

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICIES AND PROCEDURES

No. P400.401

SUBJECT: Training and Continuing Professional Development

APPROVED BY: Board of Directors

EFFECTIVE DATE: 01/01/2012

REVISION DATE: 12/20/2011

Statement of Policy/Procedure:

This policy provides all members the knowledge of the required amount of attendance and participation at required District training and meetings, as well as the District's expectation for continuing professional development. The policy identifies the minimum standard expected from officers, firefighters, and specialists assigned to all Divisions of the District.

As a public service organization, it is recognized that a minimum level of training and a process of continuing professional development are an essential element in the proper and safe performance of duties assigned to District officers, firefighters, and specialists. The District will establish continuing professional development requirements for employees based upon their assigned roles and responsibilities. The District will also provide opportunities for all employees to achieve their continuing professional development requirements, including outside training deemed to be of importance to the District, which may be limited by available funding. All employees will be held accountable for their individual achievement of continuing professional development requirements. Active participation in training and continuing professional development meetings is expected of all employees, as mere attendance without active participation results in little or no benefit gained by the employee.

General:

A. Definitions

1. Officers – Any employee of the District assigned a rank above firefighter or specialist.
2. Chief Officers – Any employee of the District designated as a Chief, Assistant Chief, Division Chief, Battalion Chief, or other rank including the designation of Chief.
3. Captain – Any employee of the District designated as a Captain with duties assigned within a Division and reporting directly to a Chief Officer.
4. Lieutenant – Any employee of the District designated as a Lieutenant with duties assigned within a Division and directly reporting to a Captain or other higher officer.
5. Firefighter – Any employee of the District assigned to a specific station in the Fire Suppression Division and directly reporting to a Lieutenant or other higher officer.

6. Specialist – Any employee of the District assigned to a division other than the Fire Suppression Division and directly reporting to an Assistant Team Leader, Team Leader, Lieutenant or other higher officer.
7. Team Leader – Any employee of the District assigned to lead the Water Rescue Division and may or may not be assigned to another Division, but will be considered an officer of the District.
8. Assistant Team Leader – Any employee of the District assigned to assist in the leadership of the Water Rescue Division who reports to the Team Leader and may or may not be assigned to another Division, but will be considered an officer of the District.
9. Water Rescue Support Technician – Any employee of the District assigned to provide ground support services and functions as a member of the Water Rescue Division.
10. Surface Water Rescue Technician – Any employee of the District assigned to provide surface water rescue and operation services as a member of the Water Rescue Division.
11. Dive Technician – Any employee of the District assigned to provide dive rescue and operation services as a member of the Water Rescue Division.
12. Recruit Firefighter – Any firefighter appointed by the District and assigned to a District station, who has not completed the District’s approved Recruit Training program, or a recognized equivalent.
13. Junior Firefighter – Any member appointed by the District between the age of fourteen (14) and eighteen (18) not yet promoted to the rank of Firefighter or Recruit Firefighter.
14. Staff Meeting – A continuing professional development meeting held to conduct training, disseminate information, plan, discuss administrative strategies and goals or other related activities generally called by the Chief or Assistant Chief, which requires attendance by Chief Officers of the District.
15. Officer’s Training Meeting – A continuing professional development meeting held to conduct training, disseminate information, plan, or conduct other District-related activities, generally called by the Chief, Assistant Chief, or other designated officer, which requires attendance by all District officers.
16. District Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a station or battalion level and generally called by a member of the Training Division on an adopted schedule.
17. Station Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a station level and generally called by a station officer (Captain or Lieutenant) on an adopted schedule or as needed dealing with topics approved through the Training Division or by direction of the Fire Chief or designate.
18. Division Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a division level and generally called by a Division officer on an adopted schedule or as needed.
19. Training Roster – An official document administered at every District, officer, station, or division training meeting which is used to develop and maintain official training records. The training roster must be legibly signed by each individual employee in attendance and promptly submitted to District Headquarters.

