

HEARTLAND FIRE TRAINING



POLICY MANUAL

Approved 7/2/15



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Purpose of Manual

PURPOSE

To ensure the training facilities are utilizing the most efficient method possible it becomes important to follow a commonly accepted set of guidelines.

BACKGROUND

POLICY

- 1.1.1 **Shared training programs and facilities equal operational effectiveness.**
The process of training together translates into more effective operations during emergency incidents.
- 1.1.2 **Shared training programs and staff.**
Agencies share the same needs to deliver mandated and new training programs. By sharing the training programs duplication of effort by individual agencies can be minimized.
- 1.1.3 **Provide Training while minimizing the impact to operational coverage.**
Agencies should coordinate training activities at HFTA to minimize JPA member coverage issues while preventing facility overcrowding issues.
- 1.1.4 **Safety.** Training should be done safely and in accordance with accepted National, State, and Agency standards.
- 1.1.5 **Shared ongoing operational costs.**
Training facilities and programs have ongoing operational costs that can be shared in a cost-effective manner.
- 1.1.6 **Cost Neutral sponsored classes.** To the extent possible, sponsored classes should have revenue that covers the expenditures. Classes should be efficient and minimize the impact on the budget.



Section: 1 Admin

Policy: 1 HFTA Purpose

Effective: 7/2/15

Revised:



HFTA Member Fees

PURPOSE

To define the formula which determines the maintenance fees for members and contract agencies.

BACKGROUND

Formula is determined by the Board of Chiefs and approved by the HFTA Commission

POLICY

Total of Average Daily Staffing from all agencies – excluding contract agencies	(N)
Total of Average Daily Staffing from all agencies –INCLUDING contract agencies	(T)
Individual Average Daily Staffing	(I)
Agency % of Average Daily Staffing	(P)
Total General Fund Expenditures	(E)
General Fund Deductions	(D)
<ul style="list-style-type: none">• Estimated Academy Revenue• Contract agency fees• General fund beginning fund balance• Offset transfer into general fund from special revenue• Investment income	
Total Member Agency Contributions	(M)

Member assessment formula

$$I \div N = P$$

$$E - D = M$$

$$P \times M = \text{Individual Member Agency Contribution (rounded)}$$

Contract assessment formula

$$I \div T = P$$

$$P \times E = \text{Individual Contract Agency Contribution (rounded)}$$



Membership Example

An Agency has 20 personnel (Average Daily Staffing) = I
117 is the total of all Agencies Average Daily Staffing = N

$$20 \div 117 = 17.094017094 \% (I \div N = P)$$

Total Expenditures is \$635,577 = E

Total Deductions is \$263,067 = D

$$635,577 - 263,067 = \$372,509 (E - D = M)$$

$$.17094017094 \times 372,509 = \$63,677 (P \times M = \text{Member Agency Contribution})$$



HFTA Fund Balance

PURPOSE

To establish the basic principles and practices for managing HFTA business.

BACKGROUND

POLICY

- 1.3.1 **Not for Profit.** The Heartland Fire Training Authority operates a training facility for the benefit of its members and contract agencies. HFTA offers a variety of in-service training sessions along with specialized classes through various grant programs and Community Colleges. The fee for classes shall cover expenses including instructors, utilities, maintenance, and cleaning but shall not seek excess funding in the form of a profit.
- 1.3.2 **Budget.** The budget should be balanced with Revenues equal to or Greater than Expenditures. The budget process will start In February with the goal of approval by the Board of Chiefs prior to the April Commission Meeting. Accounting shall follow GAAP principles and be audited annually.
- 1.3.3 **Reserves.** Reserves for the General Funds shall be maintained at 10%. A Reserve of \$50,000 shall be maintained in both the Special Revenue and Capital Improvement funds.
- 1.3.4 **Purchasing.** HFTA will follow the current principles and limits as determined by the city of El Cajon. The Chairperson of the Board of Chiefs has the final authority to approve purchases of capital improvement items that have gone out to bid after review by the Board of Chiefs and Commission. These items are to be within the Heartland's budgeted amount. This information is to be brought before the Board of Chiefs, at the next scheduled Chief's Meeting.



GASB Compliance

PURPOSE:

To establish a fund balance policy that will ensure Heartland Fire Training Authority maintains adequate fund balance and reserves in the various governmental funds to provide sufficient cash flow for daily needs, offset significant economic downturns or revenue shortfalls, and provide funds for unforeseen expenditures related to emergencies.

BACKGROUND:

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Board of Commissioners to make certain decisions regarding the use of resources and classifications of ending fund balance in order for the annual financial reports (audits) to be in compliance with generally accepted accounting principles (GAAP). This new standard does not change the total amount of a given fund balance, but it substantially alters the categories and terminology used to describe the components that make up fund balance. The new categories and terminology reflect an approach that focuses, not on the financial resources available for appropriation within a fund, but on the extent to which Heartland Fire Training Authority (HFTA) is bound to honor constraints on the specific purposes for which amounts in the fund can be spent.

POLICY:

This policy focuses on the financial reporting of the Committed, Assigned, and Unassigned Fund Balance categories. Non-spendable and Restricted Fund Balance are established by definition in GASB Statement No. 54 and cannot be modified by Commission action.



1.4.1 **GASB Statement No. 54.** GASB Statement No. 54 defines five categories of fund balance.

- A. *Non-spendable Fund Balance* – That portion of a fund balance that includes amounts that cannot be spent because they are either (a) not in a spendable form, such as prepaid items, inventories of supplies, or loans receivable; or (b) legally or contractually required to be maintained intact, such as the principal portion of an endowment.
- B. *Restricted Fund Balance* – That portion of a fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- C. *Committed Fund Balance* – That portion of a fund balance that includes amounts that can only be used for the specific purposes determined by a formal action of the Board of Commissioners. The Board of Commissioners has authority to establish, modify, or rescind a fund balance commitment.
- D. *Assigned Fund Balance* – That portion of a fund balance that includes amounts that are constrained by the government’s intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established at either the highest level of decision making, or by an official designated for that purpose.
- E. *Unassigned Fund Balance* – That portion of a fund balance that includes amounts that do not fall into one of the above four categories. The General Fund is the only fund that should report this category of fund balance. Unrestricted fund balance is the combination of Committed, Assigned, and Unassigned fund balance.

