

# CZU TRAINING PLAN

The primary responsibility of the CZU Training Battalion is to provide training and records maintenance for all employees assigned to the CAL FIRE San Mateo – Santa Cruz Unit. Additional responsibilities include the coordination of State, Region and outside training in support of the Department’s mission. The Training Bureau is also responsible for scheduling and facilitating the required training and testing of the Unit's CFFJAC employees and cooperative agreements.

This is accomplished by the development of an annual training plan that serves the needs of the Department and all personnel within the Unit. The primary goal of the Unit’s training plan is to develop and support comprehensive training for all employees, ensure compliance with state and policy mandated training, enhance employee’s incident command qualifications, and develop career tracks that benefit the Department’s mission as a leader in all risk emergency response and incident command.

The Department training program operates within a traditional chain of command process, from the Department to the Region, then to the Unit. The Department utilizes four basic levels of responsibility for its training program: Department, Program, Region and Unit.

All Training is prioritized and allocated utilizing the following criteria:

1. *Mandatory / Position Required Training (required by policy, law, or statute)*
2. *Incident Command System Training (based on the ERD needs in support of Department’s Mission)*
3. *Career Enhancement and Employee Development*

# **MISSION STATEMENTS**

## **CAL FIRE MISSION STATEMENT**

The California Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.

## **CAL FIRE TRAINING MISSION STATEMENT**

Consistent with the Mission of the Department, the training program and process aspire to develop, enhance, and perfect the capabilities of its human resources and provides leadership through the mutual sharing of knowledge, skills and abilities with cooperating agencies.

## **CAL FIRE TRAINING PROGRAM VISION STATEMENT**

We provide the training that instills the knowledge, skills, and ability to maintain or develop professionals and leaders in Fire Protection, Natural Resource Management, and Management Services. Paramount in the process is the constant improvement of the performance of each individual through comprehensive training and drills. We facilitate the continual evaluation of our training instruments to provide contemporary, mission specific, need based, and cost efficient delivery of our training programs.

In order to remain responsive to the mission of the Department, we remain vigilant and flexible to change, advanced technology, and the external influences that challenge the human resources of the department. By meeting these challenges, department operations are enhanced and our employees are better prepared to meet their objectives.

We foster professional relationships through the mutual sharing of knowledge, skills, and abilities. We strive to maintain recognition earned through participation and demonstrated professionalism with peers in State, National, Local Government, and private enterprise. We cooperate in the development and delivery of training programs with mutual benefit.

## **CZU BATTLION TRAINING MISSION STATEMENT**

Our mission is to provide professional leadership and clear direction in implementing quality training programs that serve CAL FIRE/County Fire Personnel and Cooperators.

# PROGRAM DESCRIPTION

## PROGRAM DESCRIPTION

The CZU Training Battalion is responsible for the delivery and documentation of training and safety for all career and volunteer personnel. The Battalion will ensure that all federal, state, and local training mandates, laws, and regulations are followed as they pertain to training.

The Battalion will operate within and enforce the policies and procedures of CAL FIRE, San Mateo County Fire Department, Santa Cruz County Fire Department, Coastside Fire Protection District, Pajaro Valley Fire Protection District, San Mateo County Fire Chiefs Association, and the Santa Cruz County Fire Chiefs Association.

Every career and volunteer employee is **personally** responsible for their career development and ensuring they maintain currency with mandatory training certifications required by state/federal mandates and department policy.

## GENERAL PROGRAM GOALS

- Enforce state/federal law, and CAL FIRE- San Mateo County Fire Department, Santa Cruz County Fire Department, Coastside Fire Protection District, Pajaro Valley Fire Protection District training policies and procedures as they apply to career and volunteer personnel.
- Ensure that all personnel receive the opportunity for training that is required for their specific positions.
- Document all employees training in a common database (Target Solutions).
- Work with the CAL FIRE Region Office regarding the allocation of training for CAL FIRE personnel and the presentation of training at regional training locations.
- Work with cooperators at the Cabrillo Community College to ensure communications, cooperation, and coordination of all public safety training.
- Work with cooperators as a member of the San Mateo County Training Officers Association and Santa Cruz County Training Officers Association.
- The Bureau will assist and closely coordinate all training with assigned battalion training representatives.

# **CODE OF CONDUCT FOR TRAINING COURSES**

## **DRESS CODE**

Appropriate dress for class is required. Acceptable dress includes authorized department uniforms, casual clothing suitable for office wear, or the course instructor may dictate the most suitable attire for the course.

Unacceptable dress includes shorts, shirts or blouses without collars, tank tops or halter tops. Your clothing should not be stained or soiled. You may not wear sandals, flip-flops or shower shoes. Your clothing should not express a political opinion or attitude contrary to the public safety codes or ethics.

Caps and unacceptable items of clothing will not be worn in the classroom. If you are engaged in activities that may soil clothing, wear attire that is appropriate for the situation. Tee shirts, shorts and sweats may be worn for physical fitness training.

## **LANGUAGE**

Loud or obscene language will not be tolerated.

## **ELECTRONIC DEVICES**

Please turn off cell phones and pagers during class. There will be ample opportunity to use them during your breaks and lunch.