20. Outside Training – Training offered by a provider other than JCFPD or the Johnson County MO Fire Association.

B. Requirements

1. Training requirements will be independently established for each division based upon regulatory requirements and assigned duties.
2. All training requirements will be described in terms of hours.
3. Training or meeting start times indicate the beginning of the training or meeting at the location/site of the training or meeting and travel time to the location/site is not included.
4. Employees who arrive at the location/site of officer training meetings, District training meetings, and station training meetings later than the posted start time or leave these training meetings early will have their recorded training hours reduced in thirty-minute blocks.

C. Headquarters Division

1. Chief Officers

- a. All Chief Officers assigned to the Headquarters Division shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.
- c. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction

D. Fire Suppression Division

1. Chief Officers

- a. All Chief Officers assigned to the Fire Suppression Division shall document a minimum of twenty-two (22) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.

- b. As part of the twenty-two (22) hours of annual training all Chief Officers shall document a minimum of three (3) hours of District training per quarter showing attendance at alternating stations throughout the entire assigned Battalion.
- c. As part of the twenty-two (22) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.
- d. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- e. As part of the twenty-two (22) hours of annual training all Chief Officers shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum twenty-two (22) total hours.
- f. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction

2. Captains

- a. All Captains shall document a minimum of thirty-five (35) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty-five (35) hours of annual training all Captains shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Captains shall not be absent for two consecutive scheduled officer's training meetings.
- d. As part of the thirty-five (35) hours of annual training all Captains shall document a minimum of twenty-seven (27) hours of attendance at District training meetings annually.
- e. As part of the thirty-five (35) hours of annual training all Captains shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-five (35) total hours.

- f. All Captains shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Captains shall insure that either the Captain or Lieutenant is in attendance at each officer's training meeting to help insure each station's inclusion in receiving distributed information or equipment and to assist in planning for the District.
- h. All Captains shall contact the Chief, Assistant Chief, or their Battalion Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Captains shall be responsible for documenting those employees who are absent from their respective station's District training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Captains shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- k. All Captains shall be responsible for scheduling a minimum of six (6) approved station training meetings annually for their station personnel. Each training shall be a minimum of two hours duration. The station meeting training shall be posted in advance of the meeting and documented on a training roster. The content of the station meeting may include safety training, review of past incidents, equipment familiarization, operational training, or other appropriate topics. The Training Division shall provide training materials which can be utilized for station training meetings.

3. Lieutenants

- a. All Lieutenants shall document a minimum of thirty-five (35) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty-five (35) hours of annual training all Lieutenants shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Lieutenants shall not be absent for two consecutive scheduled officer's training meetings.
- d. As part of the thirty-five (35) hours of annual training all Lieutenants shall document a minimum of twenty-seven (27) hours of attendance at District training meetings annually.
- e. As part of the thirty-five (35) hours of annual training all Lieutenants shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the

examples described in the Appendix of this policy to reach or exceed the minimum thirty-five (35) total hours.

- f. All Lieutenants shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Lieutenants shall insure that they coordinate with their respective station Captain that either the Captain or Lieutenant is in attendance at each officer's training meeting.
- h. All Lieutenants shall contact their respective Captain or their Battalion Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Lieutenants shall in the absence of the Captain be responsible for documenting those employees who are absent from their respective station's District training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Lieutenants shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- k. All Lieutenants shall in the absence of the Captain be responsible for scheduling a minimum of six (6) approved station training meetings annually for their station personnel. Each training shall be a minimum of two hours duration. The station meeting training shall be documented on a training roster. The content of the station meeting must be approved by the District and may include safety training, review of past incidents, equipment familiarization, operational training, or other appropriate topics. The Training Division shall provide training materials which can be utilized for station training meetings.