1.4.2 **Unrestricted Funds.** This policy establishes the order of use of unrestricted fund balance. Committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts. In addition, GASB Statement No. 54 allows the Board of Commissioners authority to “assign” ending fund balance or bestow this authority to a HFTA officer or designee. The Treasurer/Controller is hereby designated as the official who has the authority to establish, modify, or rescind a fund balance assignment.



- 1.4.3 **COMMITTED FUND BALANCE.** General Fund - Operating Reserve. To maintain an operating reserve, equal to 10% of annual expenditures, which serves two purposes:
- (1) To provide General Fund cash flow, and (2) To serve as a reserve against unexpected events or risks outside HFTA's control. This amount is computed by the Treasurer/Controller or designee and approved by the Board of Commissioners each year in conjunction with the adoption of the annual budget.
- 1.4.4 **ASSIGNED FUND BALANCE.** General Fund. The Treasurer/Controller will identify fund balance assignments, if any, in the Budget for each fiscal year.
- 1.4.5 **Special Revenue and Capital Projects Funds.** The Board of Commissioners has demonstrated their intent to utilize this portion of fund balance for the purpose that these funds were established.
- 1.4.6 **UNASSIGNED FUND BALANCE.** That portion of fund balance not classified above.



Facility Use Agreement

PURPOSE

Non-member public agencies and private vendors frequently desire to rent the facility for specific purposes. This policy defines the requirements and parameters for facility use.

BACKGROUND

POLICY

- 1.5.1 **Facility Rental.** HFTA may rent the facility to non-member, non-contract agencies as requested provided it does not affect scheduled training by JPA agencies.
- 1.5.2 **Fees.** Fees shall be based on the current Fee Schedule
- 1.5.3 **Safety Officer.** The renting entity shall designate a Safety Officer during their operations. Depending on the operations to be conducted, HFTA may require a representative or a Safety Officer from HFTA to be present. The Fee for this person shall be the responsibility of the renting agency.
- 1.5.4 **Insurance.** A Certificate of Combined Single Limits Liability insurance (or equivalent) in the amount of \$2 million aggregate Liability and \$500,000 aggregate property damage, naming the Facility as an additional insured will be required prior to the rental dates. A Government Certificate of Self Insurance may be used in lieu of the Liability Policy. Also required:
 - A. A statement that the insurance company is approved to do business in the State of California
 - B. A statement showing the assets and reserves of the Insurance Company, and the rating, if available.
 - C. The User is responsible for other coverages such as Workers' Comp and Liability for their attendees
- 1.5.5 **Indemnity.** The User agrees to indemnify and save harmless the Facility, its officers, agents, and employees, and all claims and losses accruing or resulting in connection with the performance of this Agreement, or which would not have arisen except for the use of the Training Facility by the User.



- 1.5.6 **Cleanup.** The User will clean up the areas used at Facility. In the event the User fails to clean up, there will be a **charge of \$500**, to be used for the purpose of cleaning the Facility.
- 1.5.7 **Repairs.** The User agrees to replace, at no expense to the Facility, any portion of the equipment or buildings which may be destroyed, lost or damaged so as to be unsuitable for the purposes named during the period covered by this Agreement. Such replacement shall be in accordance with written specifications requested of Facility by User and supplied thereto.
- 1.5.8 **Endorsement.** Neither Facility nor User shall in any way endorse or approve any type of product or device for public or commercial use.
- 1.5.9 **Agreement Termination.** Either party may terminate this Agreement upon written notice, effective upon delivery of such notice to the other party.
- 1.5.10 **Right of Control.** At all times during the above Agreement, the Heartland Fire Training Facility reserves the rights control of the aforementioned Facility.



Fee Schedule

PURPOSE

To establish a fee schedule to determine class costs, charges for rental of the Facility, equipment, props, land use, and ensure a fair business practice for use by non-member agencies and students.

BACKGROUND

POLICY

- 1.6.1 **Fee Schedule.** A fee schedule will be established and will be the basis for charges to non-member agencies and individual students.
- 1.6.2 **Commission Approval.** The Fee schedule will be vetted by the Board of Chiefs, and approved by the HFTA Commission.



HFTA Meetings

PURPOSE

To establish a schedule for regular coordination meetings for JPA members.

BACKGROUND

POLICY

- 1.7.1 **Commission Meetings.** The Commission shall provide for its regular meeting on a quarterly basis at the Heartland Fire Training Facility, the second Thursday of each quarter. It shall hold one of the quarterly regular meetings immediately prior to each April 15, at which meeting the Commission shall consider and adopt the annual budget for the Authority for the ensuing fiscal year. The Commission shall provide for such further meetings as may be needed depending upon the pressure of the business or as may reasonably be requested by any Commissioner.
- 1.7.2 **Board of Chiefs.** The Heartland Board of Chiefs shall meet every other month, in February, April, June, August, October and December at the Heartland Fire Training Facility, on the first Tuesday. The Board shall provide for its regular meeting; however, it shall hold at least one regular meeting each quarter. The Board may provide for further meetings as may be needed depending upon the pressure of business or as may reasonably be requested of the Chair of the Board by a majority of the Chiefs. The Chair for the Training Officers Committee shall attend and give any updated information on behalf of the Committee. Agendas will be posted on HFTA website and e-mailed accordingly.
- 1.7.3 **Training Officers.** The Heartland Training Officers Committee shall meet monthly at the Heartland Fire Training Facility, on each second Wednesday. The Chair for the Board of Chiefs shall attend to give any directions per the Board of Chiefs. Agendas will be e-mailed accordingly.
- 1.7.4 **Ralph M. Brown Act.** The Commission and Board shall adopt procedural rules for conducting their meetings and other business. All meetings of the Commission and the Board, including without limitation regular, adjourned regular, and special meetings, shall be called, noticed and conducted in accordance with the provisions of the Ralph M.



Brown Act (commencing with section 54950 of the Government code of the State of California).

- 1.7.5 **Minutes.** The Secretaries of the Commission and Board shall cause minutes of regular, adjourned regular, and special meetings to be kept, and shall, as soon as possible after each meeting, provide a copy of the minutes to each Commissioner and each Chief, respectively, and to each of the Member Agencies.
- 1.7.6 **Quorum.** A majority of the Commission and of the Board shall constitute a quorum for the transaction of business, except that a lesser number may adjourn for lack of a quorum.