## **GROOMING STANDARDS**

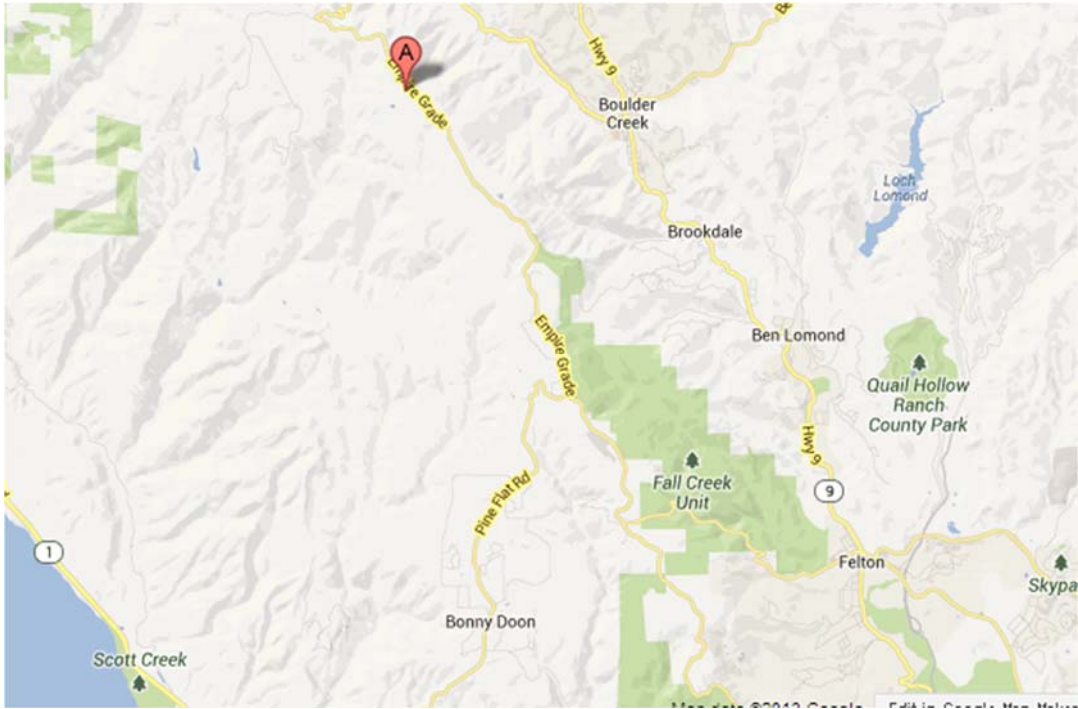
CAL FIRE and County Fire Department employees shall be in compliance with the departments grooming standards during all training courses.

