

# **RHODE ISLAND FIRE TRAINING ACADEMY**

## **POLICIES & PROCEDURES**

**January 2016**

## INTRODUCTION

Welcome to the Rhode Island State Fire Training Academy, an organization dedicated to serving the training needs of Rhode Island's firefighters. The document before you contains the basic policies and principles that will dictate the function of the fire academy. It is intended to provide a firm foundation in which to deliver programs on a fair, equitable and consistent level to all firefighters throughout the state. It will give the coordinators and instructors a clear guideline as to their duties and responsibilities.

On the next page you will find the 16 Firefighter Life Safety Initiatives by the National Fallen Firefighters Foundation. The Academy is committed to following these initiatives in all training practices and programs delivered by the Academy.

In order to increase the efficiency and effectiveness of all aspects of the academy, the task of developing policy is an open-ended, ongoing process, and to be successful requires your input and support. We encourage you to submit your ideas to the academy, support its work and promote the philosophy, goals, and objectives of the organization. Through this process, our organization can, and will continue to achieve excellence in its endeavors.

Sincerely,

Mark S. Pare  
Director, Rhode Island Fire Academy

## **National Fallen Firefighters Foundation 16 Firefighter Life Safety Initiatives**

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Enhance the personal and organizational accountability for health and safety throughout the fire service.
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
4. All firefighters must be empowered to stop unsafe practices.
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
7. Create a national research agenda and data collection system that relates to the initiatives.
8. Utilize available technology wherever it can produce higher levels of health and safety.
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses.
10. Grant programs should support the implementation of safe practices and mandate safe practices as an eligibility requirement.
11. National standards for emergency response policies and procedures should be developed and championed.
12. National protocols for response to violent incidents should be developed and championed.
13. Firefighters and their families must have access to counseling and psychological support.
14. Public education must receive more resources and be championed as a critical fire and live safety program.
15. Advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Safety must be a primary consideration in the design of apparatus and equipment.

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## SECTION 1

### LEGISLATIVE MANDATES

#### 1.1 CODIFICATION

#### 1.2 CHAPTER 28.2 DIVISION OF FIRE SAFETY

##### 1.2.1 23-28.2-22 Fire Education and Training Unit

**§ 23-28.2-22 Fire education and training unit.** – (a) There shall be a fire education and training unit within the division of fire safety headed by a director of fire training. The director of fire training shall be appointed by the fire marshal from a list of names submitted by the fire education and training coordinating board based on recommendations of a screening committee of that board. Other staff and resources, such as part-time instructors, shall be requested consistent with the state budget process.

(b) This unit shall be responsible for implementing fire education and training programs developed by the fire education and training coordinating board.

**§ 23-28.2-23 Fire education and training coordinating board.** – (a) There is hereby created within the division of fire safety a fire education and training coordinating board comprised of thirteen (13) members appointed by the governor with the advice and consent of the senate. In making said appointments, the governor shall give due consideration to including in the board's membership representatives of the following groups:

(1) Chiefs of fire departments with predominately fully paid personnel, defined as departments in which the vast majority of members are full-time, salaried personnel.

(2) Chiefs of fire departments with part paid/combination personnel, defined as departments in which members consist of both full-time salaried personnel and a large percentage of volunteer or call personnel.

(3) Chiefs of fire departments with predominately volunteer personnel, defined as departments in which the vast majority of members respond voluntarily and receive little or no compensation.

(4) Rhode Island firefighters' instructor's association.

(5) Rhode Island department of environmental management.

(6) Rhode Island fire safety association.

(7) Rhode Island state firefighter's league.

(8) Rhode Island association of firefighters.

(9) Regional firefighter's leagues.

(b) The state fire marshal and the chief of training and education shall serve as ex-officio members.

(c) Members of the board as of March 29, 2006 shall continue to serve for the balance of their current terms. Thereafter, members shall be appointed to three (3) year terms. No person shall serve more than two (2) consecutive terms, except that service on the board for a term of less than two (2) years resulting from an initial appointment or an appointment for the remainder of an unexpired term shall not constitute a full term.

(d) Members shall hold office until a successor is appointed, and no member shall serve beyond the time he or she ceases to hold office or employment by reason of which he or she was eligible for appointment.

(e) All gubernatorial appointments made after March 29, 2006 shall be subject to the advice and consent of the senate. No person shall be eligible for appointment to the board after March 29, 2006 unless he or she is a resident of this state.

(f) Members shall serve without compensation, but shall receive travel expenses in the same amount per mile approved for state employees.

(g) The board shall meet at the call of the chairperson or upon written petition of a majority of the members, but not less than six (6) times per year.

(h) Staff support to the board will be provided by the state fire marshal.

(i) The board shall:

(1) Establish bylaws to govern operational procedures not addressed by legislation.

(2) Elect a chairperson and vice-chairperson of the board in accordance with bylaws to be established by the board.

(3) Develop and offer training programs for fire fighters and fire officers based on applicable NFPA standards used to produce training and education courses.

(4) Develop and offer state certification programs for instructors based on NFPA standards.

(5) Monitor and evaluate all programs to determine their effectiveness.

(6) Establish a fee structure in an amount necessary to cover costs of implementing the programs.

(7) Within ninety (90) days after the end of each fiscal year, approve and submit an annual report to the governor, the speaker of the House of Representatives, the president of the senate, and the secretary of state of its activities during that fiscal year. The report shall provide: an operating statement summarizing meetings or hearing held, including meeting minutes, subjects addressed, decisions rendered, rules or regulations promulgated, studies conducted, policies and plans developed, approved or modified and programs administered or initiated; a consolidated financial statement of all funds received and expended including the source of the funds, a listing of any staff supported by these funds, and a summary of any clerical, administrative or technical support received; a summary of performance during the previous fiscal year including accomplishments, shortcomings and remedies; a synopsis of hearings, complaints, suspensions, or other legal matters related to the authority of the council; a summary of any training courses held pursuant to the provisions of this section; a briefing on anticipated activities in the upcoming fiscal year and findings and recommendations for improvements. The report shall be posted electronically on the general assembly and secretary of state's websites as prescribed in § 42-20-8.2. The director of the department of administration shall be responsible for the enforcement of the provisions of this subsection.

(8) Conduct a training course for newly appointed and qualified members within six (6) months of their qualification or designation. The course shall be developed by the chair of the board, approved by the board, and conducted by the chair of the board. The board may approve the use of any board or staff members or other individuals to assist with training. The training course shall include instruction in the following areas: the provisions of chapters 42-46, 36-14, and 38-2; and the commission's rules and regulations. The state fire marshal shall, within ninety (90) days of March 29, 2006, prepare and disseminate training materials relating to the provisions of chapters 42-46, 36-14, and 38-2.

(j) In an effort to prevent potential conflicts of interest, any fire education and training coordinating board member shall not simultaneously serve as a paid instructor and administrator within the fire education and training unit.

(k) A quorum for conducting all business before the board, shall be at least seven (7) members.

(l) Members of the board shall be removable by the governor pursuant to the provisions of § 36-1-7 of the general laws and for cause only, and removal solely for partisan or personal reasons unrelated to capacity or fitness for the office shall be unlawful.

### **1.3 Relief from Responsibility**

**§ 23-28.2-17 Relief from responsibility.** – The state fire marshal, his or her deputies, and assistants, charged with the enforcement of the Fire Safety Code and the director of the fire academy and his or her instructors charged with fire education and training as governed by, chapters 28.1 through 28.39 of this title, shall not render themselves liable personally, and they are hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of their official duties. Any suit instituted against any officer or employee because of an act performed by him or her in the lawful discharge of his or her duties, and under the provisions of the Fire Safety Code and the fire education and training unit, shall be defended by the legal representative of the state until the final termination of the proceedings. In no case shall the fire marshal, his or her deputies, or assistants, the fire academy director or his or her instructors be liable for costs in any action, suit, or proceedings that may be instituted in pursuance of the provisions of the Fire Safety Code or the fire education and training unit, and any fire marshal or fire academy instructor, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of his or her official duties in connection therewith. The protection afforded herein to the Rhode Island fire academy instructors shall apply only to those instructors who are active or retired members of a paid or volunteer Rhode Island fire department.