Job Descriptions

PURPOSE

To establish the duties of the Chair and Vice Chair of the Board of Chiefs, the Fire Training Manager, and the Administrative Analyst at the Heartland Fire Training Authority.

BACKGROUND

With the placement of the Fire Training Manager at the Facility, there is a need to establish the duties they will perform.

POLICY

- 1.8.1 **Training Manager.** The Training Manager will demonstrate the values of the organization by oversight of the facility in collaboration with fire service leaders in the delivery of various types of training. Under direction of the Heartland JPA Board of Chiefs the Training Manager will direct, supervise, coordinate projects and services; supervise staff; perform technical, administrative, and programmatic work in support of the facility. This position will provide support and assistance to the Authority members, the JPA Board of Chiefs, outside agencies, and the general public.
- 1.8.2 **Essential Functions.** Coordinate the organization, staffing, and operational activities of the Fire Training Center projects, and services; assume responsibility for the day-to-day coordination of activities and operations. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate staff; implement improvements.
 - A. Direct, coordinate, and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
 - B. Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.



- C. Participate in the development and administration of assigned program budget; forecast funds needed for services, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary; manage receipt and expenditure of grant funds and accounting; review, approve, and execute financial requests as needed.
- D. Prepare and coordinate agendas and reports for the Commission, Board of Chiefs, and Training Officer's meetings with staff, legal counsel and Board clerk and attend such meetings. Respond to Board Member inquiries.
- E. Prepare various reports on operations and activities including evaluation of the department safety and training programs operations, activities, program, and policies; recommend improvements and modifications.
- F. Attend and participate in professional training organizations and committees; read journals, newsletters, and other publications to review and analyze current information regarding training and safety training policies, practices, and laws.
- G. Maintain an inventory of all equipment assigned to the Training Center; maintain reservation calendar on equipment; inspect equipment to ensure good working condition; arrange for the service and repair of all equipment; recommend the replacement and purchase of new equipment.
- H. Meet with vendors and consultants to review training and intervention offerings; with assistance from legal counsel, Board of Chiefs, Training Officers, and/or management staff as needed, prepare consultant service agreements, requests for proposals, and related contract documents.
- I. Interface with supervisors and technical staff to determine new procedures or changes to existing procedures that may be required; participate in the development of new procedures to ensure efficient work processes; incorporate new procedures into existing or new training modules.
- J. Develop and maintain JPA training records; notify JPA of scheduled training; track training attendance; maintain pass/fail records; coordinate, submit and process invoices; monitor expenditures.
- K. Market and outreach to promote the facility to local, state, and regional fire and EMS agencies and to private industry users when there is availability; coordinate marketing materials.
- L. Assess and or direct the assessment of JPA training needs and requirements; identify outside training sources as well as develop in-house training seminars; prepare course materials and act as course/facilitator instructor; conduct intervention meetings, team building, and problem-solving exercises.



- M. Maintain records concerning operations and programs; prepare reports on operations and activities for the JPA.
- N. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of employee development and training; incorporate new developments as appropriate into programs.
- O. Perform related duties and responsibilities as required.

1.8.3 **Qualifications.** Two years of responsible operations, facility management, coordination experience, to include two years of administrative and/or lead supervisory experience supplemented by a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

- A. Knowledge of operations, services, and activities of employee development programs and facility management; principles and practices of program development and administration; principles of supervision, training, and performance evaluation; principles of budget preparation and control; grant application and administration principles and practices; operational characteristics of training facility; recent developments, research methods, current literature, and sources of information related to assigned programs and service areas; terminology used in area of assignment; Fire Service Operations, related Federal, State & Local Training requirements is desirable. Purchasing and contract processing; principles and procedures of record keeping; principles of business letter writing and report preparation; modern office procedures, methods, and equipment including computers; computer applications such as word processing, spreadsheets, and statistical databases; open meeting and conflict of interest laws pertaining to local agencies; other pertinent federal, state, and local laws, codes, and regulations.
- B. The ability to coordinate and direct assigned operations, programs, and services; supervise, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing assigned services; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; participate in the



preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the City and JPA to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, government officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative; manage, and coordinate exercises that involve City personnel and local agencies in coordination and collaboration with JPA; identify and respond to community and organizational issues, concerns, and needs; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; prepare clear and concise technical, administrative, and financial reports; operate and use modern office equipment including a computer and various software packages; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and interact and be responsive to Board members.

- C. Valid California driver's license. Must obtain a "Class C" driver license with Firefighter endorsement within twelve (12) months of employment.



1.8.4 **Administrative Analyst.** Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

- A. To supervise, coordinate, and participate in various administrative operations and activities within an assigned department including procurement and contract administration, budget development and monitoring, departmental policy enforcement, and various special projects; to coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a wide variety of professional-level research, administrative and analytical duties in support of assigned department.
- B. This is the full journey level class within the Administrative Analyst series. Employees within this class are distinguished from the Administrative Analyst I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.
- C. Supervision Received and Exercised: Receives direction from assigned management staff. May exercise direct or technical and functional supervision over technical and clerical staff.

1.8.5 **Essential Functions.** The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Perform professional-level research, administrative and analytical duties in support of assigned department; select, adapt and apply appropriate research and statistical techniques.

- A. Prepare analytical and statistical reports including the preparation of conclusions and forecasts based on data summaries and other findings; consult with City staff, outside agencies and associations to obtain information.



- B. Conduct administrative, operational and management analyses, studies and research projects; gather and analyze data; report conclusions and make recommendations.
- C. Participate in the development and implementation of goals, objectives, policies and priorities for assigned functions; recommend and implement resulting policies and procedures.
- D. Provide assistance in resolving operational and administration issues; identify issues and conduct research to find alternative solutions; make recommendations; assist in implementation.
- E. Participate in Citywide grant activities; research grant opportunities for assigned area; prepare grant proposals, letters of inquiry and other grant documents; prepare grant status reports as required.
- F. Participate in the development and administration of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor and approve expenditures; recommend adjustments as necessary.
- G. Oversee and coordinate departmental procurement processes including the development of bid documents and execution of the formal bid process.
- H. Coordinate departmental promotions and public relations functions including public services surveys, various special programs and departmental activity updates.
- I. Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- J. Coordinate assigned services and project activities with other City groups, boards, committees, task forces, external organizations and agencies, and the general public; respond to and resolve inquiries and complaints.
- K. Perform related duties as required.