**THANK YOU FOR YOUR COOPERATION**

# LOCATIONS WE USE FOR TRAINING

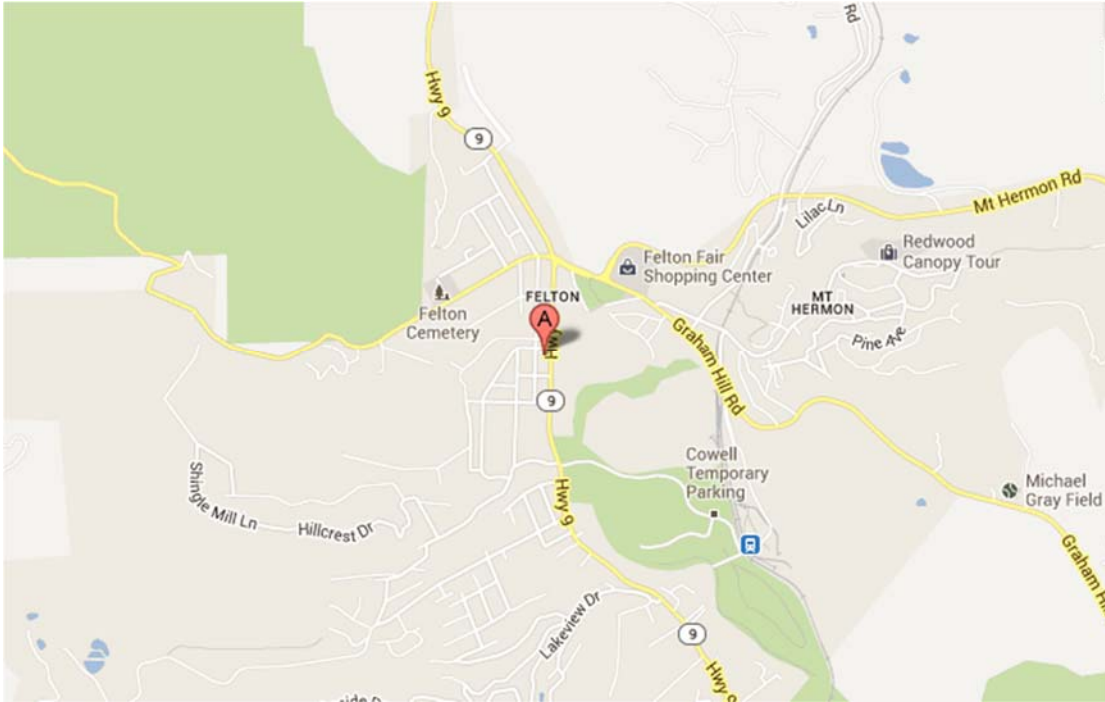
## BEN LOMOND TRAINING CENTER

13575 Empire Grade Rd  
Santa Cruz, CA 95060

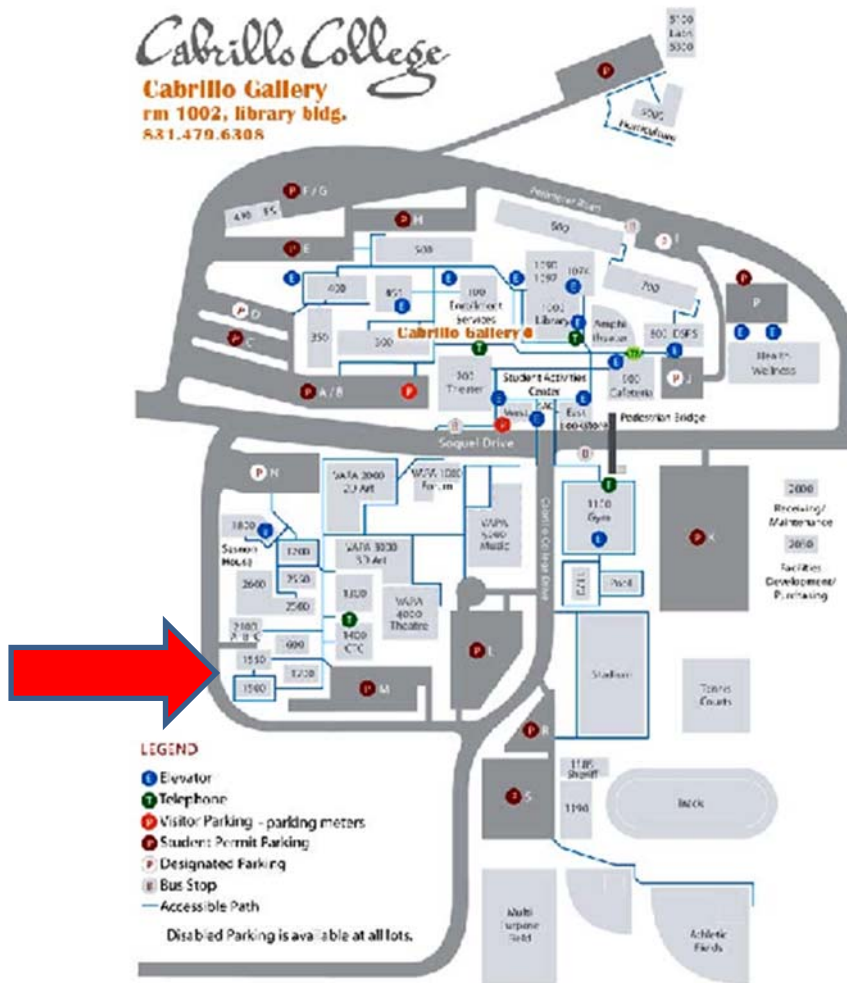
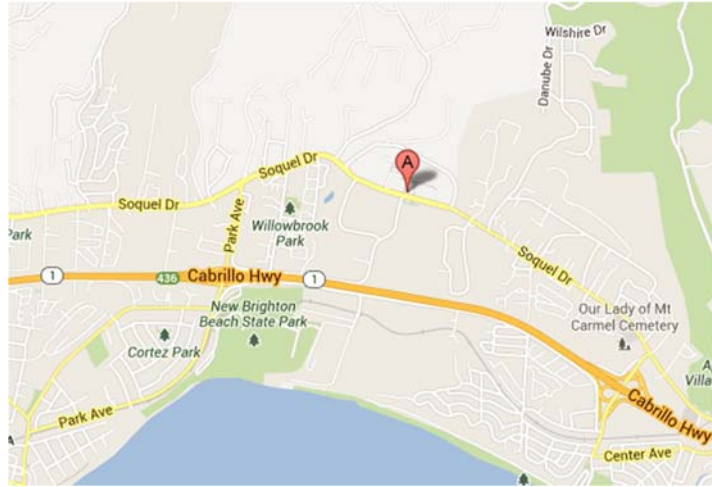




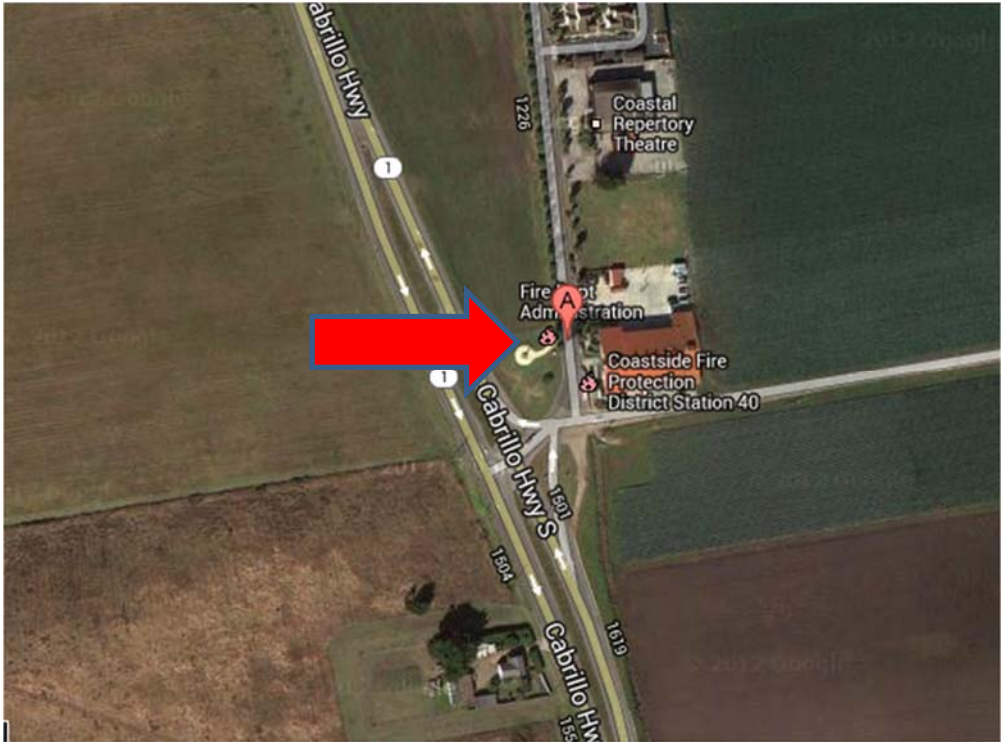
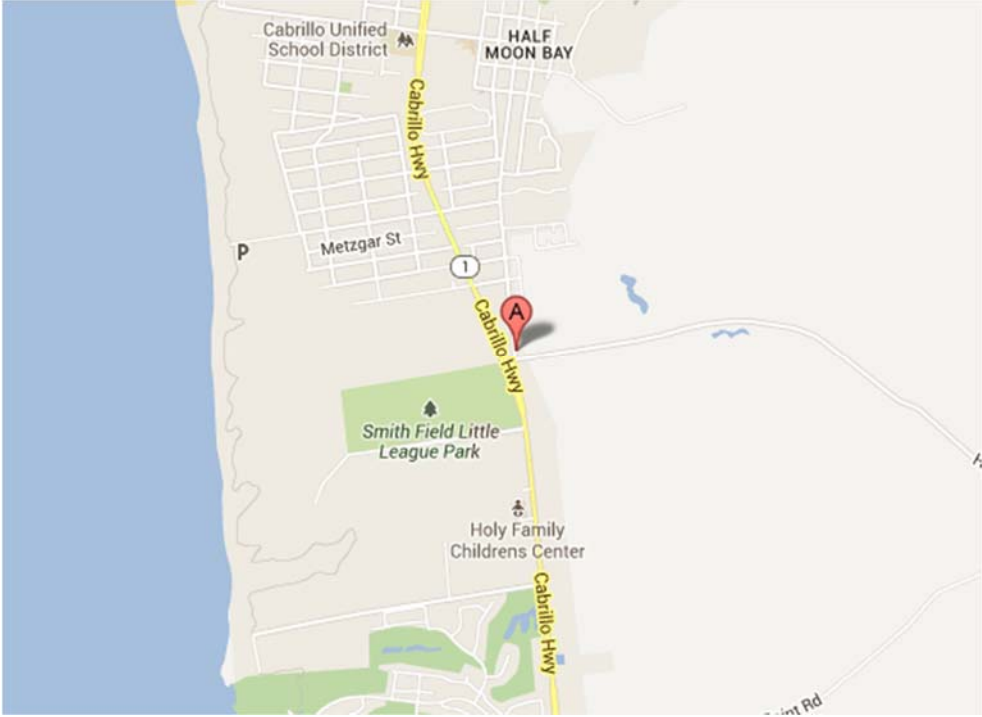
**FELTON TRAINING ROOM**  
6059 Highway 9  
Felton, CA 95018