## **SECTION 2**

### **2.1 MISSION STATEMENT**

The mission of the Rhode Island State Fire Training Academy is, to provide coordinated education and training to the fire service of Rhode Island; to promote and enhance firefighter safety; to develop and provide high-quality training programs.

The Academy embraces the core values of:

Professionalism through dedicated instructors;

Respect for ourselves and others through our words and actions;

Integrity through adherence to national training standards;

Dedication to our colleagues, and service to others;

Equality through fair and unprejudiced application testing.

### **2.2 EQUAL OPPORTUNITY / AFFIRMATIVE ACTION**

The Rhode Island Fire Training Academy (RIFTA), as an arm of the government, is committed to equal opportunity and affirmative action for both student admission and staff contracting. We encourage all potential students who qualify to apply for the sponsorship of their department or agency to the RIFA. Independent contractors may apply directly to the academy.

We recognize that national standards related to physical capacity are an ideal to be strived for but that certain individual exceptions may exist. Therefore, any student who applies for a RIFA program with the sponsorship of his/her department or agency will be admitted. However, all students and instructors will be expected to meet uniform standards for certification and instructional service to ensure efficient, safe fire service to the citizens of Rhode Island.

Course admissions, certification, and instructor standards are based on the current NFPA codes. These codes are available for examination at the office of the Rhode Island Fire Academy / Division of Fire Safety.

All services and courses presented by the Rhode Island Fire Training Academy are offered to all individuals regardless of their race, religion, age, national origin, sexual orientation, or physical cognitive limitations.

## **SECTION 3**

### **ADMINISTRATION**

#### **3.1 FIRE ACADEMY DIRECTOR**

The Director of the Rhode Island Fire Training Academy shall be responsible for the development and implementation of all educational, developmental, and physical skills programs that are offered to both volunteer and career firefighters in the state. (S)He shall be responsible for the day-to-day operations of the academy, the proper maintenance of records and documents, and the acquisition and ongoing development of the coordinators and instructors under him/her.

#### **3.2 DUTIES AND RESPONSIBILITIES**

The position of Director shall have the following duties and responsibilities:

1. Shall answer directly to the State Fire Marshal.
2. Coordinate all day-to-day functions of the fire academy.
3. Implement the programs approved by the Rhode Island Fire Education and Training Coordinating Board.
4. Schedule all programs for delivery to regions throughout the state.
5. Maintain all records pertaining to program delivery and all academy instructors.
6. Act as a liaison with the National Fire Academy, RI Emergency Management Agency and other groups which interact with the Fire Training Academy.
7. Assign instructor coordinators to programs when necessary with the approval of Instructor Certification Committee.
8. Ensure the instructors have the opportunity to share equally in the number of classes offered by the academy
9. Report to the Rhode Island Fire Training and Education Coordinating Board on the progress of all academy activity at each board meeting.
10. Compile monthly and annual reports and submit as directed by the Fire Marshal
11. To act as signatory on all fire academy documents.
12. Other duties as may be specified from time to time by the Fire Education and Training Coordinating Board or State Fire Marshal.

13. Ensure that necessary equipment and/or apparatus are available and ready for use in classes when requested. This task can be assigned to the coordinator or the individual instructor at the discretion of the director.
14. Ensure that there are an adequate number of proctors for examinations in accordance with the existing policy of the Rhode Island Fire Training Academy.
15. Ensure that there are an adequate number of skilled examiners for practical skill examinations in accordance with existing policies of the Rhode Island Fire Training Academy.

### **3.3 MAINTENANCE OF STUDENT RECORDS**

It is the responsibility of the director or his/her assistant to maintain all student files in the following manner:

1. Maintain student records consistent with Federal and State Laws
2. Certification records are to be maintained in a database with a hardcopy in each class file. Records shall be maintain for a minimum of five years.
3. All records and files regarding any individual who takes a course with the academy are to be stored in a secured (locked) cabinet.
4. The only person authorized to review or obtain any personal information regarding any student is that student (him/herself) or a person designated in writing by the student. Said designation must include the scope of information being requested and signature of the student.

**SECTION 4**  
**SOCIAL MEDIA**

## SECTION 5

### PERSONNEL / INSTRUCTORS

#### 5.1 CODE OF ETHICS

The position of Fire Service Instructor requires that a mutual trust and respect exist between the instructors and the students they serve.

To ensure the integrity of the instructors, the students, and the Rhode Island Fire Training Academy, the highest standards of ethical conduct must be maintained.

The goal of this code of ethics is to establish the basic criteria to encourage and ensure that all of the fire service instructors working for the Rhode Island Fire Training Academy promote and support a strong, distinct culture of ethical integrity and professional conduct at all times.

The objective of every fire service instructor should be to continually strive to create, develop and support a positive environment that stands on the concepts of integrity, professionalism compassion, empathy, honesty, and safety.

As RIFTA Fire Service Instructors, we understand that we have a responsibility to conduct ourselves in a manner that clearly reflects and supports proper ethical behavior and conduct. We recognize that we need to continually foster a strong and positive perception of ourselves and the RIFTA while always acting in the best interests of our students.

As a result, every Fire Service Instructor working for the RIFTA pledges to ...

- Conduct themselves in a manner that reflects positively on the fire service and the RIFTA.
- Encourage and support the concept of treating all students fairly with respect and dignity.
- Encourage and support the concept of recognizing diverse thoughts and opinions of students.
- Avoid situations that would negatively affect the credibility of the instructors of the RIFTA.
- Foster open lines of communication, honesty and truthfulness at all times.
- Report all instances of cheating or dishonest acts that compromise the integrity of the RIFTA.
- Monitor and remain conscious of the safety and welfare of every student at all times.

- Refrain from investments, employment, business interests, or activities that may conflict with or be enhanced by our position as an instructor or may have the appearance of impropriety.
- Refrain from proposing or accepting personal rewards, privileges, benefits, or gifts that may create a real or perceived conflict of interest or favoritism.
- Refrain from any discrimination on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap and take immediate steps to report and prevent the action of other instructors engaged in such behaviors.
- Refrain from harassing, intimidating, or threatening instructors or students and take immediate steps to report and prevent actions of other instructors engaged in such behaviors.
- Refrain from using social media in a manner that discredits, dishonors, embarrasses, or creates negative perceptions of the instructors, the students, or the RIFA.

## 5.2 CLASSIFICATIONS

Several classifications exist within the instructional / management hierarchy of the Rhode Island Fire Training Academy. They have been developed to encourage appropriate distribution of the responsibility and upward mobility within the academy. Increasing levels of training and experience will lead to opportunities to move up through the ranks and assume higher levels of responsibility,

The following are the classifications within the Rhode Island Fire Training Academy: Instructor Candidate, Instructor Level I, Instructor Coordinator, Adjunct Instructor, and Certification Examiners.

Instructor Candidate – Person who has applied to become an instructor, minimum requirements: Firefighter Level II, Successful Completion of NFPA 1041, must complete 15 hours of student teaching.

Instructor Level I – Basic instructor for the Rhode Island Fire Training Academy, minimum requirements: Firefighter Level II, Fire Instructor I. Must attend a Train the Trainer for each program assigned to teach.

Instructor Coordinator – Instructor with the Rhode Island Fire Training Academy for a minimum of 5 years. Appointed by the Director with the approval of the Fire Training and Education Board as a coordinator.

Certification Examiner – Rhode Island Fire Training Academy instructor trained to be a skills examiner.

Adjunct Instructor – A non-fire academy instructor hired specifically to teach a specialized program.

### 5.3 APPLICATION REQUIREMENTS

Individuals desiring to serve on the instructional staff of the academy should first note the requirements and duties of the various positions. They should complete an application and submit it along with all required documentation to the director.

The director and members of the Instructor Certification Committee shall select the instructors after review of the applications and related documentation. Education, experience in delivering training programs, current and previous positions held and years of service will be taken into account during the selection process.

