

**Adams and Jefferson County Hazardous Response Authority
FIELD OPERATING GUIDELINES**

TRAINING

F.O.G. #: 300

DATE: October 25, 2018

CATEGORY: Training

PAGES: 3

I. Purpose:

- A. To define the AJCHRA training.

II. Guideline:

- A. It is the goal of the AJCHRA to provide training to all team members and member agencies within Adams Jefferson and Broomfield Counties.
 - 1. O.S.H.A. Laws require all emergency responders to meet a minimum standard of Hazardous Materials training Fire Service First Responder = Operations Level. Generally speaking law enforcement and EMS responders are trained only to the Awareness Level.
 - a) AJCHRA HazMat Team Members must be certified or recognized as having the required competencies at Technician Level by their agency, State of Colorado or another approved training program.
 - b) The Board strongly encourages Hazardous Materials Response Team members to augment the training provided by the Team with additional hazardous materials related training.
- B. The Training Committee/Coordinator if appointed (FOG 202) or their representatives shall provide or coordinate training to the members of the AJCHRA and member agencies
 - 1. The Team will provide or coordinate regular quarterly hazardous materials response training to all team members. Special training and makeup classes will also be conducted during the training year. These training are considered regular training in meeting the training attendance requirement.
 - 2. The Team will coordinate both classroom training and practical hands-on training dependent upon team/member needs.
 - 3. The classroom and the practical hands-on training programs may include feedback measurement instruments such as quizzes, evaluations, or competency testing to measure the relative effectiveness of the training.
 - 4. Team member's performance on all tests and quizzes shall be recorded by the course instructors, evaluated by the Training Committee/Coordinator and monitored when deemed appropriate by the Board.

- a) Failure to maintain satisfactory grades or competency will subject that member's status to evaluation and/or corrective action as recommended by the Training Committee/Coordinator, Team Coordinator and the Board.
 - 1) Evaluation and corrective action may include such things as member counseling, extra instruction or training, retesting, or recommendations for dismissal from the team.
5. All team members shall attend the classroom and hands-on training provided by the Team.
 - a) **Each team member is required to attend 3 of the 4 quarterly training per year unless 1 training is substituted per 5.b.1.** These training can either be hands-on or classroom. Any special or makeup training will be considered the same as quarterly training. The Board considers these requirements as essentials in maintaining a safe and efficient operating environment and to ensure our customers are receiving a level of service that is expected. Those members who do not attend three out of four regularly scheduled training programs given during any year, without a valid reason will be subject to evaluation.
 - b) The following is considered the policy to ensure these expectations are met.
 - 1) Of the four trainings provided each year, a member may substitute one (1) recognized training received from an external agency or group for 1 of the 4-quarterly trainings at a one hour to one-hour ratio. In example, each team training session is approximately 4-6 hours in length. Therefore, if a member attends a hazardous materials training session for a minimum of six hours he or she may forward a certification of attendance to the Training committee or Coordinator and ask that this training be substituted for one team training.
 - 2) Each member must attend at least two-team trainings. Although outside training's is valuable and is encouraged by the Board it is also realized that training as a team is critical. The Board requires team members, at a minimum, to interact at least 2 times per year to build cooperative skills and communications.
 - 3) When the Training Committee/Coordinator knows that a team member is not meeting the aforementioned training requirements, then the following procedures shall apply:
 - i) The Team Coordinator shall be notified.
 - ii) The team member and their supervisor will receive a letter describing the team members training deficiency.
 - iii) Continued deficiency in the training requirements may result in a recommendation to the Board to dismiss the team member from the team.

- iv) If the Board approves the recommendation, The Board will forward a certified letter to the team member and their supervisor advising them of their dismissal from the team. The chief or CEO or other designated official from the member agencies may appeal the decision to the Board within 30 days of notification.
 - v) All members dismissed from the team will be required to return all issued equipment, in good condition, to the Board within ten working day after notification of dismissal.
6. The following training quarters shall be used to evaluate training performances:
- a) 1st Quarter Training - January - March
 - b) 2nd Quarter Training - April - June
 - c) 3rd Quarter Training - July - September
 - d) 4th Quarter Training - October - December
 - e) Each quarterly training will be held on three separate dates to allow attendance from A, B, C shifts and volunteer agencies.
7. In the event a team member cannot attend a regularly scheduled training session (either a classroom or a hands-on training program) that team member should make every effort to notify the Training Committee/Coordinator to advise them of their absence.
- a) The Training Committee/Coordinator shall evaluate every team member on an annual basis with regard to the aforementioned requirements.