4. Firefighters

- a. All Firefighters shall document a minimum of twenty-five (25) hours of total training and continuing professional development annually.
- b. As part of the twenty-five (25) hours of annual training all Firefighters shall document a minimum of twenty one (21) hours of attendance at District training meetings annually.
- c. As part of the twenty-five (25) hours of annual training all Firefighters shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum twenty-five (25) total hours.

- d. As part of the twenty-five (25) hours of annual training all Firefighters shall document a minimum of three (3) hours of attendance at District training meetings each quarter.
 - e. All Firefighters shall contact an officer at their respective station prior to missing any District training meeting for any reason.
 - f. All Firefighters shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
 - g. All Firefighters shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction
5. Recruit Firefighters
- a. Recruit Firefighters shall complete the Recruit Training program, as described by District policy or guideline.
 - b. Recruit Firefighter shall also comply with the provisions outlined within this policy for Firefighters
6. Junior Firefighters
- a. Junior Firefighters shall comply with the Junior Firefighter program, as described by District policy or guideline.
7. Make-up of missed training
- a. Any member assigned to the Fire Suppression Division may attend the District training meeting held in any station during the same month and on the same subject matter if they have been or will be forced to miss the meeting held at their respective station.
 - b. Any member assigned to the Fire Suppression Division may attend the scheduled make-up District training meeting as scheduled by the Training Division for the subject matter the member did not attend.
 - c. No make-up for missed officer's training meetings will be granted.
8. Multiple same topic District training
- a. No member assigned to the Fire Suppression Division shall be assigned credit for attending more than one District training meeting dealing with the same subject matter in any single month or its scheduled make-up training date during a single calendar year.
9. Reinstatement provision
- a. Members assigned to the Fire Suppression Division who have been terminated for violation of this policy may reapply for employment one time no earlier than six months from the date of termination.
 - b. Reapplication for employment is not a guarantee of employment and each former member's application will be considered independently.
 - c. Any former employee who submits an application and successfully receives approval from their respective Station Officers, the Assistant Fire Chief, and the Fire Chief shall be reinstated in a probationary status for the remainder of the calendar year of reinstatement and for the entire following calendar year.

- d. Any further violation of this policy by the reinstated member or violation of other District policy may lead to immediate termination with no provision for reapplication at a future date.

E. Training Division

1. Chief Officers

- a. All Chief Officers assigned to the Training Division shall document a minimum of thirty-two (32) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty-two (32) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.
- c. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction
- e. All Chief Officers shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Fire Chief.
- f. All Chief Officers shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training Division.
- g. As part of the thirty-two (32) hours of annual training all Chief Officers shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.
- h. As part of the thirty-two (32) hours of annual training all Chief Officers shall instruct a minimum of six (6) hours of training offered by the District during each quarter.

2. Captains

- a. All Captains assigned to the Training Division shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Captains shall document a minimum of four (4) hours of attendance at officer's training meetings annually.

- c. All Captains shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Captains shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- e. All Captains shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Division Chief-Training.
- f. All Captains shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training Division.
- g. As part of the thirty (30) hours of annual training all Captains shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.
- h. As part of the thirty (30) hours of annual training all Captains shall instruct a minimum of six (6) hours of training offered by the District during each quarter.

3. Lieutenants

- a. All Lieutenants shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Lieutenants shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Lieutenants shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Lieutenants shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- e. All Lieutenants shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Division Chief-Training.
- f. All Lieutenants shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training Division.
- g. As part of the thirty (30) hours of annual training all Lieutenants shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.

- h. As part of the thirty (30) hours of annual training all Lieutenants shall instruct a minimum of six (6) hours of training offered by the District during each quarter.
- 4. Specialists
 - a. All Specialists shall document a minimum of twenty-five (25) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
 - b. As part of the twenty-five (25) hours of annual training all Specialists shall document a minimum of twenty-four (24) hours of assisting instructors at training offered by the District annually.
 - c. As part of the twenty-five (25) hours of annual training all Specialists shall document a minimum of six (6) hours of assisting instructors at training offered by the District each quarter.
 - d. All Specialists shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction
- 5. Make-up of missed training
 - a. No make-up for missed officer's training meetings will be granted.
 - 6. Discipline provision
 - a. Members assigned to the Training Division may be disciplined for violation of this policy in accordance to the proper methods established and outlined in the discipline section of this manual.