### 5.4 INSTRUCTOR CANDIDATE

#### 5.4.1 REQUIREMENTS

An instructor candidate is a probationary instructional staff member who meets the following criteria:

1. High school graduate or equivalent with a minimum of five (5) years' experience in the fire service with certification as Firefighter Levels I and II.
2. Must be certified at Instructor Level I (1041) and have a combination of the education and experience.
3. Must complete an application in its entirety and submit all required documentation.
4. Must possess a valid Driver's License and available use of a vehicle.
5. Must possess good communication skills and have the physical capacity relating to instructional assignments.
6. Must have the recommendation of the chief of their department. Not required for retired members of the Fire Service.

### 5.5 INSTRUCTOR (Instructor Level I)

An instructor is a staff member who meets the following criteria:

1. Served as a student instructor and fulfilled all of the requirements of that classification as determined by the instructor certification committee for a

period of not less than six (6) months and has accumulated fifteen (15) instructional hours.

2. Has taught a sufficient number of classes to be objectively evaluated and received the recommendation of the director to be elevated to the position of full instructor and has received the approval of the instructor certification committee. Must have attended train-the-trainer program.

### **5.5.1 DUTIES AND RESPONSIBILITIES**

Conduct classes with minimal supervision from prepared lesson plans, including lectures, demonstrations, use of audiovisual aids, and equipment and practical evolutions.

1. Directly supervises student instructors and participates in evaluation of their performance.
2. Maintains records as required by the academy.
3. Performs other related duties as may be assigned by the director or coordinator.

## **5.6 INSTRUCTOR COORDINATOR**

An Instructor Coordinator is a staff member who meets the following criteria:

1. Has served as an instructor and fulfilled all of the requirements of that classification as determined by the director and instructor certification committee for a period of not less than two (2) years and has accumulated forty (40) instructional hours.
2. Has been an instructor for a period of not less than two (2) years and has taught a sufficient number of classes to be objectively evaluated and received the recommendation of the director and the approval of the instructor certification committee to be evaluated to the position of instructor coordinator.

### **5.6.1 DUTIES AND RESPONSIBILITIES**

1. Coordinates programs and presentations including:
  - a.) Arranges for equipment and instructional materials.
  - b.) Overall monitoring of student and instructor performance to ensure there is not a deviation of quality or content.

- c.) Provision of, or arrangement for, substitute instructors and program schedule changes when necessary.
  - d.) Assists the Director in program scheduling and assignment of instructional staff.
  - e.) Maintain program grades and provide for all testing.
  - f.) To submit all required program documentation to the director.
2. Supervises instructional staff as assigned and assists in the evaluation of programs and instructors.
  3. Substitute for instructors if necessary during emergency absences.
  4. Performs other duties as assigned by the director.

**5.7 CERTIFICATION EXAMINER**

A Certification Examiner is an Instructor who meets the following criteria:

Has served as an instructor and fulfilled all of the requirements of that classification as determined by the director and instructor certification committee for a period of not less than five (5) years and has accumulated forty (40) instructional hours.

Has received training in the certification process and has an understanding of performance appraisals.

**5.8 COMPENSATION AND EVALUATIONS**

The director and/or a member of the instructor certification committee will evaluate instructor coordinators periodically. These evaluations shall become part of their permanent file and be part of the basis for promotion or demotion.

**5.9 PROGRAM COORDINATOR**

Program coordinator works with the Director to; update, select and train instructors, and review program materials.

**5.10 CONTRACTS AND COMPENSATION**

Instructional staff members are considered part-time state employees. Payment will be submitted at the conclusion of a specific program. The Academy does not provide fringe benefits. The rate of pay for instructors will be determined by the Fire Education and Training Coordinating Board.

## **5.11 ASSIGNMENTS**

### **5.11.1 AVAILABILITY**

Assignments will be offered on a rotating basis from the pool of available instructors for the particular program requested. Availability forms will be sent to all applicable instructors, and it will be their responsibility to return said form before the specified deadline. Any instructor who refuses an assignment three (3) consecutive times will be removed from the active roster and must apply for reinstatement to active status. Extenuating circumstances will be taken into consideration and staff may retain active status at the discretion of the director. Decisions will be made on a case-by-case basis.

### **5.11.2 CLASS ASSIGNMENTS**

Once a class assignment is accepted it is the instructor's responsibility to be well prepared for class and to maintain contact with the coordinator and teaching partners to determine the subdivision of teaching responsibilities.

If an instructor cannot fulfill the assigned obligation, advance notice must be given to the coordinator in order that there is time to secure a replacement. If the instructor is unable to contact the coordinator, the instructor shall contact the Director. Failure to give adequate notice or absence from class without notice will result in loss of teaching status with the academy. Such instructors must reapply and will be reevaluated. A reapplication fee of \$25 will also be required. Extenuating circumstances will be taken into consideration, and the director may waive the reapplication fee.

## **5.12 DISPUTES AND GRIEVANCES**

Disputes between instructors or between an instructor and the Rhode Island Fire Academy may occasionally arise. Individuals or groups with disputes should make a good faith effort to resolve the problem informally. If a solution or compromise cannot be reached, the grieving party may ask for assistance from the Academy Director. The Director shall render a decision within two weeks.

If a decision is not agreeable to the grieving individual or group, the grieving party (ices) may present a formal grievance in writing to the Rhode Island Fire Education and Training Coordinating Board.

The Rhode Island Fire Education and Training Coordinating Board shall set a hearing date and render its decision within two weeks. The decision is binding upon all parties.

### **5.12.1 STUDENTS**

When a dispute arises between instructor and student, the instructor should do all that is reasonable to resolve the problem; always bearing in mind that safety is paramount. Unresolved disputes should be referred to the coordinator who will attempt to resolve the issue.

### **5.12.2 UNRESOLVED ISSUES**

In the event that the instructor and coordinator cannot resolve the issue, it shall be turned over to the director who, after hearing all sides of the issue, shall render a decision and notify all parties in writing.

### **5.12.3 BOARD APPEAL**

Any aggrieved party may appeal the decision of the director by petition to the board. Upon receiving said petition, three (3) members of the board will be selected, one each by both parties to the dispute and one by the chairman to conduct a hearing on the matter. This three-member committee shall report their findings to the full board in the form of a recommendation. The board shall then render a decision, which shall be final.

## **5.13 INSTRUCTOR RULES AND REGULATIONS - GENERAL**

1. Instructors shall always conduct themselves in an exemplary manner that will typify their position with the Rhode Island Fire Training Academy. Instructors will dress in a shirt, tie, blazer and approved Polo Shirt, for classroom sessions and shall wear jumpsuits/overalls or turnout gear for practical session.
2. Instructors shall not use profanity and shall not use language or demeanor that will intimidate the students. Instructors shall refrain from “manhandling” students. The only contact should be for safety or the instruction of a manipulative skill.
3. It shall be the responsibility of instructors to thoroughly be prepared for and be familiar with their assigned topic. They shall also submit a list of any needed materials for their class to the director on the appropriate form. They shall ensure that they have prepared enough material to cover the assigned class.
4. Instructors shall make every attempt to be at the assigned class location one half hour prior to the start of class. This will allow time to prepare the classroom and materials without undue delay in class start. It is important to start classes on time.
5. Instructors shall be required to complete all of the necessary forms for submission to the coordinator. All students shall sign in on the signature roster before the start of class. Approximately 5-10 minutes before the end of class shall be provided for the students to complete the evaluation sheet.

6. Instructors are required to wear appropriate personal protective equipment for the evolution or program they are instructing.