**CABRILLO COLLEGE**  
 6500 Soquel Drive  
 Aptos, CA 95003

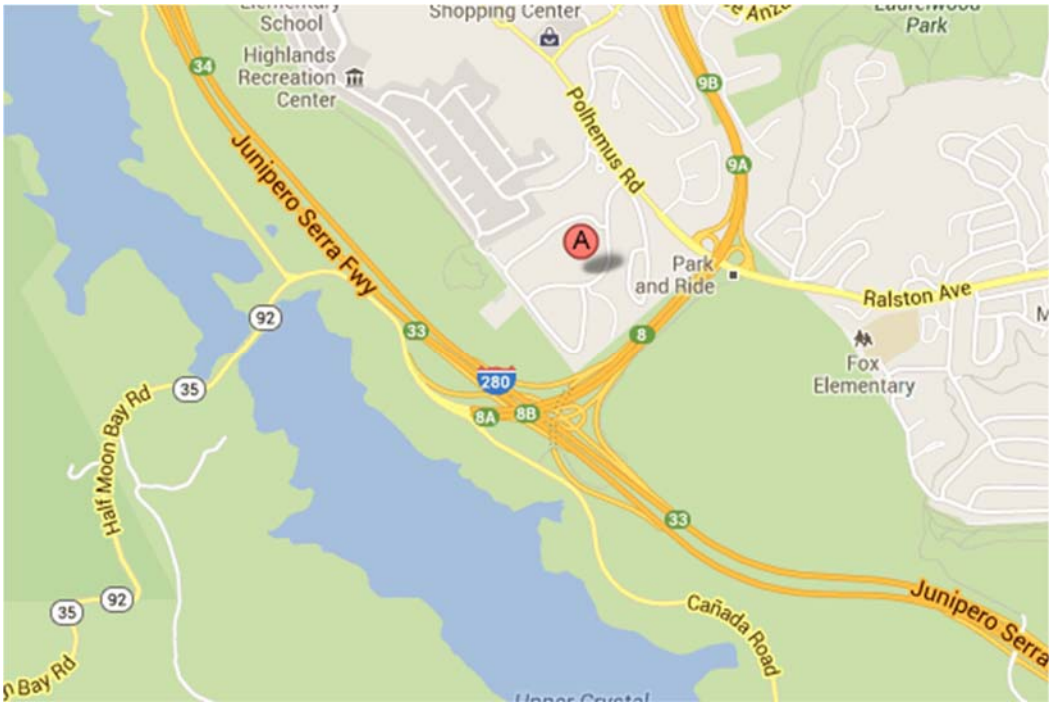


**HALF MOON BAY STATION (S40)**  
1191 Main St  
Half Moon Bay, CA 94019





**BELMONT FIRE STATION (S17)**  
320 Paul Scannell Dr.  
San Mateo, CA 94402



# MANDATORY TRAINING CLASSES

## Continued Professional Training (CPT)

COURSE TITLE	FEDERAL, STATE, or LOCAL LAW
<b>SAFETY &amp; ORIENTATION</b>	
General Duty Clause, Employee Safety & Training	29 USC 654 (a)1, CCR T8 3203 (IAPP), Cal Labor Code Section 6317, 6400,6401,6402,6403
EEO Training	OSHA 3148
Blood Borne Pathogens, TB & Communicable Disease	CCR T8-5193 (e), 3203; OSHA Policy P&P C-47, 29CFR 1910.130
Sudden Infant Death Syndrome	H&S 1797.192 & 1797.170 & 171
Respiratory Protection / Fit Testing / SCBA	CCR T8-3401, 3409, 5144, ANSI Z88.5 & 6, T8-5144, 29CFR 1910.134
Elder Abuse	22 CCR 100074 (EMT)
Child Abuse	PC 11166, 22CCR 100074 (EMT)
PPE & Clothing	29 CFR 1910.132, CCR T8-3401
ICS/SEMS	SB 1841, GC 8607, T19-2428, NWCG 310-1, NFPA 1561
Defensive Driver Training	DMV 15250.5, 6, CCR T8-3203, 49 CFR 383
<b>WILDLAND FIREFIGHTING</b>	
Basic Firefighter Skills / Procedures	CCR T8-3203a4b,g,c, CCR T8 6773
Wildland Firefighter	CCR T8-3203 (a)7, 3401, 3410, 6773 NWCG 301-1
Wildland Fire Shelters	CCR T8-3203, 3401,3410
Wildland Fire Behavior	CCR T8, 3401, 3410, 3203
<b>STRUCTURE FIREFIGHTING</b>	
Structural Firefighting Fire Control 3	CCR T8-3203 (a), T8-3401 OSHA
<b>HAZ MAT</b>	
Haz Mat FRO Decon Confined Space Awareness	29CFR 1910.120, CCR T8-3401, 5192, T19-2510 29 CFR 1910.146, CCR T8-5156, 5157, 5158
<b>EMS</b>	
EMT-1 Including Defibrillator Emergency Medical Responder, EMS	CCR 10063(9), T22 CCR 100020,100021,100075
First Responder Defibrillator	CCR T22, Div 9, Ch 1.5, (EMT-D), T-22-100021, 100064
CPR	T22 CCR 100025, H&S 1797, 182; CCR 22-100016,100019
<b>ADDITIONAL TRAINING</b>	
Swift Water Rescue	CCR T8-3203
Terrorism: Emergency Response	National Fire Academy
Driver/Engineer Training	DMV 15250.5, 6, CCR T8-3203, 49 CFR 383

