

ANNEX K

Mandatory Continuing Education Requirements

Training Requirements:

The training requirements for fire department operations are set forth by the Division of Fire Safety, OSHA, and PEOSHA. The regulations, which have the effect of law, must be observed. Violations can lead to fines and litigation by employees and/or the State. The training requirements for EMS are mainly promulgated by the Department of Health and Senior Services. Those requirements are in the New Jersey Administrative Code, NJAC 8:40A and NJAC 8:40R. The Division of Fire Safety, NIOSH and OSHA also are parties involved in investigating any Firefighter Injury or Death. Investigations include a review of training records, response, operations, and other documentation.

Some Fire and EMS training must be on a yearly basis to meet certain requirements. Training for any NJDFS certification or recertification must be taught by an instructor certified in accordance with NJAC 5:73. Most in station fire drills have a relation to certification and need lesson plans and have to be taught by a competent New Jersey State Certified Level I instructor. Any live fire training has to be conducted by a Level II State Certified Instructor (see below). Some of the requirements below are part of our standard operating guidelines (SOG's), while some are our own in-house rules and regulations.

The following requirements are the principal training (initial training and continuing training by drills) for structural Firefighters/Emergency Medical Technicians:

- 1.) **SCBA Refresher** Both written and practical training is required by OSHA regulations. We are regulated to provide the training every calendar year and have the training completed by July 15. This training states that the practical portion has to be obtained in the environment that the self contained breathing apparatus (SCBA) will be worn in; i.e. smoke filled and fire atmospheres which can only be obtained at the local training center. We do two to three of these drills each year. The reason the drills are repeated is so the volunteers who cannot always make a single specific day will have options to complete the mandatory training. Another reason is a safety concern. This concern is to keep the operation and use of SBCA fresh in the minds of all personnel. Practice in any team oriented operation is very important. This training must be conducted, documented and kept on file for OSHA per 29CFR 1910:120.
- 2.) **Bloodborne Pathogens** We are also required by and must meet N.J.A.C. 12:100-4.2. Initial training and annual refresher training no set hours for either. Initial and Refresher Training must cover all topics in 29 CFR 1910.1030 and to keep proficiency. Our program to show proficiency in Bloodborne Pathogens schedules initial training of 4 hours and refresher every year completed by July 15. This training is also mandated for all Emergency Medical Technicians. This training must be documented and kept on file for OSHA
- 3.) **Right to Know Training (HAZCOMM)** Training is required by and must meet N.J.A.C. 8:59-6. Initial training four hours and refresher training two hours. This training is also mandatory by OSHA 29CFR 1910:120. This training must be documented and kept on file for OSHA.
- 4.) **Hazardous Materials Training Awareness and Operations** Initial Awareness training is eight hours and initial Operations training is 12 hours. The regulations are set forth in OSHA 29CFR 1910:120 and NFPA 472 section 4.2. There is mandatory yearly refresher training with no set hours established but students must show proficiency in the subject area. This training must be documented and kept on file for OSHA 29CFR 1910:120.