1.8.6 Education and Experience Guidelines. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A. Equivalent to a Bachelor's degree from an accredited college or university with major course work in a field appropriate to assigned area of responsibility that



may include finance, business administration, public administration, human resources, criminal justice, or another research-intensive field.

- B. Two years of increasingly responsible administrative, analytical and/or budgetary experience including experience specific to area of assignment.
- C. Possession of, or ability to obtain, an appropriate, valid driver's license.

1.8.7 **Qualifications.** The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Knowledge of:

- A. Operational characteristics, services and activities of assigned program area.
- B. Principles and practices specific to area of assignment.
- C. Methods and techniques of data collection, research and report preparation.
- D. Methods and techniques of statistical and financial analysis.
- E. Principles and practices of budget preparation and administration.
- F. Principles and practices of accounting.
- G. Modern office procedures, methods and equipment including computers and supporting applications.
- H. Principles of business letter writing and report preparation.
- I. Basic principles of supervision and training.
- J. Principles and practices of record keeping and records management.
- K. English usage, spelling, grammar and punctuation.
- L. Pertinent federal, state and local laws, codes and regulations.
- M. Ability to:
- N. Perform analytical and administrative support duties in assigned of area.
- O. Interpret and apply pertinent Federal, State and local laws, codes and regulations as well as City policies and procedures.
- P. Participate in various organizational studies and analyses.
- Q. Collect, evaluate and interpret complex information and data.
- R. Assist with budget preparation and administration.
- S. Operate office equipment including computers and supporting applications.
- T. Maintain a variety of ledgers, logs, records, and reports.
- U. Supervise, organize and review the work of lower level staff as assigned.
- V. Prepare clear and concise administrative and financial reports.
- W. Communicate clearly and concisely, both orally and in writing.



- X. Establish and maintain effective working relationships with those contacted in the course of work.
- 1.8.8 **Physical Demands and Working Environment.** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- 1.8.9 **Environment.** Standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- 1.8.10 **Physical.** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations and meetings.
- 1.8.11 **Vision.** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- 1.8.12 **Hearing.** Hear in the normal audio range with or without correction.



1.8.13 **Commission.** The Authority shall be governed by a Commission, which shall be called the “Heartland Fire Training Commission” (hereinafter referred to as “Commissioners”). Each Member Agency which is a party to this Agreement shall have one seat on the Commission, and shall fill such seat by appointment from its governing body. A Commissioner shall serve at the pleasure of the appointing member Agency, except such appointee shall cease to be a Commissioner if he/she ceases to be a member of the governing body of the appointing Member Agency, or if the appointing member Agency ceases to be a party to the Agreement. Each appointing member Agency shall notify the Secretary of the Commission of the respective appointments. The Secretary of the Commission shall notify each Member Agency of the appointments of the other parties. The Commission, as governing body of the Authority, shall formulate and set policy, and shall exercise the powers set forth in Section 4 of the Joint Powers Authority agreement, to accomplish this purpose. While the Commission retains full control and is responsible for the affairs of the Authority, it shall rely upon the Board of Chiefs for actual program development, implementation and operation. The normal vehicle by and through which this shall be accomplished is the annual budget, in the manner set forth in the agreement.

- a) **Chair and Vice Chair.** The Commission shall elect a Chair and Vice Chair at its first meeting, and thereafter, at the first meeting held in each succeeding calendar year, the Commission shall elect or re-elect its Chair and Vice Chair. The Board of Chiefs shall elect a Chair and Vice Chair at its first meeting, and thereafter, at the first meeting held in each succeeding fiscal year, the Board shall elect or re-elect its Chair and Vice Chair. In the event the Chair or Vice Chair so elected ceases to be a Commissioner or Chief, the resulting vacancy shall be filled at the meeting of the Commission or Board held after such vacancy occurs. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair, or in his/her absence the Vice Chair, shall preside at and conduct all meetings of the Commission or Board.
- b) **Secretary.** The Training Manager shall be the Secretary of the Commission. The Secretary will prepare an agenda for each meeting of the Commission. The Administrative Analyst will prepare the minutes. The Secretary of the Commission will give notice of regular meetings to the Commissioners at least seven working days in advance, soliciting any agenda items. Agenda items will be supported by appropriate documentation and explanation. The Secretary of the Commission will deliver the agenda and supporting documentation to each



Commissioner, to each office of the Authority, and to the members of the Board of Chiefs at least five working days prior to the scheduled meeting.

- c) **Treasurer/Controller.** The Director of Finance of the City of El Cajon shall be the Treasurer/Controller of the Authority. The Treasurer/Controller shall attend the meetings of the Commission, and shall advise the Commission in connection with any accounting, budgetary, monetary or other financial matters relating to the Authority. The Treasurer/Controller of the Authority is designated as the person responsible for any monies of the Authority. The duties and responsibilities of the Treasurer/Controller include, but are not limited to, those set forth in sections 6505, 6505.5, and 6509.5 of the Joint Exercise of Powers Act, and shall include the following:
- 1) Establish, with the Commission's approval, the annual budget format, accounts, and documentation pertaining there to which most nearly reflect the objectives of the Authority and the operation of the Facility;
 - 2) Establish and maintain the particular funds and accounts as required by generally accepted accounting practices in which most accurately and appropriately record and report the operations of the Authority as represented by the annual budget document;
 - 3) Enforce strict compliance with the approved annual budget and approve only expenditures authorized therein;
 - 4) Ensure that all available cash on hand is at all times fully invested in the City's cash management program and investment portfolio pertaining thereto; he/she will further ensure that sufficient liquidity is maintained to meet the Authority's cash disbursement needs;
 - 5) Furnish monthly revenue, expenditure and funds status reports to the Chair of the board;
 - 6) Maintain an inventory of all property of the Authority, and may designate the Chair of the Board to be custodian of such property;
 - 7) With advice from the Board, obtain and maintain liability and casualty insurance for the Authority and for the property of the Authority, respectively; and
 - 8) Make all books and records of the Authority in his/her hands open to inspection at all reasonable times by representatives of the Member Agencies.