F. Water Rescue Division

- 1. Team Leader
 - a. All Team Leaders shall document a minimum of thirty-three (33) hours of total training and continuing professional development related to water rescue annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
 - b. As part of the thirty-three (33) hours of annual training all Team Leaders shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
 - c. All Team Leaders shall not be absent for two consecutive scheduled officer's training meetings.
 - d. As part of the thirty-three (33) hours of annual training all Team Leaders shall document a minimum of twenty-seven (27) hours of attendance at District training meetings at their assigned station annually.
 - e. As part of the thirty-three (33) hours of annual training all Team Leaders shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Team Leader or Assistant Team Leader dealing with safety training, review of past incidents, equipment familiarization,

operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-three (33) total hours.

- f. All Team Leaders shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
 - g. All Team Leaders shall insure that either the Team Leader or an Assistant Team Leader is in attendance at each officer's training meeting to help insure each station's inclusion in receiving distributed information or equipment and to assist in planning for the District.
 - h. All Team Leaders shall contact the Chief or Assistant Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
 - i. All Team Leaders shall be responsible for documenting those employees who are absent from their respective station's training meetings and have called, along with the reason for being absent on the District training roster.
 - j. All Team Leaders shall be responsible for their individual attendance at any make-up training meeting provided that they need to attend to comply with this policy.
2. Assistant Team Leaders
- a. All Assistant Team leaders shall document a minimum of thirty-three (33) hours of total training and continuing professional development related to water rescue annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
 - b. As part of the thirty-three (33) hours of annual training all Assistant Team Leaders shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
 - c. All Assistant Team Leaders shall not be absent for two consecutive scheduled officer's training meetings.
 - d. As part of the thirty-three (33) hours of annual training all Assistant Team Leaders shall document a minimum of twenty-seven (27) hours of attendance at District training meetings at their assigned station annually.
 - e. As part of the thirty-three (33) hours of annual training all Team Leaders shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Team Leader or Assistant Team Leader dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-three (33) total hours.
 - f. All Assistant Team Leaders shall document completion of the following NIMS courses (or their current equivalents):

- i. IS-100.b Introduction to Incident Command System
- ii. IS-200.b ICS for Single Resources and Initial Action Incidents
- iii. IS-700.a National Incident Management System, An Introduction
- iv. IS-800.b National Response Framework, An Introduction
- g. All Assistant Team Leaders shall insure that they coordinate with their Team Leader that either the Team Leader or an Assistant Team Leader is in attendance at each officer's training meeting.
- h. All Assistant Team Leaders shall contact their Team Leader or the Assistant Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Assistant Team Leaders shall in the absence of the Team Leader be responsible for documenting those employees who are absent from their respective station's training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Assistant Team Leaders shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.

3. Specialists

- a. Water Division Specialist shall include, but not be limited to Water Rescue Support Technicians, Surface Water Rescue Technicians and Dive Technicians
- b. Water Rescue Support Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least one ground tending training session annually. Examples of continuing professional development activities are described in the Appendix of this policy.
- c. Surface Water Rescue Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least three (3) swift water training sessions annually. Examples of continuing professional development activities are described in the Appendix of this policy.
- d. Dive Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least six (6) dive sessions, three (3) of which must be dry suit dive sessions annually. Examples of continuing professional development activities are described in the Appendix of this policy.
- e. As part of the twenty-five (25) hours of annual training all Specialists shall document a minimum of three (3) hours of attendance at District training meetings each quarter.
- f. All Specialists shall contact a supervisor at their respective station prior to missing any District training meeting for any reason.
- g. All Specialists shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- h. All Specialist shall document completion of the following NIMS courses (or their current equivalents):