## **5.14 RELIEF FROM RESPONSIBILITY**

**5.13.1 § 23-28.2-17 Relief from responsibility.** ... the director of the fire academy and his or her instructors charged with fire education and training as governed by, chapters 28.1 through 28.39 of this title, shall not render themselves liable personally, and they are hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of their official duties. Any suit instituted against any officer or employee because of an act performed by him or her in the lawful discharge of his or her duties, and under the provisions of the Fire Safety Code and the fire education and training unit, shall be defended by the legal representative of the state until the final termination of the proceedings. In no case shall the fire marshal, his or her deputies, or assistants, the fire academy director or his or her instructors be liable for costs in any action, suit, or proceedings that may be instituted in pursuance of the provisions of the Fire Safety Code or the fire education and training unit, and any fire marshal or fire academy instructor, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of his or her official duties in connection therewith...

## **5.15 PROFESSIONAL DEVELOPMENT**

The Rhode Island Fire Training Academy will encourage and foster continuing education for all levels of instructional staff. Instructional staff is also encouraged to participate in professional organizations which will further their development.

The Rhode Island Instructors Association and the International Society of Fire Service Instructors are examples of valuable professional groups.

The academy will place a strong emphasis on continued improvement through train-the-trainer programs, advanced levels of 1041 certification, as well as advanced firefighter, officer, inspector and investigator-level classes.

## **SECTION 6**

### **PROGRAMS**

#### **6.1 SCHEDULING**

The academy will operate on a two (2)-semester schedule. First semester will start on September 1, and will end on December 31. Second semester will start on January 1, and end on June 30. In this way, the academy can offer programs in an orderly fashion and have time between semesters to address the need for improving existing programs and address the need for additional programs. The academy will be receptive to any region or department that, due to extenuating circumstances, may need to run a program during semester break. Also, due to staggered start dates, some of the lengthy programs may run over into two semesters. The academy will publish a program directory before the start of each semester.

It is very important that departments requesting programs for a particular region do so at least forty-five (45) days prior to the requested start date. This will ensure enough time to assign a coordinator and to schedule instructors for a smooth delivery. Only the director will schedule programs and adjust the program schedule board in the academy office.

#### **6.2 MUNICIPAL FIRE ACADEMY (Reserved)**

#### **6.3 REGIONAL DELIVERY**

All programs offered by the academy will be delivered regionally. The minimum class size for all programs will be determined by the Board. The maximum number of students will vary between programs. When a request for a program is received from a department, that department will have first priority in filling the available slots. The program will then be open for any other department in that region to fill out the balance of the slots. In the event that there are more applicants than available slots, another program will be offered or applicants may go to a neighboring region that is offering the same program.

Regional delivery also makes the task of providing programs much easier and keeps the cost per student at a very reasonable level. The academy strongly urges

that the host departments try to get the maximum number of students allowable enrolled in the requested program.

### **6.3.1 REGIONS DEFINED**

#### **Region 1**

Providence, Pawtucket, Warwick, Cranston, Johnston, East Providence, North Providence, West Warwick, Airport

#### **Region 2**

Barrington, Bristol, Warren, Middletown, Newport, Tiverton, Little Compton, Portsmouth, US Navy

#### **Region 3**

Burrillville, Glocester, North Smithfield, Smithfield, Lincoln, Central Falls, Woonsocket, Cumberland

#### **Region 4**

Scituate, Foster, Coventry, East Greenwich, Exeter, Jamestown, North Kingstown, West Greenwich, R.I. National Guard

#### **Region 5**

Hopkinton, Richmond, South Kingstown, Westerly, New Shoreham, Charlestown, Narragansett

A complete listing of all departments by region is included in the appendix.

## **6.4 HOST AND DEPARTMENT RESPONSIBILITIES**

### **6.4.1 HOST DEPARTMENTS**

Departments that are hosting a program will be required to have appropriate classroom space available and a secure area in which to store fire academy equipment. It is hoped that departments within a particular region would communicate with each other as to programs and delivery locations before any request is made to the academy. The host department will also serve as the contact for the instructor coordinator assigned to the program.

### **6.4.2 DEPARTMENT RESPONSIBILITIES**

Each department that has students enrolled in any fire academy program must have insurance coverage for these students. Since this program is offered in a cooperative effort, any assistance with the lending of equipment for the class will be appreciated, as this will enhance learning for all student, as well as your own. Each department will be responsible for ensuring that all students have the appropriate and serviceable personal protective equipment, including gloves, available to their students when performing practical drills. Each program will vary as to the amount of involvement required from the host and other departments that have students enrolled in the program. The responsibilities will be delineated in the individual program guidelines.

## **6.5 STUDENT MATERIALS AND REGISTRATION**

### **6.5.1 TEXT BOOKS AND INFORMATION MATERIAL**

Most of the programs that will be offered have a text and workbook. It is much easier for the department to purchase their own books for their students. These materials must be purchased in time for the start of the program. Instructor handouts, etc., will be the responsibility of the academy.

### **6.5.2 REGISTRATION**

It is expected that all students pre-register to participate in programs using the appropriate registration form. Registration forms must be completed in their entirety or will be sent back to the student for completion before acceptance into any program.

Occasionally there may be a walk-in student. Walk-in students will only be accepted if the class is not filled to capacity and they present a completed application to the instructor. The instructor will allow the student into class, pending final approval by the director.

### **6.5.3 INCUMBENTS**

**6.5.3.1** For an application to a Fire Instructor II certification examination to be accepted, candidates shall furnish proof of certification to the level of Fire Instructor I by the Rhode Island Fire Education and Training Coordinating Board OR received reciprocal credit from either the National Board on Fire Service Professional Qualifications, Inc. OR the International Fire Service Accreditation Congress.

**6.5.3.2** For an application to a Fire Officer II certification examination to be accepted, candidates shall furnish proof of certification to the level of Fire Officer I by the Rhode Island Fire Education and Training Coordinating Board OR received reciprocal credit from either the National Board on Fire Service Professional Qualifications, Inc. OR the International Fire Service Accreditation Congress.

## SECTION 7

### CLASS POLICY

#### 7.1 CLASS ATTENDANCE

Instructors shall monitor and report the attendance of each member of the class and also note students that arrive substantially late. Students that are absent more than ten (10) percent of the total program time shall not be considered to have completed the program and shall not be eligible to take the final exam. Practical evolutions are not subject to the 10 percent rule. Attendance at all practicals is mandatory. The Director may apply this rule with discretion. Provisions may be made to make-up material missed due to extenuating circumstances. Any such arrangement will have to be made with the coordinator and have the approval of the director. This must be completed within one year.

#### 7.2 CLASSROOM GUIDELINES

##### 7.2.1 INSTRUCTOR/DISCIPLINE

It is important that the instructor arrives at least one half hour early for class in order to be properly prepared and to start the class on time. It is the instructor coordinator's responsibility to ensure that all necessary materials to teach the class are available to the instructor. If the instructor requires any extra materials, such as videotapes and handouts, it will that instructor's responsibility to properly request the materials, pick them up, and return them.

The instructor shall use the following guidelines in the event that a student is disruptive in class or in the drill yard:

The instructor shall inform the student that disruptive behavior in any form is not allowed by the RI Fire Training Academy.

The instructor shall document this by forwarding an email to the program coordinator and Director.

When did the behavior take place (location and time?)

Who was involved in the behavior?

What was the behavior?

**If the infraction is a safety issue, the instructor may dismiss the student from the class. The instructor shall notify the Coordinator and Director.**

It shall be the responsibility of the Director to document any further disciplinary action. The Director is responsible for notifying the students Chief of Department.

Disciplinary action may be appealed under section 4-9 of the policies and procedures.

### **7.2.2 STUDENT RESPONSIBILITIES**

It will be the student's responsibility to arrive at class on time. Late time may be charged to absence. The class instructions will be followed implicitly, if there is any doubt, the student can ask for an explanation from the instructor. Students will dress for class in an appropriate manner; they shall not report to class in ripped clothing or without shirts and shoes.

It will be the student's responsibility to complete any and all class assignments on time. Completion of quizzes and tests will be mandatory; if missed, they must be made up. A passing grade is 70 %. All practical evolutions will be graded as pass/fail.

Any student caught cheating on an exam will receive a failure for that exam, be asked to leave class and be reported to the coordinator and the chief of their department. The disposition of the student continuing in the program will be the decision of the Director.