- 5.) **Confined Space Training** Any fire department with the potential to work in confined spaces has to be trained in confined space work to meet the standards in NJAC 12:100-9. Our programs are an initial 4hrs for Awareness and 20 hrs of training for the Operations level with refresher training every year. This training includes topics in 29CFR 1910.146 per OSHA. Refresher training is also required when there is n any change in policy or confined spaces change; alterations in existing confined spaces or newly created confined spaces
- 6.) **Incident Management Systems Training** All Firefighters/EMT's must compete I-100 training, 3 hours, and IS-700 training, 3 hours. Any person serving in a supervisor's position must be certified at IMS Level 1 (I-200 level training, 16 hours). Any person that is a unit leader must be certified at IMS Level 2 (I-300 level training, ?? hours). Any person that is a Chief officer or who may act as a Chief must be certified at IMS Level 3 (I-400 training, ?? hours). This certification is required in the fire service by NJAC 5:73-6.1. The Governor's Executive Order Number 50 requires this training by all first responders. The Executive Order was prompted by Homeland Security Presidential Directive No.5 (HSPD-5). Some of the higher level training is not required until 2007.
- 7.) **Instructor requirements Level I & II** Fire Instructors requirements are set forth in NJAC 5:73-1.6. The requirements for Level I are certification at Firefighter I and 28 hours of specified training. Level II certification requires an additional 40 hours of training. Special certifications are required to instruct in live fire training or smoke house training. Each certification requires eight hours of training. To maintain the Instructor certifications, each instructor must complete fifteen hours of continuing education (1.5 CEU) in a three year period. The special certifications each require 2.5 hours (0.25 CEU) every three years. Classes acceptable for CEUs must be approved by the NJDFS.
- 8.) **Fire Inspector Certification** NJAC 5:71-4 governs the certification. The required training is 90 hours. Recertification is on a three year cycle and 20 hrs of training (2.0 CEU) is required.
- 9.) **Emergency Medical Technicians**-is 120 hours of initial training and 48 hours of refresher training in three years. This includes 24 hrs CORE training which has to be instructed by a certified Instructor and 24hrs of electives per the NJ Department of Health and Senior Services.
- 10.) **Cardiopulmonary Resuscitation**- Initial training 6 hours. Refresher training per American Red Cross is 2 hours every year.
- 11.) **Driver apparatus training**- Initial 20 hours per truck as prescribed by NFPA 1002 Driver Operator Qualifications the Drivers must show competency in the pump operations of the vehicle as well as driving operations of the vehicles. All new drivers must meet certain requirements for operating apparatus to meet the NFPA Standard. To meet the various applications, this requires numerous drills on a regular basis. Competencies include supplying water to building suppression (sprinkler) systems, drafting (pumping water) from ponds, regular hose laying applications and numerous others to stay competent.
- 12.) **Vehicle Rescue and Technical qualifications and refresher training**- Per NFPA 1006 Chapter 2-9 (attached copy) Initial training 16-24 hours for vehicle extrication and 4-8 hours refresher yearly. All rescue personnel must show competency in performing rescue operations instructed by a competent Rescue Certified Instructor for the manufactured tools and must also complete a rescue course provided by the County Fire Academy which is our in house policy.
- 13.) **Mandatory AED Initial and refresher training**- Initial is a 4 hour program and the refresher is to be done quarterly basis (in house policy) per the NJDHSS. Listed in NJAC 8:40.
- 14.) **Workplace Harassment** – Initial Training in the Adopted and in initial Stages ???

- 15.) **Drug Free Work Place Training** - Initial Training and Refresher
- 16.) **HIPPA** – Privacy Training Program Initial and Refresher
- 17.) **Lock Out Tag Out Training**- Initial and Refresher training is being Scheduled with JIF at this time
- 18.) **Confined Space Rescue Awareness and Operations Training** – Scheduling for late 2006 early 2007.
- 19.) **SCBA refilling procedures** - Policy in place. Working on an initial/refresher training program per OSHA and NFPA.
- 20.) **Oxygen refilling procedures**- Policy in place on initial and refresher training.
- 21.) **Exhaust System** - Initial Training conforming to the manufacturer's recommendations and a policy is in place for our system.
- 22.) **Chains Saw/ Cutoff Saw** - training and familiarization

Other Necessary Training:

However, these items are **just some** of the training that we are supposed to complete on a regular basis. These are some of the areas of proficiency our members should have. The list goes on. The employer (the Township) is supposed to provide the means for our personnel to receive adequate training and retraining to meet these requirements. All of this training is meant to strengthen the knowledge base of our responders and lessen the liability on the Township. By the NJDHSS, NFPA, OSHA and NJDFS requirements, we are supposed to train and show proficiency on any new piece of equipment. This means everything from suction units to stretchers for EMS, rescue tools and saws for firefighting operations, and to show proficiency. We must continue to document all training on new equipment per manufacturer's standards.