# **CZU TRAINING BATTALION GUIDELINES**

## **NEEDS ASSESSMENT PROCESS/ALLOCATIONS**

Use of the annual training needs assessment process assists in the development and delivery of critical training as determined by safety and accident reviews, as well as by management. Adherence to the process also allows for the development of individual and unit level training goals and the successful attainment of those goals. The assessment of training needs and accomplishments must occur on a continuous basis.

The assessment begins with the review of the Individual Development Plan (IDP) and the Training Guides for employee classifications (4000 manual) by the individual and his/her supervisor. Comparison is made with the individual's training records, position responsibility, career development needs, ICS track, and department needs. The review shall consider mandated training needs and management direction as a priority.

On an annual basis, the Department conducts a statewide survey of the training needs for each Unit, Region and Program. This annual needs assessment is conducted to determine the amount and type of training to be developed or delivered by the Academy, Regions, and Units. Once the type of training needed is decided, each Unit is allocated slots based on the needs assessments presented by each respective Unit, Region, and Program.

In accordance with Department Policy, the Training Bureau follows these time lines to facilitate the collection and dissemination of training needs information:

- November - Training Needs Assessments (TNA) go out to the Units from Region
- December – Employees submit Individual Development Plan (IDP) to supervisor
- January - Unit Training Officer sends out TNA to the field
- February - TNA are consolidated and submitted to Region
- June - Region Training meets with Unit Training Officers to distribute training allocations for each Unit
- August - Training Battalion hosts a Unit allocations meeting (paid and volunteer)
- September – Students receive a letter with allocated classes prior to vacation picks

## **INDIVIDUAL DEVELOPMENT PLAN (IDP)**

The Individual Development Plan (IDP), form Std. 637, defines the employee's development goals, specific objectives leading to the goals, and specific plans for meeting the objectives. The IDP is required to be completed annually.

The IDP serves several purposes:

- It assists the employee in defining his or her career goals and the specific steps that will be taken in an organized plan to meet the goals or objectives.
- It provides a format for consideration by the employee and his or her supervisor in examining the relevant work experiences, assignments, and/or formal training that may be used to assist the employee in achieving these goals or objectives.
- It serves as a guide to the department's personnel, training, and/or EEO Office in working with a designated upward mobility candidate and his or her supervisor to implement career plans.
- It becomes a part of the employee's training and experience record and will be utilized to evaluate future training requests.

Each IDP should include short-range (one to three year) goals, and if possible, long-range goals. The IDP may be modified at any time to reflect a change in the employee's goals.

A short-range plan should identify specific, desirable, and immediate developmental experiences and the means for achieving them.

A long-range plan need not be as detailed, but should reflect the kinds of experiences that will lead to attainment of the long-range goals. Developmental experiences may include work assignments, training, and reading.

### **TR7s**

The TR-7 is used for the following:

- Obtaining approvals to participate in training.
- Serving as a control document for managing training funds and authorizing payment.

Most employees are required to submit a TR-7 through their supervisor for all formal local and region sponsored training classes they would like to attend.

All TR-7s need to be approved (signed) by the employee's **Battalion Chief**. If an employee gets their TR-7 signed by their engineer or captain, the Battalion Chief still needs to sign under the engineer or captain's signature. This identifies the Battalion Chief approves attending the training class.

Please don't send in TR-7s or email TR-7s without the proper approval signatures. If your Battalion Chief has not signed your TR-7, do not send it.

Please don't submit multiple TR-7s for the same training class.

Please don't submit TR-7 without class dates and class cost entered.

Prior to submitting a TR-7 to your Battalion Chief for approval to attend an ICS qualifications class:

- The employee needs to review 4039 and confirm that they meet all the prerequisite training and experience for the class you are requesting to attend. If they don't meet to prerequisites, don't ask to attend the ICS training class until you have attended all the required prerequisite training courses.

### **VOLUNTEER EMPLOYEE TRAINING REQUEST**

Per the San Mateo and Santa Cruz County Volunteer Handbook, volunteers are required to submit a Training Request (TR-7) through their Company Officer, who will submit to the Battalion Chief, who will then submit to the Training Battalion for all formal training classes they would like to attend.

### **CLASS REGISTRATION/PAYMENT/REIMBURSEMENT**

In some cases, employees will need to register themselves in training courses and make course payments in advance. The employee will be made aware of this in advance of the training course.

Anytime an employee attends a training course and there is tuition cost involved, there are several options available for payment:

- Student pays the tuition fees and gets reimbursed through the Travel Expense Claim process
- Student applies for a travel advance 5 days (minimum) prior to the first day of class.

Any tuition or per-diem reimbursement will follow current MOU rules.

- After completing a training course, one copy of the previously approved TR-7 must be submitted with the travel expense claim to the claims unit to receive reimbursement. This TR-7 must have the employee's certification of completion and the manager's approval (Training Battalion Chief) for payment in the lower portion of the form. An employee who does not successfully complete a career related course will not be eligible for reimbursement.



