

# Employee Development Program



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Lebanon Fire District  
Employee Development Workbook

February 26, 2018



The function of this workbook is to provide employee development within the organization. As employees come on the department, the workbook will provide them a clear path from the newest recruit to the position of a company officer. The certifications needed to attain the next level in the organization are clearly laid out. The Lebanon Fire District encourages employees to strive for professional growth within the organization.

This workbook is also a tool for the District's officers. Fire District officers will be able to assess an employee's training level and inspire goal setting in new certification levels. Officers should be motivated to strengthen future leaders of the District through mentoring.

### **Training and Education**

From the newest recruit to the Chief Officer, the Lebanon Fire District provides the necessary in-house training to make competent firefighters and officers. The District encourages employees to seek additional training above and beyond their minimum job requirements. Outside training will allow for growth within the organization by developing current job skills and preparing for the next level.

Outside training opportunities can be found through such organizations as the Department of Public Standards and Training (DPSST), Northwest Association of Fire Trainers (NWAFT), Oregon Fire Instructors Association (OFIA) and the Oregon Volunteer Fire Association (OVFA). The Training officer often posts upcoming classes on the training board, and classes can be found on the agencies' web pages. Employees are encouraged to seek additional training at the National Fire Academy in Emmetsburg, Maryland. The Academy also provides courses locally.

### **Accreditation**

The Department of Public Standards and Training manages accreditation for the Fire Agencies and Firefighters in Oregon. DPSST closely follows the National Fire Protection Association's (NFPA) professional standards. Each position in their organization meets the recommended accreditation levels.

Task books are required for most levels and can be found in the task book section of your workbook or the DPSST webpage under "fire forms."

# Lebanon Fire District

## Current Certifications

### Recruit/Probation

Certification	Completed	Date
NFPA Firefighter I		
NFPA First responder Operations (Haz-Mat)		
Firefighter Type 2		

### Firefighter

Certification	Completed	Date
NFPA Firefighter II		
NFPA Instructor I		
Firefighter Type 1		
NFPA Haz-Mat Technician		

### Apparatus Operator

Certification	Completed	Date
NFPA Driver/Operator		
NFPA Apparatus Equipped with a Pump		
NFPA Wildland Fire Apparatus		
NFPA Mobile Water Supply Apparatus		
NFPA Equipped with an Aerial Device		

### FEMA ICS Certifications

Certification	Completed	Date
ICS-100		
ICS-200		
ICS-300		
ICS-400		
ICS-700		
ICS-800.b		

### AIC Officer

Certification	Completed	Date
AIC Lieutenant		
Fire Ground Leader		
Fire Officer I		
Fire Officer II		
Fire Officer III		
Fire Officer VI		
Engine Boss		
NFPA Haz-Mat Incident Commander		

### EMS Certification

Certification	Completed	Date	Standing Orders
Emergency Medical Responder			
Emergency Medical Technician			
EMT- Advanced			
EMT- Intermediate			
EMT- Paramedic			

### Teams and Committees

Certification	Member	Date
Fire Investigation Team		
Rescue Team		
LFCAIRS Member		
Safety Committee Member		

### College Degrees

Certification	Completed	Date
AAS Fire Science		
AAS Emergency Medical Technology		
Bachelor's Degree		

# Probationary/ Recruit

## Work Book



Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Program Started: \_\_\_\_\_ Training Officer Signature: \_\_\_\_\_

Program Completed: \_\_\_\_\_

## STEP 1 – New Employee (1<sup>st</sup> 14 Days)

**Objective:** Step One is the beginning of the training program which begins with an introduction to the Lebanon Fire District. This starts the day after new member orientation. Then followed by step 2 training that is required for regulatory compliance and District policies.