- d) **Attorney.** The Commission may employ counsel to represent the Authority and advise the Commission in connection with any business relating to the Authority. The attorney, upon request, may advise the Chair of the Board regarding Board business. The attorney shall serve at the pleasure of the Commission.
- e) **Stipends.** Upon appointment into the HFTA Commission, a Commissioner can decide to opt in or opt out of converting to a HFTA employee. While serving, the Commissioner will receive a stipend for attending Commission meetings. Stipend payments would be subject to all standard payroll deductions.

1.8.14 Board of Chiefs. Pursuant to section 6508 of the Act, there is hereby created an administrative body, immediately subordinate to the Commission, to be known as the “Board of Fire Chiefs” (hereinafter “Board,” whose members are hereinafter referred to as “Chiefs”). The membership of the Board shall consist of the Fire Chief from each Member Agency. A Chief shall serve at the pleasure of the Member Agency of which he/she is an employee, except he/she shall cease to be a Chief if he/she ceases to be an employee of the Member Agency, or if such Member Agency ceases to be a party to the Agreement. The Board may increase or decrease its membership according to the number of Member Agencies actively utilizing the Facility pursuant to the Agreement. Each of the Member Agencies shall notify the Secretary of the Board of the names of their respective Chiefs, as applicable. The Board is the administrative arm of the Commission and is authorized to act on behalf of the Commission as necessary for the ordinary conduct of business. The Board is responsible to the Commission for development of the consolidated regional public fire and emergency response personnel training program, and for the leasing of the Facility, acquisition of equipment, personnel staffing, and full-time maintenance and operation of the Facility. The Board shall exercise its authority and responsibilities by and through its Chair.

- a) **Chair and Vice Chair.** The Board shall elect a Chair and Vice Chair at its first meeting, and thereafter at the first meeting held in each succeeding fiscal year, the Board shall elect or re-elect its Chair and Vice Chair. In the event that the Chair or Vice Chair so elect ceases to be a Chief, the resulting vacancy shall be filled at the meeting of the Board held after such vacancy occurs. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair, in his/her absence, the Vice Chair, shall preside at and conduct all meetings of the Board.



- 1.8.15 **Drug Free Workplace.** The Heartland Fire Training Authority is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace that balances our respect for individuals with the need to maintain an alcohol-free and drug-free environment.
- 1.8.16 **Condition of Employment.** As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol. This organization encourages employees to voluntarily seek help with drug and alcohol problems.
- 1.8.17 **Working Conditions.** Employees shall not at any time be under the influence of illegal substances or alcohol while at work. If employees are taking prescription medications that may impair alertness to the level of presenting a safety hazard, they are encouraged to stay home while under the influence of those medications.



Safety Officer

PURPOSE

Designated Safety Officers and related duties.

BACKGROUND

A Safety Officer is necessary to ensure all proper safety procedures are carried out.

POLICY

- 2.1.1 **Drill ground safety.** Safety on the drill ground is everyone's responsibility. Any person can call a stop to an unsafe act or condition.
- 2.1.2 **Routine training.** For routine training the Chief or Company Officer managing the event will be considered the Safety Officer unless otherwise assigned.
- 2.1.3 **Designated Safety Officer.** A Designated Safety Officer should be assigned in all cases where it is an OSHA, NFPA, or NIOSH requirement.
- 2.1.4 **Qualifications.** For most circumstances it is preferred the Safety Officer be the rank of Captain or higher. During a specialized drill (I.E. Hazmat) the best most qualified person may be the designated Safety Officer regardless of rank.
- 2.1.5 **Agency of Origin.** It is preferred that a designated Safety Officer be employed by one of the JPA participating agencies.
- 2.1.6 **Outside agencies.** Depending on the operations involved, an outside agency renting the facility may be required to hire a Safety Officer from a JPA Participating agency.
- 2.1.7 **IIPP.** All personnel shall be familiar with and follow the safety guidelines as defined in the HFTA IIPP.



HFTA PPE Use

PURPOSE

To state the Heartland Training Facility Policy on the use of protective clothing use at H.T.F.

BACKGROUND

Protective clothing is to be worn in certain activities. This is to help ensure that all possible safety conditions have been considered.

POLICY

- 2.2.1 **Minimum clothing.** All personnel using Heartland Training Facility shall be fully clothed while training. This includes shirts, long-legged pants, and full close toed boots or shoes.
- 2.2.2 **Full Structure PPE.** Structural Protective clothing shall include Structure Helmet with eye protection, Hood, Turnout Coat, Turnout Pants, Boots and Structure Gloves as the minimum items.
- 2.2.3 **Live Fire Training.** Full protective clothing and breathing apparatus shall be worn by all members entering an IDLH Atmosphere that includes Live Fire Training.
- 2.2.4 **Breathing Apparatus.** Breathing appliances shall be worn whenever drills in the environmental building involve burning or when personnel may be subjected to artificial or natural smoke.
- 2.2.5 **Minimum PPE.** The minimum PPE on the drill ground shall consist of a helmet and gloves. It is preferred that a Brush shirt also be worn when possible.
- 2.2.6 **Test Pit.** Helmets and Gloves shall be worn when performing test pit evolutions, and shall include any personnel assisting in the test pit area. Hearing protection shall be worn on all high noise periods.



Live Fire Training

PURPOSE

To establish the standards and safety requirements for conducting Live Fire Training at the training facility.

BACKGROUND

POLICY

- 2.3.1 **NFPA 1403.** In an effort to safely conduct live-fire training operations located at the Heartland Training Facility (HTF), all personnel supervising, providing, or engaged in live-fire training at HTF shall utilize and adhere to the most current National Fire Protection Association Standard 1403- *Standard on Live Fire Training Evolutions*:
- 2.3.2 **Related Chapters.** The Heartland Fire Training Authority Board of Chiefs have formally Adopted NFPA standard 1403 effective January 1, 2014. The chapters bulleted below relate directly to the environmental burn building:
- A. Chapter 3-*Definitions*
 - B. Chapter 4-*General*
 - C. Chapter 7-Non-Gas-Fired Live Fire Training Structures
 - D. Chapter 9-*Reports and Records, Section 9.1.1*
- 2.3.3. **Amendments.** Amendments to the adoption include:
- A. **Section 4.12.3.1 is amended and adding section 4.12.3.1.1 to read as follows:**
No combustible liquid shall be used when conducting live fire training at HTF.
 - B. **Section 4.12.6 is amended and adding section 4.12.6.1 to read as follows:** Fuel loading at HTF shall consist of an average of two (2) wood pallets, not to exceed three (3) wood pallets, and ½ bale of straw at any given time. Furniture, cushions and other furnishings are not to be utilized when burning at HTF.
- 2.3.4 **IAP.** At least three business days prior to conducting live-fire training in the Environmental Burn Building at HTF, the Instructor in Charge shall complete and submit the Live Fire Training Incident Action Plan (IAP) to the HTF training manager.