## **RETURNEE FF AND LT FAE ACADEMIES**

The Training Battalion, with the assistance of Cadres, is responsible to provide all policy mandated training to all returning seasonal and limited term employees. In addition, Unit specific training is also provided based on the local needs of the Unit.

### **BASIC FIRE PROTECTION SKILLS TESTING (4036)**

Each Battalion, Camp, and program Chief Officer will conduct the annual basic fire protection skills testing required of their respective employees. The testing will take place in the spring time with a completion date of July 1st of each year. The final results of the annual skill testing will be maintained by the Training Battalion

### **ENGINE COMPANY WILDLAND READINESS EXERCISE (FRED)**

The Training Battalion facilitates an annual readiness exercise. The purpose of this exercise is to allow supervisors to evaluate Unit fire control personnel. The exercise will consist of fundamental wildland fire suppression skills, which may include a timed full gear hike, initial attack progressive hose lay, timed and evaluated hand line construction and simulated fire shelter deployment. This provides an opportunity for each Battalion Chief to evaluate their respective engine company's readiness for the upcoming fire season in multiple areas.

### **EMS CERTIFICATIONS**

It is every employee's responsibility (career and volunteer) to plan ahead, attend, and log the required EMS certifications and Skill Verification classes. EMTs and Emergency Medical Responders (EMR) are all certified the same way through Skill Verification classes. If a copy of a CE log is needed, it is available on Target Solutions.

### **SKILLS VERIFICATION CLASSES**

The Skills class schedule has/will be staggered so employees can attend skill verification training while on duty. Please don't wait until the last minute to conduct required CEs (24 hours every 2 years).

### **TRAINING CLASS CERTIFICATES**

When an employee completes a training class and they are provided a certificate for the training, the Training Battalion needs a copy of the certificate forwarded to them for the employees training file. If the employee completes a training class in the unit and the Training Battalion provides them with the certificate, training already made a copy of the certificate and put it in the employees file prior to issuing the certificate.

## **JAC TRAINING**

JAC employees are **personally responsible** for completing their required JAC training and submitting accurate and timely JAC-304 forms. They are required to submit a TR-7 for the classes that they need to attend to complete their JAC requirements. If they do get off track or confused on the JAC requirements, please have them consult with the JAC Coordinator. We are here to help, but they need to be pro-active and responsible. All JAC-304 forms for the fiscal year must be submitted to the units JAC coordinator by June 15 of each year so region can receive them by July 1. *This is a critical time frame.*

## **TARGET SOLUTIONS**

For Records management and the issuance of specific training courses, CZU Training has implemented the on-line "Target Solutions" program. This is a computer/instructor based program which will track required training as well as certifications.

## **ICS QUALIFICATION TASK BOOK & ICS POSITION QUALIFICATION SYSTEM (PQS) FORM**

*All training and proficiency requirements are in accordance with Department Policy 4039.*

The Training Battalion frequently gets questions about the process to obtain Trainee or Qualified status for ICS qualifications & positions.

Below is the process.

- Employees need to work with their BC to select an ICS track. Once an ICS track has been selected, they should pursue ICS training classes and qualifications within the chosen ICS track and operations.
- Before they submit TR-7s to attend an ICS position training class, they first need to review 4039 (ICS Position Development) to confirm that they have attended all the required prerequisite courses for the ICS position training class that they wish to attend. If they do not have all the required prerequisite classes, they will need to complete the prerequisite training prior to submitting a TR-7 to attend the ICS position training class desired. Attached is a copy of the 4039 document for convenience.

After following the above steps and attending the ICS position training class, they will need to follow the below process to have your task book initiated.

## **TRAINEE STATUS & TASK BOOK**

To be placed in the ERD/ROSS as a trainee for an ICS position, please submit the following to the Training Battalion:

- PQS form with a supervisor's signature (if supervisor is not a BC or higher, a BC must also sign below the supervisor's signature). Attached is a copy of the PQS form for convenience.
- A copy of the certificate of completion for the ICS position being requested.
- A copy of the certificate of completion for ALL the required pre-requisite training classes for the ICS position being requested.
- A task book for the ICS position being requested. Most task books are available on the NWCG website: <http://www.nwcg.gov/pms/taskbook/taskbook.htm>

Upon completion of all steps listed above, the Training Battalion Chief will initiate the task book, notify the ECC to add the employee to the ERD/ROSS for the appropriate position, add name/ICS position to the Priority Trainee List, and add new ICS qualification to the red card update file for the spring red card update. The ERD and red cards are updated annually.

***Only the Training and Safety Bureau Chief can initiate an employee's task book.***

Employees are not allowed to get a task book assigned at an incident and signed off prior to meeting the required prerequisites for the ICS position and attending the required training classes.

## **QUALIFIED STATUS**

To be placed in the ERD/ROSS as qualified for an ICS position; please re-submit the PQS form with BC's approval signature and the following:

- Completed and signed off task book
- Completed ICS 225/incident personnel performance rating

Upon completion of all steps listed above, Training Battalion Chief will notify the ECC to add the employee to the ERD/ROSS as qualified for the appropriate position and add new ICS qualification to the red card update file for the spring red card update. The ERD and red cards are updated annually.

## **ANNUAL TRAINING PLAN**

The Training Battalion develops an annual training plan to meet the local training needs of the Unit. As part of the annual training plan, a course catalog of locally sponsored

classes will be made available by mid-November of each calendar year, with most classes being offered December through June.

### **LOCAL, REGION TRAINING CLASS CALENDARS**

All the classes offered by Region will be listed on the Region Training Calendar located at: <http://calfireweb/employeecenter/training/northernregion/>

All the classes offered by Santa Cruz TO's, and the CZU Training Battalion will be located at: <http://www.czutraining.org>

The Training Battalion will list all the training classes (available at the time) on the training calendar prior to October 31. Students selections will be posted on the allocations master spreadsheet on the CZU Training website. This will allow employees to plan their vacations around assigned training. This is a fluid process and class schedules are subject to change.