There shall be no consumption of alcoholic beverages at the break or during any fire academy program. Any student who reports to class under the influence of alcohol, drugs, or medication that might impair performance will be asked to leave. Alcoholic beverages or drugs will not be tolerated in class or the drill yard.

Cell phones are not allowed on the training pad during practical evolutions. Cell phones in the classroom are to be off or turned to silent during class times.

Proper decorum will be maintained in the classroom and drill yard at all times. Failure to do so may result in the student being asked to leave for that session, with that time being charged to absence.

Rhode Island State Law prohibits **SMOKING** in any building or grounds where training exercises or classes are conducted.

All students shall be subject to these rules while in attendance at a Rhode Island Fire Training Academy program. Violations of the above-stated rules will be handled according to procedures outlined in sections 4-9 and 6-2.

Student complaints will be handled according to policies and procedures outlined in section 4-9.1.

### **7.3 EVALUATIONS**

One way that the instructor and the academy have of monitoring effectiveness of programs is by the comments of the students. To encourage candid moments, the academy has adopted a multiple choice type evaluation survey sheet. Each student should receive an evaluation sheet before the conclusion of each class to be completed and submitted. The evaluations, attendance and instructor payment form will be placed in a manila envelope and clearly marked with the class number, instructor, and coordinator, and forwarded to the director.

### **7.4 CLASS CANCELLATION**

During winter months, inclement weather may force the cancellation of classes. Every effort will be made to have cancellations announced over various radio stations.

Instructors will also be provided with the phone number of a contact person for themselves and students.

In the event that a class must be canceled, for whatever reason, or a serious situation arises, the director shall be contacted immediately.

It is the responsibility of the Director to cancel classes. (Director's Cell Phone 401-255-4128)

## **SECTION 8**

### **TESTING PROCEDURES**

#### **8.1 TESTING PROCEDURES**

The Director of the Rhode Island State Fire Training Academy will provide a Training program for all Test Administrators. The program will include:

- Testing Security
- Responsibility for Testing Security
- Pre-Test Security
- Consequences of Testing Violations
- Test Environment
- Testing Materials
- Test Administration
- Special Procedures
- Post-Test Activities/Procedures
- Training in specific subject areas

Testing administrators will be course Coordinators selected by the Director of the Rhode Island State Fire Training Academy, and confirmed by the Rhode Island Fire Education and Training Coordinating Board.

Proctors/Evaluators may be selected by the Testing Administrator and confirmed by the Director of the Rhode Island State Fire Training Academy.

Testing Administrators and Proctors/Evaluators must be Rhode Island State Fire Training Academy Instructors and sign a confidentiality agreement

## **SECTION 9**

### **CERTIFICATION**

#### **9.1 PROGRAM COMPLETION**

The Rhode Island Fire Training Academy will issue a certificate of program completion to all students who complete and pass a program sponsored by the Academy with the appropriate documentation submitted.

#### **9.2 CERTIFICATION**

A student who completes certified courses according to Academy policy will receive certification at that level by the Academy.

#### **9.3 PRO BOARD CERTIFICATION**

Any student who completes a program six (6) months prior to Pro Board Certification would be allowed to have that Pro Board Certification, as long as the program was conducted under Pro Board guidelines.

#### **9.4 INCUMBENT ELIGIBILITY POLICY**

Any student seeking certification to Fire Instructor Level II must be a current “ProBoard” certified Fire Instructor Level I.

#### **9.5 PREREQUISITES**

Accredited certification (ProBoard, IFSCA) is required for all prerequisites which are identified by the NFPA Standards for a level to which a candidate is seeking certification.

#### **9.6 TEST SECURITY**

Test validation will be conducted at the Academy. Program Coordinators may assist the Academy Director; however, all test questions shall remain at the Academy.

Test banks are loaded on one Academy computer which is password protected. Test bank discs are locked in the Office of the Director.

If testing is done off-site, tests are transported in sealed envelopes and must be returned to the Academy within 24 hours after the test is taken. Coordinators will sign a confidentiality agreement.

## **9.7 SAFE ENVIRONMENT**

Each testing station limits the number of students and testing is done on an individual level or as a team.

Depending on the station, students are required to be in full Personal Protective Equipment. All equipment must meet current NFPA standards. (Standard in place at the time of purchase.)

The fire station or a tent is set up for rehab, and EMS personnel are available.

In the event of an injury, the Director is to be notified and the standard RI Fire Academy Injury Report is to be filled out and submitted to the Director.

Prior to participating in any training exercise, all RIFTA Instructors shall successfully complete the RIFTA orientation and training program for the prop(s) being used. The RIFTA Director and or Facility Manager or their designee shall maintain a list of the Instructors qualified to use RIFTA prop(s). This list will be maintained at the RIFTA offices and the RIFTA Training Facility. Any instructor must have both a RIFTA accepted 1041 and 1403 certification to conduct a live fire evolution. For all training, the Instructor will be certified for that particular discipline. (Facility policy and procedure)

All instructors and skills evaluators are NFPA 1403 RIFA approved

## **9.8 AUTHORITY**

The Rhode Island Fire Education and Training Coordinating Board shall be the sole certifying agency for the certification and training of all levels of fire service personnel within the State.

A subcommittee on Certification will be established to work with the Director. Access to the examination questions database is restricted to the Director or his/her designee.

The authorized signature for the National Board on Fire Service Professional Qualifications, Inc. certification shall be the Director of the Rhode Island Fire Training Academy.

## **9.9 PROGRAM GOALS**

This section shall set forth the policies and procedures of the Fire Service Certification System of the State of Rhode Island as formulated by the Rhode Island Fire Education and Training Coordinating Board.

## **9.10 DEFINITION – FIRE SERVICE PERSONNEL**

A person who is a member of one of more of the following:

- a. A municipal fire department in the State of Rhode Island, compensated or uncompensated, active or retired.
- b. A non-municipal organization whose sole function is to provide services equivalent to a municipal fire department to a municipality in the State of Rhode Island, compensated or uncompensated, active or retired.
- c. Full-time, civilian (non-military) members of military fire departments on installations, which are located within the State of Rhode Island.

## **9.11 STANDARDS**

The most current National Fire Protection Association Standards of the National Board on Fire Service Professional Qualifications, Inc. shall be adopted as the standards for certification of the Rhode Island Fire Service.

The Board shall apply for reaccreditation for all certification levels as required by the National Board on Fire Service Professional Qualifications, Inc.

The following National Fire Protection Association standards shall be used as the standards for Rhode Island Fire Service Certification for the following levels:

Firefighter I/II: NFPA Standard 1001, Standard for Firefighter Professional Qualifications

Driver Operator/Pumper/Aerial: NFPA Standard 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.

Rope Rescue I/II: NFPA 1006, Standard for Technical Rescuer Professional Qualifications.

Confine Space Rescue I/II: NFPA 1006, Standard for Technical Rescuer Professional Qualifications.

Fire Officer I: NFPA 1021, Standard for Fire Officer Professional Qualifications.

Fire Instructor I: NFPA 1041, Standard for Fire Instructor Professional Qualifications.

Hazardous Materials: Operations Level Responder, Technician: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

Incident Safety Officer: Fire Suppression: NFPA 1521, Standard for Fire Department Safety Officer.

## 9.12 EXAMINER

**Eligibility** – Any member of the Rhode Island Fire Service who meets the listed criteria as outlined.

Examiner is any member of the Rhode Island Fire Service currently providing services to the Rhode Island Fire Training Academy as a fire instructor/coordinator.

Examiner must have a minimum of five years' experience as a member of the RIFTA. Proctors must be Firefighter Level II, NFPA 1041 Fire Instructor Level I. Examiner must attend a RIFTA approved training program and attend update sessions as certification levels change.

## 9.13 EXAMINATIONS

**Sites:** The Rhode Island Fire Education and Training Coordination Board shall determine the schedule and location of certification examinations.

**Reference Listing:** A list of reference materials from which examinations have been compiled shall be offered as study guides to prospective candidates for certification.