- 2.3.5 **Agency Approval.** If live-fire training is being conducted by a member or contract agency, the appropriate Chief Officer from the member or contract agency shall have reviewed, approved and signed the Live Fire Training IAP.



Apparatus Operation

PURPOSE

To state the policy operating apparatus at Heartland Fire Training Facility during training and operational functions.

BACKGROUND

To ensure all apparatus at Heartland Fire Training Facility are operated in a safe manner.

POLICY

- 2.4.1 **Backup Alert.** All apparatus that drill at Heartland Training Facility shall be equipped with an audible device which shall sound when the apparatus is being backed up on the Facility premises.
- 2.4.2 **Spotters.** Spotters are required when backing vehicles. It is mandatory to use (1) one spotter at the left rear when backing vehicles.
- 2.4.3 **Speed Limit.** The speed limit while operating on the Heartland Training Facility premises shall be 10 miles per hour.
- 2.4.4 **Riding.** All personnel are to be seated and safety belts are to be used when the apparatus is in motion. Riding on the exterior of the apparatus is forbidden,
- 2.4.5 **Chock Blocks.** Chock blocks will be used by ALL Apparatus operators when parked on the drill grounds.



Parking

PURPOSE

To establish the Heartland Training Facility Policy for private vehicle on the Facility premises.

BACKGROUND

POLICY

- 2.5.1 **Employees.** Employees of the Heartland Training Facility and on-duty personnel at the Station #9 may park their private vehicles on the Facility in the designated areas only.
- 2.5.2 **Chief Officers.** Only the staff vehicles of authorized Chief Officers may be on the Facility premises when on Office Business.
- 2.5.3 **Visitors.** All other visitors and students shall park in the designated lot south of the facility or on the street.



Drill Ground Maintenance

PURPOSE

To state the Heartland Training Facility Policy on proper clean up after training exercises.

BACKGROUND

POLICY

- 2.6.1 **Responsibility.** All personnel shall clean up that portion of the facility used during the drill prior to returning to their Duty Stations.
- 2.6.2 **Grinder.** Drill grounds will be properly swept or cleaned with a blower as needed.
- 2.6.3 **Surface.** Particular care must be taken to avoid tearing up the surface of the grounds
- A. Avoid turning wheels on stationary vehicles
 - B. Do not hammer Deck Gun anchor points into the concrete
 - C. Avoid directing fire streams onto sealed cracks or failing concrete
- 2.6.4 **Training Tower.**
- A. Store clean ladders after use
 - B. Close all doors, standpipe valves, replace sprinkler heads when necessary.
 - C. Remove any hose or appliances from the tower before leaving the grounds. Drain water to the outside
 - D. Sweep all floors when necessary after a drill in the tower. Leave it cleaner than when you arrived.
 - E. Remove all standing water from tower.
 - a) Hose lines laid up the stairwell – Please break and drain to the outside, not down the stairwell
 - b) It's ok to practice clearing the air and getting water to the nozzle prior to entering a floor, just try to minimize the water flow
- 2.6.5 **Burn Building.** After live fire training allow walls to cool prior to washing out.
- A. Open vent lids and air out. Close after cleaning
 - B. Within 72 hours, completely clean out structure
 - C. Remove all standing water



Roof Prop

PURPOSE

The guidelines have been developed to be applicable to Heartland Training Facility (HTF).

BACKGROUND

The roof prop is made up of two components. A panelized roof section, simulating a flat commercial/industrial style roof that would be encountered on tilt up style construction; and a conventionally framed roof section with a pitch that would be encountered on a typical single-family dwelling. The north side of the pitched section is a 10/12 pitch, and the south side is a 6/12 pitch.

POLICY

- 2.7.1 **Safety.** Strict safety practices shall be applied to the roof prop for evolutions.
- 2.7.2 **Safety Officer.** A Safety Officer shall be designated for all roof prop evolutions. Under the direction of the Captain, a crew member may act as Safety Officer.
- 2.7.3 **Briefing.** Prior to conducting roof prop evolutions, a safety briefing session shall be conducted for all participants.
- 2.7.4 **Safety related work stoppage.** In the event an evolution has been stopped for safety reasons, the evolution shall continue only when actions have been taken to mitigate the hazard.
- 2.7.5 **PPE.** Each participant shall be equipped with full personal protective equipment (Including eye protection in place).
- 2.7.6 **Visitor PPE.** Visitors who are allowed within the operations area perimeter shall be equipped with and shall wear complete protective clothing.
- 2.7.7 **Roof Ladder.** A roof ladder is mandatory when working off the 10/12 pitch side of the roof prop.
- 2.7.8 **Pre use inspection.** The roof prop shall be inspected visually for damage prior to beginning evolutions. Any rafter that appears to be unsound shall be replaced. Damage shall be documented.



- 2.7.9 **Debris removal.** Debris removal shall be removed prior to the beginning of the next training exercise. All scraps shall be discarded in the HTF dumpster.
- 2.7.10 **Annual inspection.** The structural integrity of the prop shall be evaluated and documented every six months by staff.
- 2.7.11 **Safe Condition.** The roof prop shall be left in a safe condition upon completion of training evolutions.
- 2.7.12 **Parking.** Apparatus shall be parked on the HTF grinder and crews shall utilize the pass-through gate to access the roof prop.
- 2.7.13 **Outside Observer placement.** Where required or necessary, parking areas for police vehicles, the media, or other observers shall be designated. Consideration shall be given to locating this area in order to facilitate prompt response of apparatus in the event of an emergency. Consideration shall be given to locating this area to facilitate prompt response in the event of a personal injury to participants in the evolution.