### **TRAINING CLASS NOTIFICATION AND SCHEDULING**

Prior to the next work period beginning, approved students attending training classes on the local and region training calendar will be notified via mail that they are in the training class. TR60s will be forwarded to the students and their supervisors when they are available.

### **LOCAL TRAINING COURSE INFORMATION**

Every year, CAL FIRE-Santa Cruz County Fire Department and Santa Cruz County Training Officers, in conjunction with Cabrillo Community College, offer numerous training courses. These courses include ICS classes, State Fire Marshal classes, and specialty courses in hazardous materials, fire prevention, fire investigation, structural fire control, wildland fire control, and special rescue.

### **CERTIFICATION**

When possible, our classes will meet Fire Service Training and Education Program (FSTEP), California Fire Service Training and Education System (CFSTES) and certifying curriculum. Our Haz-Mat classes are approved through the California State Training Institute (CSTI). Some classes are CAL FIRE approved. Appropriate certificates will be issued upon the completion of each class.

### **FEES**

It is the intention of the CZU Training Battalion to provide training at the lowest possible cost. All fees are due prior to class. If fees are applicable, they will be outlined on the class flyer.

## PRE-COURSE WORK

Some classes require that pre-course work be completed before the beginning of class. Pre-course work will be provided to the students 2 weeks prior the first day of class.

## MONTHLY TRAINING TOPICS AND MULTI COMPANY DRILLS

The In-Service Training Plan is a yearly program consisting of four quarters. Each quarter will be comprised of three months (February, March, April) (May, June, July) (August, September, October) (November, December, January). Each quarter shall have a general theme. These themes are: EMS, Wildland Fire Control, Technical Rescue/Hazardous Materials, and Structure Fire Control.

Each month, all paid and volunteers will receive new training via Target Solutions from the Training Battalion. This plan will include:

- 4 hours of formal instruction per month assigned by Training via Target Safety
  - One (1) hour of EMS Training
  - Three (3) hours based on quarterly basis
- 8 hours of drills per month assigned by Training via Target Safety
  - Two (2), four (4) hour “hands on drills” based on quarterly theme with verification of completion and date.

## EVALUATION PROCESS

One of the most important parts of the training process is evaluation of the program. This will be conducted in the following manner;

- **Annually** – Unit Training Chief will meet with Unit Chief and Unit Management Team once a year to review the success and areas of improvement.
- **Monthly** – Unit Training Chief will request feedback from the field on a monthly basis, to make sure that the needed training is being delivered successfully.
- **Class** – After the conclusion of each course the Training Battalion will provide the student with the approved evaluation form. All forms will be collected and reviewed for ways to better the training provided to the student.
- **On Going** – After a student has completed a class successfully in which they submitted a TR-7, they will return their TR-7 with the second page completed to the Training Battalion. After non-formalized training occur a review will be conducted by the units involved, any teaching point will be forwarded to the Training Battalion for dispersal the field as needed.



## **PERSONNEL TRAINING FILES**

Employees are welcome to schedule at time to come by the training office and look in their file. Please don't just walk in and start digging through the files. When an employee receives a new or updated certificate or certification, the document needs to be put in the CZU Training in box. After Target Solutions is updated to reflect the certification, the certificate will be filed in the employees training file.

# CZU COURSES

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## **BASIC FIREFIGHTER ACADEMY (VOLUNTEER)**

This Academy begins with general Academy Orientation, a one day Safety and Orientation Class for CZU Volunteers. The academy includes lectures and manipulative practice skills and is designed to be an entry level training experience for individuals joining a fire department as a volunteer. Wildland and Structure topics include: general safety, basic fire chemistry/behavior, breathing apparatus, portable fire extinguishers, forcible entry, rescue, ladders, water supply, hose loads, fire streams, communications, salvage operations, ventilation techniques, and Wildland fire safety. Hazardous Materials covers Confined Space Rescue Awareness, Hazardous Materials First Responder Operational, & Hazardous Materials First Responder Operational Decontamination. Upon completion the student will receive various certificates including NWCG and CSTI.

**Prerequisite:**                      **Students must be an official member of the department sponsoring them.**

Pre course assignments and exact location and times will be sent to the student upon acceptance into the academy.

## **C-110 EXPANDED DISPATCH RECORDER**

This course will provide the student with the skills to perform as an Expanded Dispatch Recorder (EDRC). Topics include the structure of the Expanded Dispatch organization, description of resource ordering and status process, and the importance of EDRC having effective communication skills and working relationships. Additionally, this course will include and introduction and general overview of Resource Ordering Status System (ROSS). Students will learn how to create, fill, and release resources in an expanded setting.

**Prerequisite:**                      **None**

## **CAL FIRE BASIC BRIDGE ACADEMY**

The CAL FIRE Bridge Academy takes advantage of the existing skill sets taught during the Santa Cruz Basic Firefighter Academy and minimizes redundancy and classroom time for those seeking to receive their CAL FIRE Basic Certification

**Prerequisite:**                      **Santa Cruz Basic Firefighter Academy**

## **COMMANDING THE INITIAL RESPONSE**

Designed for Company Officers who serve as incident commanders at initial response incidents. This NFA hand-off course is designed to give the participant the information and skills necessary to establish command, perform size-up, develop and implement an action plan, transfer command and organize an incident using an effective fire ground management system.

## **CPR/AED RECERTIFICATION/EEO**

This class for everyone needing to be recertified in Cardio-Pulmonary Resuscitation/Automatic-External Defibrillator. Upon completion, you will receive a CAL FIRE CPR certification card. The second half of the class will offer the mandatory EEO Class required by OSHA for those who need recertification. Students will gain an increased understanding of the definitions, concerns, and legal issues related to Equal Employment Opportunity.

**Prerequisite:**                      **Existing CPR certification**

## **CPR/AED INITIAL CLASS**

This class will teach techniques of cardiopulmonary resuscitation and demonstrate the proper use of the AED. This course follows the 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care for health care providers. A CAL FIRE CPR/AED card will be issued upon completion.