Trainer Initials	Student Initials	Date Completed	Training Module	Assigned to	
			Door Codes	A	R&R
			Heavy 7	A	R&R
			Email Sign-in	A	R&R
			Active 911	A	R&R
			Crewsense	A	R&R
			Fire House	A	R&R
			DPSST #	A	DCT
			Company/Station Assignment <ul style="list-style-type: none"> <li>• Meet your company officer</li> <li>• Expectation meeting</li> <li>• Exchange contact information</li> </ul>	A	Ca/Lt
			Target Solutions	TS	R&R
			Sexual Harassment Awareness	TS	Ca/Lt
			Ethics	TS	Ca/Lt
			NFPA 1500 Hazard Communication	TS	Ca/Lt
			NFPA 1500 Bloodborne Pathogens Safety	TS	Ca/Lt
			Heath Insurance Portability and Accountability Act	TS	Ca/Lt
			NFPA 1500 Respiratory Protection	TS	Ca/Lt
			<b>Completion of Step 1</b> <ul style="list-style-type: none"> <li>➢ PPE/ Black Helmet</li> <li>➢ Class C Uniform</li> <li>➢ Turnout Locker/Name Tag</li> <li>➢ Passport Tags Black (4)</li> </ul>	A	DCT

**Course Key:** TS = Target Solutions, C = Classroom, A = Action

## STEP 2 – Training for Ride Along (28 days)

**Objective:** Step Two is structured to provide the new Volunteer with an understanding of department apparatus, what is carried and where. Introduce the Incident Command system which is used on all emergency incidents. Bring an awareness level of Hazardous materials and how to deal with an accidental release. And finally, to provide an understanding of Fire District communications and Safety, and to learn the Lifesaving skills of providing high quality CPR to an unconscious person who is not breathing and is pulseless.

Completed	Initialed	Training Module	Assigned to	
		Apparatus Equipment Orientation <ul style="list-style-type: none"> <li>• Passport Accountability</li> <li>• Donning Doffing PPE</li> </ul>	A	Ca/Lt
		FEMA SID #	F	R&R
		IS-100.c Intro to Incident Command System	F	R&R
		IS-200.b ICS for Single Resources and Initial Action Incidents	F	R&R
		IS – 700.a - National Response Framework, An Introduction	F	R&R
		IS – 800.b - National Incident Management System (NIMS) An Introduction	F	R&R
		Department Communications &Safety	TS	Ca/Lt
		Defensive Driving Strategies	TS	Ca/Lt
		BLS - CPR	C	DCT
		EMS Protocols (EMR's/EMT's)	C	DCT
		Medical Bag and Equipment Orientation	C	Ca/Lt
		Monitor	A	Ca/Lt
		ID Card Issue	A	R&R
		<b>Completion of Step 2</b> <ul style="list-style-type: none"> <li>➤ Class B Uniform/Coat</li> <li>➤ Cleared for in district Ride-Time</li> </ul>		

**Course Key:** TS = Target Solutions, F = FEMA website C = Classroom, A = Action

## STEP 3A – Respond as a Working Crew Member & NFPA FF 1 (12 Months)

**Objective:** Upon completion of Step Three, the Fire Fighter can respond to calls working in an IDLH atmosphere while under the direction of a senior fire fighter.

Trainer Initials	Student Initials	Date Completed	Training Module	Assigned To	
			SCBA Fit Test	A	Ca/Lt
			Firefighter 1 Academy (Complete) 1) Safety 2) Fire Behavior 3) Portable Extinguishers 4) Personal Protective Equipment 5) Ladders 6) Fire hose, Appliances and Streams 7) Overhaul 8) Water Supply 9) Ventilation 10) Forcible Entry 11) Building Construction  <b>(Have completed the above classes at the Fire Fighter I Academy)</b> Complete NWCG training modules: • S-130 Firefighter Training • S-190 Wildland Fire Behavior • L-180 Human Factors on the fireline	C	DCT
			HAZMAT Awareness/Operations (NFPA 472)	C	DCT
			Vehicle Extrication <b>(As Offered)</b>	C	DCT
			<b>Completion of Step 3A</b> <ul style="list-style-type: none"> <li>➤ Receives a yellow helmet with Scarlet “P”</li> <li>➤ Receives white passport tags</li> <li>➤ Respond to and participate in IDLH environments</li> <li>➤ Respond out of district with qualified crew</li> </ul>		

## STEP 3B

			Complete NFPA Fire Fighter I Taskbook <ul style="list-style-type: none"> <li>➤ Taskbook Sign Offs</li> <li>➤ Submit Completed Taskbook to DCT</li> </ul>	A	DCT
			Complete Probationary/Recruit Workbook	EDP	
			<b>Completion of Step 3B</b> <ul style="list-style-type: none"> <li>➤ Receives FF rockers</li> <li>➤ Removal of Scarlet “P”</li> <li>➤ Receives LFD License Plate</li> </ul>		