**Fees:** As determined by the Rhode Island Fire Education and Training Coordination Board

**Notification of Examinations:** Notifications of the examination shall be sent to all Fire Chiefs, Training Officers.

**Grading:** Grading sheets shall be completed immediately upon completion of an examination.

All certifications exams are based upon the current NFPA standard.

**Notification of Grades:** Candidates shall be notified of grades by email within ten working days of an examination.

All participants in certification written examinations who pass or fail an examination shall be notified by receiving a pass/fail email.

Candidates may contact the Academy and receive the numerical score after proper identification.

All participants in certification practical examinations who pass an examination shall be notified by receiving a "pass" grade only.

All participants in certification practical examinations who fail an examination shall be notified by receiving a "fail" grade only and a summary of the failed practical skills.

**Retest Policy:** Candidates who fail to achieve a score of 70% may retake the examination within six months of the original test date. Only one retake of the written examination is allowed. Candidates who fail a skill station, are allowed one retake at the end of the practical skills testing session. If the candidate fails that retest, they may schedule one retake with-in six months of the original test

date. Failure of this skill at the retest will require the candidate to retake the entire program.

**Appeal Process:** If after following the chain of command a student feels that he/she has not received fair treatment, or has a question or concern with any item on a test, or a test result or any aspect of the certification system, an appeal can be made to the Fire Education and Training Coordinating Board of the Rhode Island Fire Training Academy. The Board, after receiving an appeal, will convene a panel from the current roster of members. The panel will consist of three (3) members, one

(1) each chosen by each party in the dispute, and one (1) chosen by the Chair. The decision of the panel will be binding, and no further appeal will be heard. During the course of the hearing, a student can represent him/herself or be represented by counsel and present witnesses. Any corroborating documents or information can also be presented at this time. A decision in an appeal will be rendered within ten (10) days after the conclusion of the hearing. Said decision will be made in written form to the student, and a copy will be sent to the Director of the Rhode Island Fire Academy and the Chair of the Fire Education and Training Coordinating Board of the Rhode Island Fire Academy.

**Examination Content:** A review and validation process for examination questions shall be established.

After each certification exam, a review of the test scores shall be conducted.

**Question Selection:** Questions for the cognitive portion of any examination are selected by LXR software from the test bank questions which have been validated to reflect full coverage of the NFPA standard.

**Practical Skills:** There will be mandatory skills and randomly selected skills from the remaining skills.

**Periodic Review:** Written test results are reviewed after each test. LXR software used to produce the analysis.

Practical skills will be reviewed after each practical skill testing for consistency. This review is conducted by the Academy Director and Program Coordinators.

**Recertification:** Recertification for each level shall be addressed when the latest edition of the applicable adopted standard is reviewed.

**Examination administration:** Adequate supervision shall be provided at all certification examinations and testing sessions to ensure control, adherence to established procedures, and safety. Such supervision shall be provided by a member of the Rhode Island Fire Academy management staff.

**Scripts:** A standard script shall be read to the candidates for a written test by each test proctor.

A standard script shall be read to the candidates at each skill station, by the skill station evaluator.

#### **9.14 PARTICIPATION**

The minimum age for certification in the State of Rhode Island shall be 18 years of age at the time of the examination. There shall be no maximum age.

Reapplication: Candidates who have failed a certification examination shall be afforded the opportunity to retest.

Candidates are allowed to retest after 30 days and before one year after the conclusion of the program.

Candidates who fail a skills evaluation shall have the opportunity to make-up the skills station at the end of the day. If they still fail the skills station, they may schedule a retest based on the same as for written examinations.

Reciprocity: Verified national recognition by the National Professional Qualifications Board, the National Board of Professional Fire Service Qualifications, Inc. or the International Fire Service Accreditation Congress as the appropriate level, shall be accepted as equivalent to Rhode Island certification for that level.

## 9.15 LEVELS OF CERTIFICATION

### Firefighter Level I:

#### **Administration**

To become certified to any specific level, a candidate must successfully complete all required course work.

The Emergency Medical Care objectives of NFPA 1001 shall not be addressed by the examination. Candidates shall provide written proof of having received training to the requirements of Rhode Island First Responder prior to being certified.

The examination shall consist of written questions and practical demonstrations.

During practical examinations, there shall be at least one instructor/coordinator per station.

During written examinations, there shall be at least one written examination proctor.

#### **Equipment**

Materials and equipment shall be made available to conduct the specific written or practical examination being administered.

Personal protective equipment shall be in compliance with the latest edition at the time of purchase.

Personal protective equipment shall include hoods for any live fire practical.

SCBA shall be supplied by the Academy

#### **Written Examination**

The written examination shall consist of 100 questions. The written examination shall have a time limit of 120 minutes.

#### **Practical Examination**

The practical examination shall consist of five non-fire skills and two fire skill stations which are randomly selected.

A candidate may choose to don the SCBA by using either the overhead or coat method. Successful completion of the SCBA inspection and donning station shall be mandatory to pass the examination.

Only ladders owned by the Rhode Island Fire Academy and used for examinations, shall be climbed in the fly-out position.

#### **Grading**

Test or quizzes will be given at the beginning of class, prior to the introduction of a new subject. The final exam will be given on the last day of class. Candidates will have a maximum of two (2) hours to complete the final exam. The average of all tests/quizzes will count for 60% of the total grade, and the final exam will count for the remaining 40% of the total grade. To successfully complete the course each candidate must finish with an average grade of 70%. Any individual that does not pass their final exam with a grade of 70% or higher will not be eligible for Pro Board Certification. Any individual that does not pass the final examination will be offered one opportunity to take a make-up examination. Make-up examinations need to be

arranged through the Director of the Rhode Island Fire Academy no sooner than thirty (30) days, and no later than six (6) months after the final exam.

Candidates shall be required to complete all practical skill sheets with a minimum score of 70% each to successfully complete that portion of the examination. A passing grade shall be mandatory on all critical skills being examined.

Candidates must pass all stations to successfully complete the practical examination.

No partial credit will be awarded.

Candidates for certification who fail a practical skill examination shall be afforded the opportunity to retake the failed skill on the same day as the failure occurred.

Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.

If an additional retest is necessary the candidate must schedule the retake within 6 months of the original test date.

## Firefighter II

### **Administration**

A candidate must be certified by the Rhode Island Fire Education and Training Coordination Board to the Firefighter I level for an application for a Firefighter II examination to be accepted.

To become certified to any specific level a candidate must successfully complete all required course work.

The Emergency Medical Care objectives of NFPA 1001 shall not be addressed by the examination. Candidates shall provide written proof of having received training to the requirements of Rhode Island First Responder prior to being certified.

The examination shall consist of written questions and participation in practical demonstrations including Live Fire and Vehicle Extraction.

During practical examinations, there shall be at least one instructor/coordinator per station.

During written examinations, there shall be at least one written examination proctor.

### **Equipment**

Materials and equipment shall be made available to conduct the specific written or practical examination being administered.

Personal protective equipment shall be in compliance with the latest edition at the time of purchase.

Personal protective equipment shall include hoods for any live fire practical.

SCBA shall be supplied by the Academy

### **Written Examination**

The written examination shall consist of 75 questions.

The written examination shall have a time limit of 90 minutes.

**Grading**

Candidates shall be required to obtain a minimum score of 70% on the written examination in order to successfully complete that portion of the examination. To successfully complete the course each candidate must finish with an average grade of 70%. Any individual that does not pass their final exam with a grade of 70% or higher will not be eligible for Pro Board Certification. Any individual that does not pass the final examination will be offered one opportunity to take a make-up examination. Make-up examinations need to be arranged through the Director of the Rhode Island Fire Academy no sooner than thirty (30) days, and no later than six (6) months after the final exam.

**Fire Instructor I****Administration**

Candidates who apply and are accepted for Fire Instructor I certification shall be required to fulfill the requirements for certification in effect on the date of acceptance.

Candidates shall be certified to the level of Firefighter Level II.

The Fire Instructor I Certification Examination shall consist of both a written examination portion and a 20-minute presentation by the candidate.