## **EMERGENCY MEDICAL RESPONDER (EMR)**

This CAL FIRE EMR initial course is designed to train fire service personnel to render prehospital basic life support care under field emergency conditions. The CAL FIRE EMR course complies with the National EMS Education Standards for Emergency Medical Responder. Upon completion the student will receive CAL FIRE EMR cards with a 2 year currency.

**Prerequisite:**                      **CPR**

## **EMS SKILLS VERIFICATION TEST**

This course provides the EMSA Skills Competency testing required to renew Emergency Medical Responder, EMT-1, or EMT-P certifications. The required CE's to recertify are not a part of this class.

**Prerequisite:** Existing EMR, EMT-1, or EMT-P

## **FIRE APPARATUS DRIVER/OPERATOR 1A** **CFSTES**

Updated to reflect current CVC requirements and the 2014 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Upon completion of this course, you will receive a SFM CFSTES certificate.

**Designed for:** Volunteers

**Prerequisites:** Fire apparatus driving experience on a public way:

**Option 1:** Signed verification from the Fire Chief;

**Option 2:** California Class A or B driver's license

**Option 3:** California Class C driver's license - Firefighter Restricted

## **FIRE APPARATUS DRIVER/OPERATOR 1B** **CFSTES**

Updated to reflect the 2014 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. This course provides the student with information on pump construction and theory of pump operations. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Upon completion of this course, you will receive a SFM CFSTES certificate.

**Designed for:** Volunteers

**Prerequisite:** California DL Class A, B, or C with a CAL DL 88

## **FIREFIGHTER RETURNEE/NEW HIRE ACADEMY**

This Academy is designed to provide knowledge and skills, and to practice and test mission critical skills to ensure employee safety and preparedness.

**Prerequisite:** FFI

## **FIREFIGHTER SURVIVAL FSTEP**

This course was developed in the continuing effort to reduce the number of fire fighter injuries and fatalities that occur on an annual basis and provides a greater understanding how to avoid committing fatal errors on the fire ground. Avoiding situations that could cause you to become lost, trapped, or injured is the best way to prevent tragedies at a fire scene. Topics include fire fighter survival terminology, developing a survival attitude, increasing situational awareness, and being trained in problem-solving techniques so you can become more self reliant in an emergency. Case studies will be reviewed to outline factors common in many line-of-duty deaths across the nation.

## **FORKLIFT TRAINING**

This class will provide the student with the training to be competent in the operation of a powered industrial forklift as specified in the OSHA Standard. Upon completion, the student will receive a certificate good for three years.

## **I-300 INTERMEDIATE ICS FSTEP**

This course provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out. Upon completion of this course you will receive a SFM FSTEP certificate.

**Prerequisite:** I-200

## **JAC ACADEMY**

This class is tailored to JAC employees to meet the Resource Management, Swiftwater Rescue, and GPS requirements as outlined in the JAC syllabus.

**Prerequisite:** JAC Employee

## **JAC EXAMS**

This class will provide the required written and skills exams to CAL FIRE employees currently in the Joint Apprenticeship Committee (JAC) program.

**Prerequisite:** JAC Employee

## **L.A.R.R.O. FSTEP**

Designed to equip the student with the techniques and methods for using rope, webbing, hardware friction devices, litters in low angle rescue situations. Areas covered include rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems, and single-line rescue systems.

**Designed for:** Focus group is Volunteers

**Prerequisite:** None

## **NORTH DIVISION COMPANY OFFICER ACADEMY**

This class is Task Book driven and tailored to North Division Employees.

**Prerequisite:** North Division Employee

## **ROPE RESCUE TECHNICIAN - CZU**

This course will prepare participants to undergo competency testing for high angle rescue. The scope of the program is to familiarize participants with the high angle environment and experience; and for them to safely participate in the engineering and operation of simple to complex rescue systems.

## **ROPE RESCUE, LEVEL 1**

This 40 hour course is designed to train the student in the skills required for certification in Rope Rescue Level 1. Students will receive instruction on the fundamentals of high and low angle rescues in both classroom and practical settings, including scenario-based instruction.

## **S-212 "A" WILDLAND FIRE CHAIN SAWS NWCG**

This course provides an introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Students will learn the duties and responsibilities of a power saw operator, parts and maintenance of the chain saw, and safety and evaluation. Field exercises support entry level training for firefighters with little or no previous experience in operation a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations. Upon completion of this course you will receive a NWCG certificate and appropriate CAL Fire S-212 card, valid for 3 years.

**Prerequisite:** CZU FFI and above

## **S-212 "B" WILDLAND FIRE CHAIN SAWS NWCG**

This course provides an introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application and expands on technical level skills to include tree diameter size to 8 inches to 24 inches. Students will learn the duties and responsibilities of a power saw operator, parts and maintenance of the chain saw, and safety and evaluation. Field exercises support entry level training for firefighters with little or no previous experience in operation a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations. Upon completion of this course you will receive a NWCG certificate and appropriate CAL Fire S-212 card, valid for 3 years.

**Prerequisite:** CZU FF1 and above

## **S-212 REFRESHER**

This course provides a refresher of the duties and responsibilities of the power saw operator, parts and maintenance of the chain saw, application, and safety evaluation. Upon completion of this course you will receive a CAL Fire S-212 card.

**Prerequisite:** CZU employee with Current S-212 Card

### **SANTA CRUZ COUNTY EXPANDED SCOPE EMT**

Expanded Scope EMT skills training.

**Prerequisite:** EMT or Paramedic

### **VOLUNTEER DRIVER/OPERATOR DRIVE TEST**

This is a scheduled manipulative skills exercise for Volunteers to apply for their Volunteer Driver or Volunteer Engineer certification.

**Prerequisite:** Volunteer FFII with required certifications as described in Volunteer Handbook

### **WATER RESCUE FOR THE FIRST RESPONDER**

This course provides an emphasis on developing safety and self-rescue skills. Objectives include understanding water dynamics, handling hazards and obstacles, and using basic rescue equipment