## Administrative Check-Offs

Trainer Initials	Student Initials	Date Completed	Task	DPSST Number/ Task Book Box
			Background Check	
			Lebanon Fire Department Orientation -Probationary Employee and Recruits roll-Expectations	N/A/ 4.1, 4.1.1
			PPE Issued Structural/ Wild land	
			HIPAA Training / <b>Online</b>	
			Hepatitis B Titer Documentation	
			TB Test	
			Email account Set-up	
			FireHouse account Set-Up	
			ESO Suite account Set-Up	
			Communicable Diseases/ Bloodborne Pathogens / <b>Online</b>	

## Class Room

### Fire ground Operations

Trainer Initials	Student Initials	Date Completed	Class	DPSST Number/ Task Book Box
			NFPA 1021 -Fire Ground Safety and Health / <b>Online</b> -SOPs/ SOGs Location -Firefighter Apparatus Safety -Traffic Safety	11F018/ 4.3.2 A-B 4.3.3 A-B
			NFPA 1001- Fire Behavior / <b>Online</b>	11F019/ 4.3.12 A
			NFPA 1001 - Building Construction / <b>Online</b>	11F020/

## Firefighter Skills

### Self-Contained Breathing Apparatus / Protective Clothing (PPE)

Trainer Initials	Student Initials	Date Completed	Skill / Class	DPSST Number/ Task Book Box
			SCBA Inspection and Maintenance	11F022/ 4.3.1 A
			SCBA Donning -Air Conservation Drill	11F022/ 4.3.1 B
			SCBA Fill Station Usage	
			NFPA 1500 - Protective Clothing (PPE)/ <b>Online</b> -Turnout Drill 60 Sec.	11F021/ 4.1.2

## Radio Communication/ Personal Accountability /RIT Program

Trainer Initials	Student Initials	Date Completed	Skill / Class	DPSST Number/ Task Book Box
			Department Radio Communications -LFD Phone and Paging system	11F037/ 4.2.1 A-B 4.2.2 A-B 4.2.3 A-B
			HEAR System	
			Personal Accountability/ Passport System	11F037/ 4.3.5 A
			Mayday/RIT Classroom Presentation	
			RIT/Mayday Skills	N/A 4.2.4 A-B

## Portable Extinguishers/ Sprinkler Systems

Trainer Initials	Student Initials	Date Completed	Skill / Class	DPSST Number/ Task Book Box
			Portable Extinguishers -ABC extinguisher -Dry Chem -Water Can	11F023/ 4.3.16 A-B 4.3.8 A-B
			NFPA 1001 – 16 Fire Detection, Alarm, and Suppression System <a href="#">Online</a>	11F035
			NFPA 1001 – 15: Fire Control <a href="#">Online</a>	11F034/ 4.3.18

## Ground Ladder / Overhaul /Ropes and Knots

Trainer Initials	Student Initials	Date Completed	Skill / Class	DPSST Number/ Task Book Page
			Ground Ladders -24' Extension Ladder -Roof Ladder -Attic Ladder -35' Extension Ladder Ladder Maintenance	11F028/ 4.3.6 (A)
			Ground Ladders hands-on	11F028/ 4.3.6 (B)
			Salvage, Overhaul and Property Protection	11F036/ (4.3.14 A)
			Salvage, Overhaul and Property Protection -Cluster Furniture with Salvage Cover deployment -Construct Catch all -Construct Water chutes -Roll and Fold Salvage Covers -Sprinkler Stops	11F036/ 4.3.14 (B)
			Ropes and Knots -Practice knots -Hoisting Equipment	11F024/ 4.3.20 A-B

## Ventilation, Forcible Entry, Search and Rescue

Trainer Initials	Student Initials	Date Completed	Skill/ Class	DPSST Number/ Task Book Page
			NFPA 1001 – 11 : Ventilation <b>Online</b>	11F029/ 4.3.12 (A)
			Vertical Ventilation -Work in each roll Officer/ AO/ Firefighter -Chain Saw Maintenance/use -Circular Saw Maintenance/ Use	11F029/ 4.3.12 A-B 4.5.1 A-B
			Positive Pressure Ventilation -Hydraulic Ventilation	11F029/ 4.3.11 A-B
			Air Monitoring	/4.3.21 A-B
			Forcible Entry- Construction	11F027/ 4.3.4 (A)
			Forcible Entry- Practical Skills -conventional Forcible Entry	11F026/ 4.3.4 (B)
			Search and Rescue Operations	11F025/ 4.3.5 (A)
			Search and Rescue Skills	11F025/ 4.3.5 (B) 4.3.9 A-B