**Equipment**

Equipment shall be available to conduct the specific practical examination being administered.

The Fire Instructor I practical (20 min. presentation) shall cover the following types of projectable and non-projectable equipment (must use 2).

Chalkboard, Easel Pad, Laptop computer and LCD projector, and a PowerPoint program.

**Written Examination**

The written examination shall consist of 100 questions, with a time limit of 120 minutes.

**Practical Examination**

One examiner shall be required for the Fire Instructor I 20-minute presentation.

**Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

Candidates shall demonstrate the ability to communicate in front of an audience as outlined throughout the program.

## Hazardous Materials: Operation Level Responders

### **Administration**

NFPA Standard 472 “Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents”, Chapters 1 through 5, 6.2 & 6.6 inclusive, shall be the standard for Rhode Island certification at the Hazardous Materials: Operational Level Responder level.

For an application to a Hazardous Materials: Operation Level Responder certification written examination to be accepted, candidates shall furnish proof of certification to the level of Firefighter Level I by the Rhode Island Fire Education and Training Coordination Board OR received reciprocal credit from either the NBFSPQ or IFSAC.

### **Equipment**

Equipment shall be available to conduct the specific practical examination being administered.

### **Written Examination**

The written examination shall consist of 50 questions with a time limit of 90 minutes.

### **Practical Examination**

Candidates must attend the practical skills portion of the program.

Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.

If an additional retest is necessary, the candidate must schedule the retake within six months of the original test date.

### **Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

## Hazardous Materials Technician

### **Administration**

Candidates shall be certified as a Firefighter Level II and Hazardous Materials: Operation Level Responder to be accepted as a Hazardous Materials Technician candidate.

### **Examination**

The examination shall consist of written questions and practical demonstrations.

The written and practical examination may be conducted on the same day

There shall be at least one examiner per station and one coordinator who will manage the written and practical examinations.

### **Equipment**

Equipment shall be available to conduct the specific practical examination being administered.

### **Written Examination**

The written examination shall consist of 100 questions, with a time limit of 120 minutes.

### **Practical Examination**

Practical skills evaluation shall be conducted.

Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.

If an additional retest is necessary, the candidate must schedule the retake within six months of the original test date.

### **Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

Candidates shall complete all practical skills stations.

## Fire Officer I

### **Administration**

For an application to a Fire Officer I program, the following criteria shall be utilized. All Firefighters must be certified to the level of Firefighter II and Fire Instructor I by the Rhode Island Training and Education Board.

### **Written Examination**

The written examination shall consist of 100 questions, with a time limit of 120 minutes.

### **Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

## Driver Operator/Pumper/Aerial

### **Administration**

All candidates must be certified to the level of Firefighter I. Candidates also must hold a valid driver's license.

**Equipment**

Equipment shall be available to conduct the specific practical examination being administered.

**Written Examination**

The written examination shall consist of 100 questions, with a time limit of 120 minutes.

**Practical Examination**

Practical examination consists of three stations.

1. Pre-trip inspection and road test
2. Driving evolution
3. Pumping/Aerial evolution

Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.

If an additional retest is necessary, the candidate must schedule the retake within six months of the original test date.

**Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

Candidates shall complete all practical skills stations.

During the road test, a Practical Skills Examiner shall ride in the front seat adjacent to the candidate for safety.

**Technical Rescue: Rope Rescue I/II****Administration**

Candidates must be certified to the level of Firefighter II.

**Written Examination**

The written examination shall consist of 100 questions and a time limit of 120 minutes.

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

**Practical Examination**

The practical skills examination shall consist of 4 stations.

Candidates must successfully complete all practical skill stations.

Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.

If an additional retest is necessary, the candidate must schedule the retake within six months of the original test date.

**Grading**

Candidates must achieve a minimum of 70% on the written examination.  
Candidates must successfully complete all skill stations.

Technical Rescue: Confine Space Rescue I/II**Administration**

Candidates must be certified to the level of Firefighter II.  
Candidates must be certified to the level of Rope Rescue II

**Written Examination**

The written examination shall consist of 50 questions and a time limit of 90 minutes.  
Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

**Practical Examination**

The practical skills examination shall consist of 4 stations.  
Candidates must successfully complete all practical skill stations.  
Practical skills retakes shall be evaluated by an examiner other than the examiner who noted the original failure.  
If an additional retest is necessary, the candidate must schedule the retake within six months of the original test date.

**Grading**

Candidates must achieve a minimum of 70% on the written examination.  
Candidates must successfully complete all skill stations.

Incident Safety Officer: Fire Suppression**Administration**

All candidates must be certified to the level of Fire Officer I  
Candidates also must hold a valid driver's license.

**Written Examination**

The written examination shall consist of 100 questions, with a time limit of 120 minutes.

**Grading**

Candidates shall achieve a minimum of 70% on the written examination in order to successfully complete that portion of the examination.

## **9.16 Fraudulent Representation**

The Rhode Island Fire Education and Training Coordination Board, on the recommendation of the Certification Subcommittee, may suspend, revoke or deny certification when deemed appropriate as outlined below.

The Certification subcommittee shall develop procedures and/or forms as necessary to evaluate claims made under this policy. All claims must be made in writing to the subcommittee.

If after evaluation the subcommittee determines that an individual:

1. Has knowingly made a material misrepresentation of any information required for certification, or
2. Has knowingly by means of false pretenses, deception, fraud or cheating obtained documents or certification, or
3. Has knowingly by any means of false pretense, deception, fraud or cheating, obtained documents or certification for another individual.

The subcommittee shall suspend, revoke or deny any and all affected certifications.

As part of the review procedure, individuals shall have the opportunity to present information to support or refute all claims.

## **9.17 RECORDS**

### **Certificates**

All participants who successfully complete all required portions of a certification examination will be issued a Rhode Island certificate.

The date of certification shall be the date that a person has completed all portions of the examination process.

The fee for replacement/duplicate certificates shall be \$10.00.

### **Confidentiality**

All records regarding certification shall remain confidential with the exception that the Rhode Island Fire Training Academy may verify that a candidate is or is not certified at a particular level.

#### **Retention**

All Fire Training Academy records are permanently maintained by the Academy.

## **APPENDIX**

- A-1 RHODE ISLAND FIRE ACADEMY CLASS POLICY
- A-2 COURSE REGISTRATION FORM
- A-3 INJURY REPORT
- A-4 EQUIPMENT/APPARATUS REQUEST
- A-5 CONFIDENTIALITY AGREEMENT FOR  
INSTRUCTORS
- A-6 LIABILITY WAIVER FORM

# Rhode Island Fire Training Academy Class Policy Student Handout

## GENERAL INFORMATION FOR FIRE ACADEMY STUDENTS

**ATTENDANCE:** Students absent for more than 10% of the classroom sessions **will not be eligible to take the final exam.** Students must complete and pass all practical skills when required by the program. The student must initial next to their name on the attendance sheet for each day of class. If a student neglects to initial the attendance sheet, they will be counted absent for the complete class.

**NOTEBOOKS:** Students will be required to keep a notebook containing information for the Firefighter I class, *6th Edition of Fire Fighting Essentials*. Notebooks will be reviewed and graded by the Course Coordinator and given a point value between zero (0) and five (5). These points will be added to the students' final grade. The material entered into the notebook is determined by the student, but must be neat and legible at all times.

**EXAMINATIONS:** Test or quizzes will be given at the beginning of class, prior to the introduction of a new subject. The final exam will be given on the last day of class. Students will have a maximum of two (2) hours to complete the final exam. The average of all tests/quizzes will count for 60% of the total grade, and the final exam will count for the remaining 40% of the total grade. To successfully complete the course each student must finish with an average grade of 70%. **Any individual that does not pass their final exam with a grade of 70% or higher will not be eligible for Pro Board Certification.** Any individual that does not pass the final examination will be offered **one** opportunity to take a make-up examination. Make-up examinations need to be arranged through the Director of the Rhode Island Fire Academy no sooner than thirty (30) days, and no later than six (6) months after the final exam.