Cutting Evolutions

- 2.7.14 **Cut Areas.** Only areas sheathed in Oriented Strand Board (OSB) are to be cut. Plywood painted areas are not to be cut. Every effort should be made NOT to damage non cut areas of the prop. Any damage that cannot be repaired by the crew using the prop shall be reported to the HTF office.
- 2.7.15 **Replacing panels.** When replacing cut areas, the panelized prop is to be replaced with 3/8" OSB and the pitched prop replaced with 1/2" OSB. Nailing for both will be 12" on center (o.c.) in the field and on the edges.
- 2.7.16 **Replacement Materials.** Materials for rebuilding the prop will be kept in the Conex storage box. A Skill saw, air compressor, nail gun and nails will be stored in the box as well. Notify the HTF office if materials are needed and/or equipment is broken or not working properly.
- 2.7.17 **Instructor-in-charge.** The instructor-in-charge shall be the rank of Captain or above.
- 2.7.18 **Student Ratio.** The participating student-to-instructor ratio shall not be greater than 5 to 1.



- 2.7.19 **Additional Instructors.** Additional instructors shall be designated when factors such as extreme temperatures or large groups are present, and classes of long duration are planned.
- 2.7.20 **Compliance.** The instructor-in-charge shall be responsible for full compliance with this standard.
- 2.7.21 **Scheduling.** Use of the roof prop must be scheduled through the HTF office. Keys for the Conex storage box shall be arranged in advance for weekend access.



Borrowing Equipment

PURPOSE

To establish the Heartland Training Facility Policy on the use Borrowing of HTF equipment,

BACKGROUND

Heartland Training Facility offers a variety of training materials (i.e., training videos, rappelling gear, portable simulator computer, smoke machines etc.) Occasionally training/audio visual equipment may be needed for use in training by several engine companies or personnel.

POLICY

- 2.8.1 **Management.** All equipment must be checked out by either the Training Manager or an HTF employee.
- 2.8.2 **Reservation Required.** All equipment will be reserved in advance.
- 2.8.3 **Checkout hours.** Equipment may be checked in and out between 0830 – 1130 and 1300 – 1530 hours daily (Monday through Friday) at the facility. All equipment checked out must be logged on the “Property Check Out Log”.
- 2.8.4 **Time limit.** All equipment will be returned within seven (7) days maximum, unless special arrangements have been made.
- 2.8.5 **Notifications.** If materials are not checked back in by the seventh (7th) day, their Training Officer may be notified.
- 2.8.6 **Accountability.** Complete responsibility for the borrowed equipment rests on the Individual and their agency.



Posted Notices and Bulletins

PURPOSE

To state the Heartland Training Facility policy in the Post of Notices and Bulletins

BACKGROUND

A Bulletin Board shall be provided so as to prevent damage to interior walls.

POLICY

- 2.9.1 **Approval.** All Notices will be cleared through the Heartland Fire Training Manager
- 2.9.2 **Attachment.** All Notices and Bulletins shall be posted on the Bulletin Board, not taped to the walls of the Facility.



Heat Stress Protocol

PURPOSE

This policy addresses Heat Stress related emergencies that occur at HTF.

BACKGROUND

POLICY

- 2.10.1 **In-Service companies.** On Duty crew shall monitor each other for signs of heat stress while training. Companies shall follow OSHA, Department guidelines, and/or San Diego County Rehab Policy 7.A.
- 2.10.2 **Academy Students.** If a recruit is displaying signs of, or reports symptoms consistent with heat related stress it is the instructor's duty to take action as soon as possible so the recruit can receive appropriate evaluation of, and treatment for, the degree of heat stress they are experiencing.
- 2.10.3 **OSHA Guidelines.** In general, the Academy will follow OSHA guidelines which require 10 minutes of rest in the shade for every 50 minutes of work when the temperature exceeds 80 degrees. It is the goal of Heartland Fire Training to provide for safe training conditions and all measures reasonably possible will be taken to manage heat related stress and reduce the likelihood of illness.
- 2.10.4 **Heat Stress Onset.** If a recruit is pulled from training for heat related signs or symptoms the following protocol should be followed to allow for immediate body cooling. General hydration should be approximately 1 qt. of water or sport drink per hour when strenuous work is being performed.
 - A. The recruit will doff their gloves, turnout jacket, and remove hood while an instructor evaluation is conducted.
 - B. The recruit will be brought into the shade in front of the HTF office and placed in front of a fan with the mister system ON for approximately 3-5 minutes. (An alternative if a fan is not available is to place the recruit in an air-conditioned room)
 - C. The recruit shall drink a minimum of 12-16 oz. of cooled liquid, preferably water.
 - D. The instructor will then re-evaluate the degree of current heat stress and make a recommendation for continued cooling, return to training, or need for advanced medical evaluation.
 - E. At any time if in the opinion of the instructor an advanced medical evaluation is necessary it may be implemented.



Water Use Policy

PURPOSE

To manage water use at HTF for daily use.

In 2015 a mandatory level 2 drought alert is in place by the State Water Resources Control Board and the Helix Water District. This requires all water system users to reduce water use.

BACKGROUND

It is important that firefighters train, and that includes using water. Should a complaint arise, Staff will defend our water use to the extent possible. As you can imagine, showing our conservation attempts makes defending our position easier. That being said, it is our goal to be good neighbors and comply with the standards to the extent possible.

POLICY

2.11.1 **The Goal.** The goal is to lower the visual impact of water flowing. Since the public does not understand gating down the nozzle and are being asked to perform major conservation procedures.

2.11.2 **Dry Hose Lays.** Use dry lays to the extent possible

2.11.3 **Shut down early.** Get water to the nozzle and shut down after about 15 seconds

2.11.4 **Driver/ Operators.** For those working on engine certifications or preparing for an engineer's test please follow these guidelines:

- A. If you need to practice a change-over please minimize the number of times in succession that you practice the procedure as a lot of water flows during this procedure.
- B. Set pressures then shut down discharges. Don't keep flowing water while discussing hydraulics, pump ops, etc. Work the formulas after shutting down
- C. If you want to flow unlimited water use the draft pit and flow water back into the pit from as many discharges that you like
 - a) Saves water and improves knowledge of drafting



Color Groups

PURPOSE

To state the Heartland Training Facility Policy on scheduled training by Color Groups