## Water Supply and Fire Attack

Trainer Initials	Student Initials	Date Completed	Skill/ Class	DPSST Number/ Task Book Page
			NFPA 1001 - Water Supply Operations <b>Online/</b> Practical Operations -Taking a hydrant with 5" Dry/Wet -Taking a hydrant with 3" Dry/Wet -Drafting Operations	11F030/ 4.3.15 A-B
			Laying, Carrying and Advancing Hose -1 3/4" Crosslay Load -2 1/2 " Preconnect -1 3/4" Bumper Load -Maintaining Hose/ damaged hose	11F031/ 11F032/4.5.2 A-B
			Water Fire Streams -Fire attack patterns: Structure/Automobile -Chimney Nozzle -Piercing Nozzle -Foam eductor -Master Streams -Blitz Fire -Hydraulic Ventilation	11F033/ (4.3.10 A)
			Hose Loads -5" Flat Load -3" Reverse Lay -2 1/2 " Preconnect -1 1/4 " Preconnects -1 1/4 " Bumper Load -House Bundles	
			House Fire Evolution	4.3.13

## ***Live Fire Training***

### **Structure Fire**

Trainer Initials	Student Initials	Date Completed	Skill/ Class	DPSST Number/ Task Book Box
			Live Fire Behavior	
			Fire Attack Team -Structural (interior and exterior) -Ground Cover Property Conservation	4.3.8 A-B 4.3.10 A-B 4.3.14 A-B 4.3.19 A-B
			Back-up Team	
			Scene Lighting (Operate during live burn)	4.3.17 A-B
			Restore Equipment Hose Maintenance	4.5 4.5.1, A-B 4.5.2 A-B

### **Car Fire**

Trainer Initials	Student Initials	Date Completed	Skill/ Class	DPSST Number/ Task Book Box
			Fire Attack Team	4.3.7 A-B

### ***Additional Required Training***

Trainer Initials	Student Initials	Date Completed	Skill/ Class
			Haz-Mat Operations/ Outside Course
			Haz-Mat Awareness/ Outside Course
			CPR Certified
			NFPA Firefighter 1 -NFPA requires 6 Months of Experience as a recruit
			S-130 Firefighter Training/ Outside Course
			S-190 Wildland Fire Behavior/ <b>Online NWCG</b>
			L-180 Human Factors on the Fire line/ <b>Online NWCG</b>
			Rescue-Basic 3:1 using RPM
			Extrication-Stabilize vehicle and Remove windows, doors, roof and dash roll
			Rig Checks for all front-line apparatus



# Firefighter Section



## Firefighter II Task Book Courses list

Trainer Initials	Student Initials	Date Completed	Class/ Task Completed	Task Book Check-Off
			<b>Fire House Report</b> -Must complete 1 basic incident report -Check with shift Personnel	5.2 5.2.1 A-B
			<b>DPSST F.L.A.G Training</b> (Flammable Liquids and Gas)	5.3.1 A-B 5.3.3 A-B
			<b>Live Fire Training</b> (Refer to FF1 check-offs or on-scene Experience)	5.3.2 A-B
			<b>Fire Investigation</b> With Hands-on	5.3.4 A-B
			<b>NFPA 1001 - Vehicle Extrication</b> <b>Online</b> Extricate a victim entrapped in a motor vehicle	5.4.1 A-B
			<b>Practical Vehicle Extrication Training</b> -Proper Equipment Maintenance	5.4.1 5.4.2 A-B 5.5.4
			<b>Annual Hose Testing</b> (Contact Battalion Chief Moore)	5.5.5 A-B
			<b>Completion of NFPA FF2 Task Book</b> and approval of officer	

### Fire Fighter II / Prevention Office Check offs

(For the Following check-offs meet refer to the Prevention Specialist or Fire Marshall)

