

# The University of Kansas

Kansas Fire & Rescue Training Institute

## **Kansas Fire & Rescue Training Institute Training Manager Program**

### ***Program Intent:***

To assist fire departments in managing FLSA/overtime related to training. Once implemented, this program will reinforce the use of Kansas Fire & Rescue Training Institute's (KF&RTI or Institute) "in-house" training program.

After implemented, this program will allow fire departments to identify one qualified individual to serve as a Training Program Manager. This person will receive course packages and materials directly from the Institute without having to first attend a Train-the-Trainer course. These individuals will be responsible for establishing and managing the instructor qualifications of persons within their department used to teach these programs. In essence, these Training Program Managers will operate at the same level as a Fire & Rescue Training Institute Program Manager for delivery of Institute courses within their own fire department. The scope of this program is limited to teaching Institute courses for credit through the KF&RTI within their own fire department. Inclusion of fire department personnel from other fire departments is allowable, but requires prior approval from the KF&RTI.

This program is targeted to those individuals within fire departments qualified and required to manage training within their fire departments. The responsibilities of this program go far beyond those of identifying who schedules and teaches a class. This program is targeted to the person directly responsible to the Fire Chief for management of a fire department's training program. These responsibilities include quality control, establishing department training goals, planning instruction, qualification of on-shift personnel used to teach, managing training budgets and other duties typically required of a single person assigned the duties of training officer (regardless of their official title). Simple designation as a "training officer" does not in and of itself qualify someone to perform at this level.

This program is designed as a cooperative process between local departments and the Institute. Each partner shares responsibilities for ensuring the success of both the fire department's training program and the Institute's initiatives as related to this program.

The scope of this program encompasses all courses on the Kansas Fire & Rescue Training Institute's menu of courses that would normally be "handed off" to local instructors through the "Train-the-Trainer" process. There will be a limited number of courses excluded from this process. These excluded courses will typically be those under development; those courses in the pilot delivery process; and other courses as identified by the Institute. The national certification testing process is not included within this program. The national certification program remains unchanged and departments may access the national certification program by contacting the Institute. A complete list of "excluded courses" is contained within this document.

## ***Training Manager Qualifications:***

In order for a fire department to participate in this program, the following criteria must be met.

- One individual per department may apply (multiple applications from one department will not be accepted).
- The Fire Chief's endorsement/approval of this person to be the sole "Training Manager" for their department (as defined by this program) must be verified via a letter with the fire chief's signature. This letter must be attached to the application letter from the person applying for Training Manager status.
- The individual applying for Training Manager status must have supervisory authority over anyone in their fire department who may teach within this program. *The intent of this requirement is to establish that this individual will have the authority to exercise control over the instructional process and take independent corrective actions related to this program if necessary.*
- In addition to being identified by job description as the primary training officer for their department, the individuals applying for Training Manager status must meet the following criteria:
  - Applicants must document skills and abilities consistent with Fire Service Instructor III as identified by NFPA Standard 1041 (Fire Service Instructor). NFPA 1041 describes Instructor III:

*A fire service instructor who, in addition to meeting Instructor II qualifications, has demonstrated the knowledge and ability to develop comprehensive training curriculum and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies.*

- This requirement does not require National Certification.
  - This requirement does require that applicants also possess the skills and abilities identified in NFPA Standard 1041, Fire Service Instructor, Levels I and II. National Certification is encouraged, but not required.
  - This requirement may be documented by resume or by verification of National Certification at Instructor I, II and III.
  - College/degree work related to this requirement must be documented with a notarized transcript (note: this statement does not require college work; however, if used, college work must be verified via transcript).
  - National Fire Academy Fire Service Course Development course credit may also be used to document this level of training/education.
  - Other documentation of training and/or a combination of training and demonstrated experience may be submitted that verifies the levels of skill and abilities identified in the referenced NFPA standard.
- Compose and mail a letter of application requesting Training Manager status to the KF&RTI with appropriate documentation.

## ***Requirements:***

### *Local Requirements*

- Individuals and departments wishing a Training Manager to be designated for their department must meet the Training Manager Qualifications as stated in the previous section of this document.
- Training Manager and Fire Chief must sign Training Manager Program agreement. This agreement establishes the guidelines and parameters for the program.
- Individuals awarded Training Manager status must attend a “Training Manager Orientation” presented by KF&RTI staff.
- Agree to protect use of copyrighted materials as specified by law.
- Provide instructional equipment support (video players, computers, projectors, etc.).
- Participate in periodic meetings designed to update managers on programs, policies and practices. These meetings will be at least annual, but not more than quarterly (1-4 meetings per year).

### *KF&RTI Requirements*

- Provide Instructional materials (lesson plans, applicable student workbooks).
- Provide audio/visual aids for loan (videos, DVD, films, overheads, etc.).
- Provide instructional equipment support on an “equipment available” basis (we can assist, but cannot be the primary provider of audio/visual equipment).
- Provide course certificates for participants upon successful completion and submission of course documentation by Training Manager.
- Provide revised instructional materials on an as needed/available basis.
- Maintain an email list serve for Training Managers for the dual purpose of operating a forum for Training Managers and to inform Managers of program notices (revision of materials, new courses available, program additions/changes, etc.).