- i. IS-100.b Introduction to Incident Command System
- ii. IS-700.a National Incident Management System, An Introduction

G. Special Services Division

1. Auxiliary

- a. Auxiliary members shall comply with the most current version of the Johnson County Volunteer Fire Auxiliary Articles of Association or Bylaws and District policy or guideline providing direction for the Auxiliary
- b. Auxiliary members shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction

H. Outside Training

1. Any member of the District that wishes to attend a training that is not provided by the Fire District or Johnson County Missouri Firefighters Association, as a representative of the Fire District, shall submit an Outside Training Request Form.
2. Any member of the District that would like to request course tuition, travel assistance, or the use of District equipment, including personal protective equipment, at any outside training shall submit an Outside Training Request Form.
3. Outside Training Request Forms will be available at each District Station, the Training Division Office, the Administrative Office, and online at www.jcfpd.net under the Training Division page.
4. All request forms should be completed in full and then submitted to the Administrative Office at District Headquarters.
5. After review of the application the applicant will be informed within five business days if their request was approved or denied. A District representative shall work with the applicant to ensure all registrations, and other approved assistance is scheduled or arranged.
6. Requests may be approved in part or in whole. Example: Applicant requested course fees, vehicle, and meals. Request may be approved for vehicle use, but denied for fees and meals.

I. Exceptions

1. Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

J. Violations

1. Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

Appendix

The Johnson County Fire Protection District recognizes that a variety of training and continuing professional development activities contribute to delivering public safety services safely, efficiently, and effectively to the taxpayers of our district. The District provides a wide range of training and continuing professional development activities for its employees. In addition, the District encourages its employees to seek out training and continuing professional development activities offered by other emergency management and emergency services providers at the county, regional, state, and federal levels.

The following list provides examples of acceptable training and continuing professional development activities. The following list is not an exclusive list of acceptable activities. Contact the Training Division if you have questions about a specific training and continuing professional development activity that is not listed below. Individuals claiming credit for training and continuing professional development activities must be prepared to document outside training by providing certificates of training, training materials, handouts, registration paperwork, attendance forms, or other acceptable documentation.

Training and Continuing Professional Development Activities

- Johnson County Fire Protection District
 - Officer's Training Meetings (for officers)
 - District Training Meetings
 - Approved Station Training Meetings scheduled by the Captain or Lieutenant
 - Recruit training
 - Live burns (offered quarterly)
 - Special training (District approved vehicle rescue, water rescue, watercraft operation, hazardous materials, etc.)
- Johnson County Missouri Fire Association
 - Regular training sessions
- Johnson County Emergency Management Agency
 - Local training
 - Local exercises
 - LEPC meetings/exercises
 - State-sponsored training
 - Annual pipeline training
- Firefighter I/II
- Hazardous Materials Awareness, Operations, or Technician level
- MU Fire and Rescue Training Institute
 - Sponsored courses at other agencies
 - Winter Fire School
 - Summer Fire School
 - Instructor Conference
- State Emergency Management Agency (Missouri)
 - Sponsored courses at other agencies
- Federal Emergency Management Agency

- Sponsored courses at other agencies
- Independent study courses
- NIMS courses
- National Fire Academy
 - Sponsored courses on-campus
 - Sponsored courses off-campus
 - Independent study courses (online)
 - Coffee break sessions
- Emergency Management Institute
 - Sponsored courses on-campus
 - Sponsored courses off-campus
 - Independent study courses (online)

Conferences

- State level
 - FFAM
 - Fire Chief's Association
 - Emergency Management Association
 - Arson Investigation
 - Missouri Association of Fire Protection Districts
- National level
 - NFPA
 - IAAI
 - IAEM

Education (College-level)

- Fire science, emergency management, occupational safety, criminal justice, business administration
- Other courses upon review
- 1 semester hour = 15 contact hours