Trainer Initials	Student Initials	Date Completed	Class/ Task Completed	Task Book Check-Off
			<b>Pre-Incident Survey/Fire Safety Survey</b> in an occupied structure.	5.5.3 A-B 5.5.1 A-B
			<b>Fire Safety Demonstration</b> - Assist with a station tour, or demonstration at any event where fire safety is being presented.	5.5.2 A-B

## ***Advanced Interface Fire Fighter FFT1***

Trainer Initials	Student Initials	Date Completed	Skill/ Class
			S-131 Firefighter Type 1 – Outside course
			S-133 Look Up, Look Down, Look Around – Outside course
			Certified as a Wild Land Interface Firefighter
			Complete NWCG FFT1 Task Book

Most Wildland courses are offered during the second quarter of the year. Check the Department of Safety Standards and Training (DPSST) fire Course schedule for class times.

## ***Fire Instructor 1***

Trainer Initials	Student Initials	Date Completed	Skill/ Class
			NFPA Fire Instructor 1 course – Outside course
			Fire Instructor 1 Task Book

## **LFCAIRS**

LFCAIRS is the Lebanon Fire Community Assistance and Initial Relief Service. Established in 2006, LFCAIRS assumed the reins of the services previously provided by the Lebanon Fire Auxiliary.

LFCAIRS is a non-profit organization with the goal of providing resources to the community during emergency situations. Outreach programs include the following:

- Immediate assistance for fire victims
- Bicycle helmets
- Car Seats
- Funds for distribution by EMS and Fire personnel to mitigate the needs of the community (i.e. cab fare, prescription medications, etc.)

LFCAIRS meets the first Tuesday of the month from January through September. The contact for membership is LFCAIRS President or Secretary. Lebanon Fire District employees are encouraged to attend meetings. Employees' significant others may also participate in the committee.





## Safety Committee

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthy workplace. The Lebanon Fire District's committee consists of management, fulltime and volunteer personnel.

The position of Safety Officer is held by the Training Chief and is a non-voting advisor and administrator to the Committee. The maximum committee size is a total of eight voting members, four from management and four from non-management positions. Required OSHA courses must be completed at a local training class or on the internet within the first two months of becoming a committee member.

The Committee meets on a monthly basis with the following agenda:

- Develop and promote programs to improve the safety, health and education of employees.
- Keep the Chief and Management informed of safety and health issues.
- Review, track, and make recommendations of accident and incident reports.
- Conduct quarterly safety inspections.
- Review, track, and make recommendations of employee reported observations of hazards.

For more information about the safety committee contact the Lebanon Fire District's Safety Officer.

# Apparatus Operator

## Work Book





## Lebanon Fire District

### Apparatus Unit Numbers and Descriptions

Unit #	Model	Pump	Tank	Foam	Notes
23	2007 Pierce Impel	<b>1750</b> GPM	<b>750</b>	20 Gal Class A	
19	2006 Pierce Interface Type 3	<b>1000</b> GPM	<b>750</b>	25 Gal Class A	250 GPM Hydraulic Pump
45	2019 Pierce Enforcer	<b>1500</b> GPM	<b>500</b>	20 Gal Class A	107' stick
21	2007 Pierce Impel	<b>1750</b> GPM	<b>2500</b>	20 Gal Class A	3000 Gal Fol-Da-Tank
31	2009 Ford F-550 Type 6	<b>120</b> GPM	<b>400</b>	10 Gal Class A	Auxiliary Pump
25	1996 GMC Top Kick	N/A	N/A	N/A	
11	2009 Chevrolet Kodiak	N/A	N/A	N/A	Rehab Support Vehicle
13	1996 Pierce Freightliner	<b>1000</b> GPM	<b>750</b>	15 Gal Class A	
28	2012 KME Freightliner	<b>500</b> GPM	<b>2500</b>	N/A	2500 Gal Fol-Da-Tank
15	1996 Pierce Freightliner	<b>1000</b> GPM	<b>750</b>	15 Gal Class A	
29	2012 KME Freightliner	<b>500</b> GPM	<b>2500</b>	N/A	2500 Gal Fol-Da-Tank
22	2007 Pierce Impel	<b>1750</b> GPM	<b>750</b>	20 Gal Class A	
18	1999 Pierce Lance	<b>1250</b> GPM	<b>750</b>	30 Gal Class A	
30	1989 International Type 4	<b>150</b> GPM	<b>1000</b>	25 Gal Class A	
16	1994 Ford F-350 Type 6	<b>125</b> GPM	<b>300</b>	12 Gal Class A	Auxiliary Pump

## Pump / Driver Time

Please record time operating the apparatus.