## ***Program Rules:***

- Program applicable only within the Training Manager’s fire department.
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- Training Manager status renewable every 2 years.
- Renewal requires review of previous two years.
- Training Manager status non-transferable.
- Training Manager status is awarded to individual not FD.
- Local FD responsible for local record keeping needs. No copies of documentation supplied to local after submitted to Institute (federal privacy laws apply to this issue).
- Local FD responsible for privacy of records issues.
- KF&RTI forms must be completed (on-site registration, attendance and course record forms).
- Training Manager may be withdrawn by the KF&RTI for just cause after consultation with the local Training Manager and Fire Chief.
- Expendable training supplies are the responsibility of the local FD (student workbooks/manuals will be provided as stated in requirements section).

### ***Programs Includes These Courses***

- All courses for which Train-the-Trainers are offered.
- Any special course for which the KF&RTI identifies this program as appropriate although the course is not routinely offered through a Train-the-Trainer (example: Fire Officer 1).

### ***Program Does Not Include:***

- Instructor 1 or 2 (may be added in the future)
- Live fire simulators (interior fire fighting, LP gas simulator)
  - Live fire simulators are still available to all fire departments. KF&RTI provides prop operator, local provides lead instructor and an appropriate number of instructors.
  - Schedule negotiated (on-shift training not guaranteed).
- Programs under development and/or in the “pilot delivery” phase of development.
- KF&RTI reserves the right to exclude programs requiring unique expertise or support from this program.

### ***Quality Control Responsibilities:***

#### *Local Training Manager*

- Ensure that curriculum (course lesson plans) are taught as designed.
- Ensure that all courses taught within this program adhere to the minimum number of hours authorized for credit.
- Ensure that attendance and successful completion standards established by the Institute are applied and results are recorded accurately on course reporting documents.
- Local Training Managers are responsible for the overall quality of training delivery. This responsibility includes appropriate instructor actions, use of materials and application of teaching/learning principles.
- Ensure that course evaluations are completed by all students and returned to the Kansas Fire & Rescue Training Institute at the completion of the course.

#### *KF&RTI*

- Ensure that curriculum provided through this program is of a high quality and designed for use to fire service audiences.
- Provide complete teaching materials for use within the system; including instructor lesson plans, student activities/workbooks (if applicable or available), and appropriate supplementary materials as designed for the course.
- Provide audio/visual materials on a for loan basis as described in this document.
- Review course evaluations. Should any feedback to the department be deemed necessary, all feedback will be directed to the local Training Manager.

***Reasons for Withdrawal of Training Manager Designation:***

- Poor quality control.
- Violating signed agreement and/or program guidelines.
- Agreement (program) may be terminated by either party at any time after appropriate notification.

***Training Managers Are Encouraged to:***

- Get all in-house instructors qualified (certified) as Fire Service Instructor I.
- Assist in recruitment of Field Instructors for KF&RTI programs.
- To the extent that it is financially feasible, take advantage of sending instructors to Train-the-Trainers.
- Participate in KF&RTI Instructional Development process (instructor briefings, Instructor Conference – to be offered again in FY06, Train-the-Trainer process, other instructor based professional development opportunities).

***List of courses available through this Program (by title):***

*See attached Excel Spreadsheet (“Training Manager Program Course List”)*

***List of courses not available through this program (by title):***

- Instructor I\*
- Instructor II
- Rescue Series Courses\*\*
- Other courses not specifically listed in the Training Manager Program Course List.

\* *May be considered for this program after revision.*

\*\* *As curriculum for individual courses are revised or identified, these courses will be included in this program.*

## **Kansas Fire & Rescue Training Institute Training Manager Program Agreement**

The purpose of this agreement is to establish the intent and guidelines for the Training Manager Program. By signing this agreement, Training Managers, Fire Chiefs and the Kansas Fire & Rescue Training Institute (the Institute) agree to work within the parameters of this agreement to fill the training and administrative needs of all parties.

The Kansas Fire & Rescue Training Institute's mission is to *Train Fire Fighters for Kansas Communities*. This program has been established as one of many avenues from which fire departments may access training and support services from the Institute. It is not intended as the only mechanism with which participating departments may access programs and services from the Institute. The entire spectrum of services and delivery mechanism remain available to departments participating in this program.

The ultimate success of the program is dependant on the local fire department and their Training Manager. While the Institute can provide much support for in-house training, it is still managed and taught with local resources. The Institute establishes minimum requirements for each course/program within our menu. These requirements include the minimum number of hours for each course, instructor qualifications, participant prerequisites, the format/design of courses and other items directly related to the content, style and format of delivery. These requirements are established via recommendations of the course publisher/author, the performance levels required for successful completion, national standards and many other facts that impact quality control for the training environment. Requirements are not selected arbitrarily by staff or administration. Ensuring that course requirements are met are a joint responsibility of the local fire department (through the Training Manager) and the Institute. This program allows Training Managers some latitude with the requirements of courses; however, it is critical that fire departments and Training Managers "buy-in" to the concept of adhering to the intent of those requirements in order to maintain the course's original quality and value.

