitor certifications and training attendance, ultimate responsibility rests with the individual member.

The Training and Duty Officers will make themselves available, when appropriate, to aid members in completing their training.

Enforcement:

The Command Staff may take disciplinary actions against a member who has not met state or department training requirements. This may include suspension or termination. The Command Staff may make written, verbal, or electronic notification of this disciplinary action.

As violation of any training standard could result in serious injury or death, discipline is not required to be progressive. If, at the discretion of the Chief, a member does not maintain their training status at an appropriate level, termination from the department may be the first and only step.