In addition, record your time on a training slip and submit it to the training officer.

# ***Driver and Operator Training***

## **Medic Unit and Check-Offs**

**Completion of Medic Unit Checkoffs will follow this progression**

- Target Solutions
- Cone Course
- Code 1 driving without a patient (ie. Return from hospital, district familiarization)
- Code 3 driving without a patient (ie. Response to scene)
- Patient transport

Trainer Initials	Student Initials	Date Completed	Skill/ Class			
			Driver Safety Class (Target Solutions)			
			Medic Unit Orientation -Daily Checks -Inventory -Radios -Accident SOP			
			<b>Cone Course</b> -Three times through the course without hitting cones.	Trainer Initials/Date	Trainer Initials/Date	Trainer Initials/Date
			<b>Code 1 Drive Time</b>			
			<b>Code 3 Drive Time</b>			

## Unit 25 1996 GMC Top Kick

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hour total -30 min blocks					

Additional Drive time (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

Trainer Initials	Student Initials	Date Completed	Task Completed
			Driver/Operator Taskbook Completed
			NFPA Driver/Operator Certified

## **Pumper Operator Training**

To become a Pump Operator with the Lebanon Fire District, an employee must be qualified on all pumbers in the district. Due to the dynamic nature of the emergency scene, a Pump Operator could end up operating an apparatus other than their assigned apparatus. A thorough understanding of pump operations is stressed in this workbook. An employee must complete the pump operator class before beginning the following task performances.

Substation personnel refer to their assigned pumbers to start qualifying.

To ensure that employees have a firm grasp of the plumbing for each pumper, they will draw by hand or computer the plumbing of the apparatus to the best of their ability. A good Pumper Operator must be able to troubleshoot each apparatus and know the intricacies of that particular apparatus.

Employees come from varying backgrounds of driver experience. It is up to the driver instructor to determine the student's ability to drive the apparatus. If the instructor feels the student is proficient in driving, the drive time can be shortened.

Record all of your apparatus operating time on the "Pump/Driver" timesheets.

### **Unit 21/22/ 23 2007 Pierce Impel**

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hours -30 min blocks					
Date Completed	Instructor Signature	One diagram for Unit 21/22/23			
		Maintain a copy for your records			

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

## Unit 18 1999 Pierce Lance

Skill/Class (Date and Initial Box)						
Driver Course (Zero cones struck)						
Drive Time -3 hours -30 min blocks						
Date Completed	Instructor Signature	Diagram of Unit 18				
		Maintain a copy for your records				

Additional Hours (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

## Unit 13/ 15 1996 Pierce Freightliner

Skill/Class (Date and Initial Box)						
Driver Course (Zero cones struck)						
Drive Time -3 hours -30 min blocks						
Date Completed	Instructor Signature	One Diagram for both Unit 13/14				
		Maintain a copy for your records				

Additional Hours (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

## Unit 19 2006 Pierce International

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hours -30 min blocks					
Date Completed	Instructor Signature	Diagram of Unit 19			
		Maintain a copy for your records			

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

Date Completed	Instructor Signature	Skill/Task				
		Pump Operator Task book Completed				
		NFPA Pumper Operator Certified				

# Unit 21/22/23

## 2007 Pierce

Model	Impel Chassis with TAK4 Suspension
Wildland Resource type	Type 1 Engine
Engine	400hp ISL Cummins with after treat system -8.3 liters
Transmission	Allison 3000 EVS Transmission
Pump	1750 GPM Waterous CSU Series Mid-ship single stage
Engaging the pump	Place the transmission in neutral Set the parking brake Move the PTO lever briefly to the neutral position and then into pump position. Place the transmission in Drive Green "Ok to pump" light should activate
Pump and Roll	No
Tank Capacity	Unit 22, 23 750 Gallon/ Unit 21 2500 Gallon
Foam System	Foam-Pro System 1600/1601 Injection system
Foam Tank	20 Gallons Class A Foam