Many copyrighted materials are used within the programs at the Institute. By signing this document, the local Fire Chief and the Training Manager agree not to knowingly violate any copyrighted materials made available through this program and abide by the program guidelines related to copyright protection. The Institute will provide appropriate copies of materials in support of this program (as defined by the program guidelines) and be responsible for securing appropriate licenses or permissions for use of those materials.

This document is not intended to be a contract or any other type of legal document. It is an agreement to make "good faith" efforts to follow the intent of this program and to form a mutually beneficial partnership in training between Kansas fire departments and the Kansas Fire & Rescue Training Institute.

I agree to follow the guidelines of this program and carryout the responsibilities assigned to my fire department within in this program.

\_\_\_\_\_  
Training Manager

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Kansas Fire & Rescue Training Institute  
 Training Manager Program  
 Approved Course List  
 September, 2005

<u>COURSE TITLE</u>	PUBLISHED	
	<u>BY</u>	<u>HOURS</u>
Arson Detection for First Responders	NFA	13
Command and Control of Wildland/Urban Fire Operations for the Structural Chief Officer	NFA	14
Community Risk Issues and Prevention Interventions	NFA	12
Cooperative Leadership Issues in Wildland/Urban Interface	NFA	13
Courtroom Preparation and Testimony for First Responders	NFA	14
Driver/Operator: Aerial	IFSTA	32
Driver/Operator: Pumper	IFSTA	40
Emergency Response to Terrorism: Advanced Tactical Consequence Management-Incident Command-Mass Patient Management	NFA	16
Emergency Response to Terrorism: Advanced Tactical Consequence Management-Incident Command-Unified Command	NFA	16
Emergency Response to Terrorism: Advanced Tactical Consequence Management-Incident Command-Managing Tactical Information	NFA	16
Emergency Response to Terrorism: Basic Concepts	NFA	16
Emergency Response to Terrorism: Strategic Considerations for Command Officers	NFA	16
Emergency Response to Terrorism: Tactical Consideration -Emergency Medical Services	NFA	12
Emergency Response to Terrorism: Tactical Considerations - Company Officer	NFA	12
Emergency Response to Terrorism: Tactical Considerations - Hazardous Materials	NFA	16
Emergency Vehicle Driver Training Program	VFIS	8
Executive Skill Series: Influencing	NFA	14
Executive Skill Series: Leading Diverse Communities Beyond Conflict	NFA	16
Executive Skill Series: Managing and Leading Change	NFA	14
Fire Fighter 1	IFSTA	90
Fire Fighter 2	IFSTA	50
Fire Prevention for First Responders and Small Departments	NFA	12
Fire Prevention for High-Risk Populations: The Elderly and the Very Young	NFA	
Hazardous Materials Awareness	IFSTA	6
Hazardous Materials Operations	IFSTA	24
Highway Safety for Emergency Service Personnel	VFIS	6
Incident Command for Highrise Operations	NFA	16
Incident Command System for Structural Collapse Incidents	NFA	16
Incident Management System	UFETC	12
Incident Safety Officer	NFA	15
Infection Control for Emergency Response Personnel: The Supervisor's Role and Responsibilities (H807)	NFA	12

Leadership 1: Strategies for Company Success	NFA	12
Leadership 2: Strategies for Personal Success	NFA	12
Leadership 3: Strategies for Supervisory Success	NFA	12
Managing Company Tactical Operations: Decision Making	NFA	12
Managing Company Tactical Operations: Preparation	NFA	12
Managing Company Tactical Operations: Simulations	NFA	12
Managing Company Tactical Operations: Tactics	NFA	12
Managing in a Changing Environment	NFA	12
Marketing Fire Prevention in Your Community	NFA	12
Methods of Enhancing Safety Education	NFA	12
NIMS-Incident Command System	NFA	12
Preventing Fire Risk Based on Socioeconomic Factors: Rural and Urban Settings	NFA	13
Prevention and Mitigation Advocacy for Small Department Responders	NFA	12
Principles of Building Construction: Combustible	NFA	16
Principles of Building Construction: Noncombustible (Paper copies and 3 CDÖs)	NFA	16
Propane Fire Fighting	KF&RTI	8
Public Fire Education Planning	NFA	12
SCBA Fit Testing Program Administration	KF&RTI	4
Shaping the Future	NFA	12
Small Fire Department Tactics	KF&RTI	12
Strategy & Tactics for Initial Company Operations	NFA	12
Training Operations in Small Departments	NFA	12
Vehicle Extrication	KF&RTI	16
Wildland/Urban Interface Firefighting for the Structural Company Officer	NFA	12