

	<b>TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Best Practices</b>	<b>F201</b>
	Authorized by:  Fire Chief Chris Barron	<b>Effective:</b> 5-31-2017 <b>Rescinds:</b> A-1.52 <b>Reference:</b> TCFP, AUTO AID <b>Application:</b> All Uniform Members
<b>PROFESSIONAL DEVELOPMENT</b>		

## I. Purpose

This document is designed to establish minimum training, education, and certification levels for members based on their rank and position within the organization.

## II. Background

Between TCFP requirements, Auto Aid Coalition, and the internal expectations of MFR, there are a variety of classes, certificates, and certifications that are required or expected of our members depending on their position in the organization. It is the department's goal to insure that each member meets the minimum statutory and contractual requirements for their rank and position. In addition, MFR shall set goals within the organization to help our personnel prepare for the next level up in their professional development.

## III. Best Practices

A. **Compliance with requirements.** Members of MFR are expected to be in compliance with the practices expressed in this document for their current rank or position. If a member is hired or promoted to a position in the organization without the classes, certificates, or certifications listed for their position, it is expected that the member will be enrolled in or seek the needed training or education as soon as practical.

1. **Timing for compliance.** A timeline for compliance with needed training and education will be evaluated on a case-by-case basis. However, typically a member will be expected to meet needed training and education goals within one calendar year from the time they are appointed to the position.
2. **Failure to meet requirements.** Members that do not meet training and/or education requirements for their position within a reasonable amount of time may face disciplinary action up to and including demotion or termination.
3. **Additional requirements.** Changes in regulatory agency rules, auto aid agreements, or department preferences may result in adjustments or additions to the requirements, preferred

training, and education needs for each position in the organization. The department reserves the right to adjust these requirements as needed.

4. **Training beyond minimum requirements.** This document defines the minimum training and education requirements for each position within MFR. It does not preclude members from being assigned additional training assignments as deemed appropriate by the department.

B. **Training and education requirements by position.** The positions listed below shall meet the requirements listed for each position. Items marked as “preferred” are not required for the purposes of section III.A. Preferred training items will be pursued for members holding those positions as those training opportunities come available.

1. **Firefighter (Full Time, Part Time, Volunteer).** Any member at the Firefighter rank should possess the following training or education courses:

- a. TCFP Basic Firefighter certification
- b. Emergency Medical Technician – Basic certification
- c. TCFP Wildland Firefighter – Basic or NWCG Type II Firefighter certification
- d. Courage To Be Safe course certificate
- e. National Traffic Incident Management Responder Training Program certificate
- f. NIMS ICS-100 certificate
- g. NIMS ICS-200 certificate
- h. NIMS ICS-700 certificate
- i. NIMS ICS-800 certificate

2. **Driver/Operator (Full Time, Part Time, Volunteer).** In addition to the requirements listed for the rank of Firefighter, any member at the Driver rank should possess the following training or education courses:

- a. TCFP Driver Operator – Pumper certification
- b. TCFP Wildland Firefighter – Intermediate or NWCG Type I Firefighter certification
- c. TCFP Instructor I certification
- d. TCFP Fire Officer I certification
- e. Additionally, a member should possess one year of experience as a firefighter before assuming the position of driver.

3. **Lieutenant.** In addition to the requirements listed for the rank of Firefighter and Driver, any member at the Lieutenant rank should possess the following training or education courses:

- a. TCFP Fire Instructor II certification
- b. TCFP Fire Officer II certification
- c. NIMS ICS-300
- d. NIMS ICS-400
- e. NIMS ICS 701
- f. NIMS ICS-703

- g. Preferred Training: NWCG Engine Boss / Crew Boss certification
  - h. Preferred Training: Tactics and Strategy for Company Officers course
  - i. Preferred Training: TCFP Intermediate Firefighter certification
  - j. Additionally, a member should possess four years of experience as a firefighter or two years of experience as a driver before assuming the position of Lieutenant.
4. **Battalion Chief.** In addition to the requirements listed for the rank of Firefighter, Driver, and Lieutenant, any member at the Battalion Chief rank should possess the following training or education courses:
- a. TCFP Incident Safety Officer certification or NFA Incident Safety Officer certificate
  - b. Preferred Training: TCFP Advanced Firefighter certification
  - c. Preferred Training: NWCG Strike Team / Task Force Leader certification
  - d. Preferred Training: NWCG Division Supervisor certification
  - e. Preferred Training: Wildland Command and Control course
  - f. Preferred Education: Associates or Bachelor's Degree
  - g. Additionally, a member should possess two years of experience as a company officer (Lieutenant or Captain) before assuming the position of Battalion Chief.
5. **Chief of Department.** The Chief of the Department will be required to meet existing TCFP requirements and any additional requirements as determined by the Travis County ESD5 Commissioners.
6. **Other positions.** Members may be assigned other duties and responsibilities within the organization at the discretion of the Chief. Additional certifications, training, or education may be required as a component for those duties.

#### IV. Procedure

- A. **Tracking of credentials.** MFR will maintain records of its members training, certifications, and credentials. A record of the member's credentials on file in relation to their position in the department will be maintained on the department web site for easy reference.
- 1. **Member supplied documents.** Members shall provide a copy of training classes, certificates, and certifications that they obtain. Maintenance of the original document will be the responsibility of the member. The document copy will be retained by the department for its records.
- B. **Achieving credentials.** Members may either be assigned to training classes by the department or independently seek needed training to meet the requirements for their position in the organization. In either case, participation and responsibilities will be governed by this document as well as F301 – External Training, as well as F101 – Participation in Department Training.
- C. **Additional training.** Members may either be assigned to training classes by the department or independently seek training that exceeds the requirements for their position in the organization. In

either case, participation and responsibilities will be governed by this document as well as F301 – External Training, as well as F101 – Participation in Department Training.