**EVALUATIONS:** Students are required to complete course instructor evaluations. Evaluation forms will be distributed on the first day of class, and are to be returned to the coordinator on final exam day.

**BREAKS:** Students will be allowed adequate break time.

**ALCOHOLIC BEVERAGES/SMOKING:** There shall be **NO** consumption of alcoholic beverages at break or during any Fire Academy program. Any student who reports to class under the influence of alcohol, drugs or medication that might impair performance will be asked to leave. Alcohol or drugs **will not** be tolerated in class or the drill yard. Rhode Island law prohibits **SMOKING** in any building or grounds where training exercises or classes are conducted.

**PAGER AND PHONES:** ALL personal alert devices must be turned off or placed in a vibrating mode while in class. With the exception of a major incident, students are considered “out of service” during class hours.

**DRESS CODE:** No hats, shorts, cutoffs, muscle shirts, or tank tops shall be worn in the classroom. No firefighting gear, coat, and night hitches will be allowed as outerwear while in the classroom with the exception of the class entitled Personal Protective Equipment (PPE).

**CHAIN OF COMMAND:** The chain of command used to address any concern or problem that a student may have is as follows: (1) Instructor, (2) Coordinator, and (3) Director.

**APPEAL PROCESS:** If after following the chain of command a student feels that he/she has not received fair treatment, or has a question or concern with any item on a test, an appeal can be made to the Fire Education and Training Coordinating Board of the Rhode Island Fire Academy. The Board, after receiving an appeal, will convene a panel from the current roster of members. The panel will consist of three (3) members, one (1) each chosen by each party in the dispute, and one (1) chosen by the Chair. The decision of the panel will be binding, and no further appeal will be heard. During the course of the hearing, a student can represent him/herself or be represented by counsel and present witnesses. Any corroborating documents or information can also be presented at this time. A decision in an appeal will be rendered within ten (10) days after the conclusion of the hearing. Said decision will be made in written form to the student, and a copy will be sent to the Director of the Rhode Island Fire Academy and the Chair of the Fire Education and Training Coordinating Board of the Rhode Island Fire Academy.

**CLASS CANCELLATION:** during the winter months, inclement weather may force the cancellation of classes. Every effort will be made to have cancellations announced over various radio stations. Coordinator/Instructors will be provided with an e-mail address or phone number to contact student when necessary.



**RHODE ISLAND FIRE ACADEMY**  
4 Green Lane Exeter, RI 02822  
Tel: (401) 294-5417



**STUDENT REGISTRATION FORM**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Last 4 digits of Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Night Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

**PROGRAM INFORMATION**

Program Requested: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**No application will be accepted without authorized signature and proof of prerequisite if needed.**

I certify that the information recorded on this application is correct. I agree to abide by the rules, policies, and regulations of the Rhode Island Fire Training Academy if I am admitted as a student. Falsification of information may result in denial of a course certificate. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge or designee of my organization. All requests for information shall be in writing from said chief or designee.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please check box if applicable:             Retired\*             Non-Fire Service Personnel\*

\* If you are retired or non-fire service personnel, a fire academy liability waiver must be signed and attached. Chief of supervisor's signature (below) is not required.

I certify that the listed applicant is a member of our fire department/agency and is covered by my organization's Worker's Compensation insurance while participating in such training, and that the Fire Education and Training Coordinating Board, its commissioners, officers, agents or employees shall not be liable for any injuries sustained during such training. This applicant is considered by my department's standards to be physically and emotionally fit to perform firefighting evolutions without special consideration.

**Chief/Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Rhode Island Fire Academy

## INJURY REPORT

NAME OF INJURED PERSON: \_\_\_\_\_

DATE OF INJURY: \_\_\_\_\_ TIME OF INJURY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION OF INJURIES \_\_\_\_\_

TREATMENT RENDERED ON SCENE [PLEASE LIST TYPE OF TREATMENT AND PERSON RENDERING TREATMENT]: \_\_\_\_\_

TRANSPORTED:  YES  NO

IF YES, BY WHOM: \_\_\_\_\_

WHERE: \_\_\_\_\_

RIEMS RUN REPORT NUMBER [IF AVAILABLE]: \_\_\_\_\_

DISPOSITION [IF KNOWN]: \_\_\_\_\_

### NOTIFICATIONS:

1. FIRE DEPARTMENT RESCUE [TIME, DATE, RESULTS]  \_\_\_\_\_

2. EMERGENCY CONTACT [TIME, DATE, RESULTS]  \_\_\_\_\_

3. DIRECTOR [TIME, DATE, RESULTS]  \_\_\_\_\_

4. \_\_\_\_\_ [TIME, DATE, RESULTS]  \_\_\_\_\_

5. \_\_\_\_\_ [TIME, DATE, RESULTS]  \_\_\_\_\_

### WITNESSES [NAMES AND CONTACT NUMBERS]:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

NARRATIVE OF INCIDENT THAT LED TO INJURY [USE ADDITIONAL SHEET IF NECESSARY. PLEASE BE AS DETAILED AND COMPLETE AS POSSIBLE]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Rhode Island Fire Academy**  
**EQUIPMENT/APPARATUS**  
**REQUEST FORM**

I hereby request the following equipment/apparatus for use in the following class:

PROGRAM OR COURSE NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

MANNER OF DELIVERY: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ TIME: \_\_\_\_\_

EQUIPMENT/APPARATUS REQUESTED [PLEASE BE SPECIFIC]: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE: \_\_\_\_\_

PRE-INSPECTED BY/DATE: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

POST-INSPECTED BY/DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person requesting equipment/apparatus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person taking equipment/apparatus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person returning equipment/apparatus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving equipment/apparatus

\_\_\_\_\_  
Date



**RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY**  
**State Fire Marshal Rhode Island Fire Academy**  
**4 Green Lane, Exeter, RI 02822**  
**Telephone: (401) 294-5417 – Fax: (401) 294-5417**



Colonel Ann C. Assumpico  
 Commissioner, Department of Public Safety  
 Superintendent, Rhode Island State Police

Mark S. Pare, EFO  
 Director of RI Fire Academy  
 Division of the State Fire Marshal

## Rhode Island Fire Academy

### ACCIDENT WAIVER AND RELEASE OF LIABILITY

In consideration of participation in the Rhode Island Fire Academy, I understand and agree to the following:

1. The Candidate understands and recognizes that fire and safety training involves a degree of physical exercise and physical activity which could result in physical and emotional injury, disability or death.
2. The Candidate warrants, represents and certifies that he/she is mentally and physically capable of participating in the Fire Academy participation, and has not been advised to not participate by a qualified medical professional. The Candidate warrants, represents and certifies that he/she does not have a chronic/acute problem of the neck, back, wrist, knee, heart or muscular system, or any other medical condition which could prevent participation in the Rhode Island Fire Academy.
3. The Candidate consents to receive medical treatment, which may be deemed advisable in the event of injury, accident, or illness.
4. The Candidate hereby waives all claims, releases, indemnifies and holds harmless the State of Rhode Island and all its officers, employees, public and private capacities, from any and all liability, claims, suits, demands, expenses of litigation, or causes of action whatsoever, of damage to or loss of use of any property occasioned by error, omission, or negligent act of the Candidate or any other person.
5. The Candidate hereby agrees to indemnify, defend and hold harmless the State of Rhode Island and all its officials, officers, employees, public and private capacities, from and against any and all claims, losses, damages, causes of action, suits, and liability of any kind, including but not limited to court costs and attorney fees for death or injury, or loss of, damage to, or loss of use of any property arising out of participation in the Rhode Island Fire Academy.
6. The Candidate intends that this Agreement shall be effective and binding upon his/her heirs, next of kin, executors, administrators, and assigns. I, the undersigned, have carefully read this Agreement in its entirety and fully understand all its terms. I am aware that the above is my assumption of risk, and an agreement by me to release and indemnify the State of Rhode Island. I execute it voluntarily and knowingly. In witness whereof, I have executed this release on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the State of Rhode Island.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 WITNESSES (Please print name)

\_\_\_\_\_