BACKGROUND

POLICY

- 3.1.1 **Training Plans.** All companies from member agencies have been assigned a block in which to train. It is up to each department to determine if that training occurs at HTF or off site. The goal is to ensure that companies entering training status do not create an operational deficient in coverage. There are two Color Group Schedules, “Plan A” and “Plan B”.
- A. PLAN “A” consists of Color Groups with up to four (4) Engine Companies in each group. This is based on the 4 hydrants located on the Grinder. Ambulances, Trucks, and Rescue are in addition to the engines and not part of the count.
 - B. PLAN “A” Color Groups are scheduled once or twice a month.
 - C. PLAN “B” consists of three 4 Groups with up to ten Companies in each group.
 - D. PLAN “B” Color Groups are scheduled four to five times per year and are specific topic driven.
- 3.1.2 **Truck Companies.** Truck Companies are rotated quarterly and assigned on the annual calendars.
- 3.1.3 **Instructors for Plan B training.** Choice of instructors shall be made by the Training Officers and Training Manager on the basis of knowledge of the area or topic along with instructional ability. The choice of instructor will not be limited by rank.
- 3.1.4 **Training Calendar.** The Fire Training Manager will work with the Training Officers to develop a training calendar annually.
- 3.1.5 **Time management.** Crews should utilize their time efficiently and return to district once training is completed.
- 3.1.6 **Sharing.** On the drill ground Company Officers shall coordinate activities with each other and divide up drill ground use in a cooperative manner.
-



3.1.7 **Hours of operation.** All year (regardless of Daylight Savings)

- A. Drill Period 1 0900 – 1200 Hours
- B. Drill Period 2 1300 – 1600 Hours
- C. Drill Period 3 1800 – 2100 Hours

3.1.8 **Night Drills.** Night drills may be scheduled throughout the year.



College Classes

PURPOSE

To establish the need and procedures for managing College based classes

BACKGROUND

POLICY

- 3.3.1 **Class Offerings.** The HFTA Board of Chiefs requires that Fire Officer and other career enhancement classes be offered at HFTA for the convenience of area employees.
- 3.3.2 **Instructors.** Instructors will be on the payroll of Miramar College but coordinate the delivery of the class with HFTA staff.
- 3.3.3 **Fees.** College Fees will be paid directly through the College. State Certification and other fees will be paid to HFTA for processing.
- 3.3.4 **Cost Neutral.** HFTA endeavors to recover facility operational costs, but will not seek a profit from the Students or the College.
- 3.3.5 **Registration.** To register for a class the students must first register online with the college and pay the college fees. Failure to do so will result in being dropped from the class. Once properly registered with the college the student must register with HFTA and pay the Facility's fees.
- 3.3.6 **Cancellation/Reimbursement.** A student may drop the class with no associated fees from HFTA up to two weeks prior to the start date of the class. If the student drops the class after the two-week dead line they will receive a partial refund, as HFTA will retain \$35.00 to cover any bank fees and administrative costs. There is no reimbursement the first day of class. For information on the Miramar College cancellation and reimbursement policy the student must contact the College directly.



Academy Overview

PURPOSE

To state the Heartland Training Facility Policy on Recruit Academy.

BACKGROUND

POLICY

- 4.4.1 **Fire Academies.** A Fire Academy may be scheduled at the direction of the Board of Chiefs and generally occurs once a year
- 4.4.2 **College partnership.** HFTA should partner with a local Community College to provide units toward an Associate's Degree.
- 4.4.3 **Accreditation.** Academies should strive for Accreditation as a Local Accredited Academy, or through an association with an Accredited Regional Training Program. This ensures acceptance by a wide range of Fire Protection agencies.
- 4.4.4 **Certification.** The Fire Academy shall follow established State guidelines for Firefighter 1 training which also meets IFSAC and PROBOARD guidelines.



Academy Refund Policy

PURPOSE

This refund policy applies to recruits and/or sponsoring agencies outside of the Heartland Training Facility Joint Powers Agreement. The intention is to ensure that an equitable refund is provided for students that don't complete the academy.

BACKGROUND

POLICY

- 3.5.1 **Reason for Policy.** This policy provides the Heartland Training Facility with adequate compensation for the following items:
- A. Material expenses
 - B. Administrative expenses
 - C. Instructor scheduling and expenses
 - D. Reservation of a place in the academy
 - E. Student/Instructor ratio
- 3.5.2 **Circumstances.** The reason for a recruit not completing the academy will not be a factor in the refund policy. Refunds will be a percentage of the tuition fee based on the date the recruit is officially taken off the academy roster. Below is the criterion to be followed:
- A. 75% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during the first week.
 - B. 50% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during week two.
 - C. 25% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during week three.
- 3.5.3 **Four Week limit.** Students that enter week four and subsequently fail to complete the academy will not be entitled to a refund.



Academy Entrance Requirements

PURPOSE

Requirements for entry into the Fire Academy including pre-requisites.

BACKGROUND

Due to changes in the State Firefighter 1 Curriculum we are making changes to the entry requirements for the Heartland Fire Academy starting with the January 2016 class.

POLICY

3.6.1 **Pre-requisites.** To manage class time and Academy length we are adding pre-requisites to the application process for acceptance into the Fire Academy. While it is preferred that these classes have been taken at Miramar College, we will accept related certificates from other institutions.

Miramar	Description
A. EMGM	105A EMT
B. FIPT 101	Fire protection Organization or FEMA ICS 100/200/700/800
C. FIPT 308C	Confined Space awareness CSTI or OFSM
D. FIPT 323B	Hazmat FRO plus WMD component CSTI or OSFM

3.6.2 **Applications.** Applications for the Spring Academy will be released in September and closed in October.

3.6.3 **General Entrance requirements.** All applicants will need the following items to be admitted into the Fire Academy regardless of sponsorship status:

- A. 18 years of age
- B. High School graduate or equivalent
- C. Completed pre-requisite classes
- D. OSHA respirator medical clearance not more than 6 months old



- E. Mask Fit Test not more than 6 months old
- F. EMT Certification
- G. CPAT, Biddle or Agency Physical Abilities Test

3.6.4 **Open Enrollees.** Open Enrollees must meet the above requirements but also:

- A. Have a Valid CPAT or Biddle card not more than 6 months old. HFTA does not have the ability to conduct PAT exams
- B. Pass an HFTA assessment process.

3.6.5 **Standards.** The Heartland Fire Academy shall follow State Fire Marshall, IFSAC, and PROBOARD standards.