

**MAHANOY CITY FIRE DEPARTMENT**  
**Standard Operating Guidelines**  
**#4809 - Training**

Effective: 1/01/06  
Revised: 11/01/07

1. Minimum Training Requirements.

- 1.1 Having untrained, unqualified personnel on a fire ground can lead to “free-lancing” and unsafe operations and greatly increases the chance of firefighter injuries or worse. As of the institution of this SOG, Pennsylvania leads the nation in firefighter fatalities – Mahanoy City leads the County in Line of Duty Deaths.

It is **not** our goal to have to inform a firefighter’s loved-ones of an injury or death. It **is** our goal to be the best trained group of firefighters providing emergency services to our Community.

Any member not meeting the minimum training requirements at the time of the established timeline shall not respond until such minimum training requirements have been met and copies of said training have been submitted to the Fire Chief.

Any Line Officer not meeting the minimum training requirements at the time of the established deadline shall be reclassified to the highest title in which he/she meets based on current training.

1.1.1 See SOG #4809.1 – Minimum Training Requirement Chart.

1.1.2 EXAMPLE: An Engine Lt. lacks the FFI certification at the time of the deadline. That individual would be re-classified at the highest qualifying position he/she has based on their current certifications. Upon attaining the minimum training requirements, copies of the certification and a letter from that individual’s Company must be presented to the Fire Chief in order to be re-classified back to the position of Engine Lt.

1.1.3 EACH FIREFIGHTER should take it upon themselves to attend training classes. “The Department didn’t schedule the classes I needed” will not be a valid excuse when the specified date passes and a member has not successfully completed the required training.

- 1.2 A Company Training Chart shall be used by each Company’s Assistant Chief or Training Officer to maintain each member’s training accomplishments. At the specified timeline, the Chart and all copies of training for all members must be turned in to the Fire Chief. These records will then be placed on file with the MCFD Training Officer.

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- 1.2.1 See SOG #4809.2 – Company Training Chart.
- 1.3 Refresher training, as indicated, will be scheduled through the MCFD Training Officer.
- 2. Company Training.
  - 2.1 All members should strive to become as knowledgeable and competent as possible with the equipment and apparatus of the Department.
  - 2.2 Personnel should be encouraged to take advantage of training opportunities, whatever the source, and should receive department support where appropriate.
  - 2.3 Training records and certifications shall be kept in each individual's personnel file of their respective station. Copies of such records and certifications shall be provided to the Department Training Officer.
  - 2.4 Individual shall be qualified to the various positions, as noted in the Minimum Required Training Chart, until they have successfully completed the necessary training requirements as deemed necessary by the Department.
- 3. Department Training
  - 3.1 All Companies shall be notified of all Department Trainings via e-mail and/or Mailing and shall be posted in all stations.
  - 3.2 All active operational personnel are urged to attend training.
- 4. Driver Training
  - 4.1 Driver trainees must be at least 18 years of age and possess a valid PA Driver's License before becoming eligible for driver's training.
  - 4.2 Driver trainees may operate/drive the fire apparatus housed in their station under the control and direct supervision of a qualified driver.
  - 4.3 No Driver Trainee/Learner shall be qualified as a Driver, as noted in the Minimum Required Training Chart, until they have successfully completed the necessary training requirements as deemed necessary by the Department.
  - 4.4 The Department Training Officer may schedule annual driver training classes as deemed appropriate or necessary any applicable Insurance Carrier.

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- 4.5 All personnel qualified as Drivers or Learners shall, upon request, submit to a Motor Vehicle License check with the appropriate authority.
  - 4.6 All Companies shall submit a Driver / Learner List to the Borough by January 31st, annually and as additional Drivers and Learners are added.
  - 4.7 The Fire Chief shall retain the right to disqualify any individual as a Driver or Learner at any time only when there is just cause and the Board of Fire Trustees must be notified.
5. Remote Training
- 5.1 Training provided by the National Fire Academy, State Fire Academy, Department of Health, Community Colleges, County Fire Schools and other sources should be pursued by all active personnel.
6. Cost of Training.
- 6.1 All training expenditures must be pre-approved if payment and/or reimbursement for said training are expected. NOTE: Funding may not always be available. Funding for training can come from Firemen's Relief and/or the individual's company as per your company's guidelines or by-laws. If any personnel should participate in any training where there is a fee without pre-approval, that person may be held responsible to pay whatever costs are incurred.
7. Responsibilities
- 7.1 It shall be the responsibility of the Assistant Fire Chief to insure that all members are trained to this SOG.
  - 7.2 Any firefighter not adhering to this SOG shall be subject to Borough and Department disciplinary action.

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Fire Chief

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Author