Generator	Honda EM6500SX 6.5 kW -Uses unleaded fuel and must be checked during morning rig checks.
Light Mast	Night Scan Light Tower -Extends to 72" -1500 Watts, 65amps, 240 Volts
SCBA Docking System	-Air-pack holder retains SCBA packs in the seats until vehicle brake is set and the transmission is placed in neutral -If packs do not release check under the hood to insure that the hood lock is set in the "Auto" position

# Unit 18

## 1999 Pierce

Model	Lance 2000 Chassis
Wildland Resource type	Type 1 Engine
Engine	475hp Detroit Diesel Corporation Series 60
Transmission	Allison, Model HD4560PR
Pump	1250 GPM Waterous CMWK mid-ship -Two Stage Pump
Engaging the pump	Place the transmission in neutral Set the parking brake Flip the pump switch Green "Ok to pump" light should activate When pumping over 500 GPM, the two-stage pump must be switched from pressure to volume while at idle with transfer valve
Pump and Roll	Engage pump in neutral Place transmission in Drive to the lowest gear Release Parking Brake
Tank Capacity	750 Gallon
Foam System	Foam Pro, Model 2001, Injection System
Foam Tank	30 Gallon

Generator	Honda EV6010 6.0 kW -On board diesel generator
Light Mast	None
SCBA Docking System	Ziamatic Corporation, Walkaway Bracket -Pull Cord Release

# Unit 19

## 2006 Pierce

Model	International Model 7400 SFA 4x4
Wildland Resource type	Type 1 engine
Engine	310hp International DT570 -9.3 liters
Transmission	Allison Model 3000 EVS, Automatic 5 speed.
Pump	1000 GPM Darley LSP PTO Pump 250 GPM Ace PTO Hydraulic Pump
Engaging the pump	Place the transmission in neutral Set the parking brake Place the transfer case in neutral Move the PTO lever briefly to the neutral position and then into pump position Place the transmission into Drive
Pump and Roll	The PTO pump can be engaged while in neutral or in drive. Place transmission in the lowest gear during operation.
Tank Capacity	750 Gallons
Foam System	Husky 10 Foam System
Foam Tank	25 Gallon Tank

Generator	No
Light Mast	No
SCBA Docking System	Ziamatic Model ULLH SCBA Holders -Pull Cord release

## Unit 13, 15

# 1996 Pierce

Model	Freightliner FL-70
Wildland Resource type	Type 1 Engine
Engine	300Hp Cummins C8.3
Transmission	Allison MD-3560P, Automatic 5 speed.
Pump	1,000 GPM, Waterous
Engaging the pump	Place the transmission in neutral Set the parking brake Flip the pump switch Green "Ok to pump" light should activate
Pump and Roll	Place the transmission in neutral Flip the pump switch Place transmission in lowest gear while operating
Tank Capacity	750 Gallon
Foam System	ProPortioner, Foam Injection system.
Foam Tank	15 Gallon Glass A Foam

Generator	Portable Honda EX1000, 1,000 Watt Generator
Light Mast	No
SCBA Docking System	Ziamatic Corporation, Walkaway Bracket -Pull Cord Release

## **Wildland Apparatus Operator Training**

An employee must complete the pump operator workbook section before beginning the following task performances. If the instructor feels the student is proficient in driving, the drive time can be shortened.

To ensure that employees have a firm grasp of the plumbing for each pumper, they will draw by hand or computer the plumbing of the apparatus to the best of their ability.

Record all of your apparatus operating time on the "Pump/ Driver" timesheets and submit a training record to the training office.

### **Unit 16/31 1994 F-450 / 2009 Ford F-550**

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hours -30 min blocks					
Date Completed	Instructor Signature	Diagram of Unit 16 Diagram of Unit 31			
		Maintain a copy for your records			

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

## Unit 30 1989 International

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hours -30 min blocks					
Date Completed	Instructor Signature	Diagram of Unit 30			
		Maintain a copy for your records			

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

Trainer Initials	Student Initials	Date Completed	Task Completed			
			Wildland Apparatus Operator Task Book			
			NFPA Wildland Apparatus Operator Certification			

# Unit 30

## ***1989 International***

Model	S1900 Navistar International Transportation Corp.
Wildland Resource type	Type 4 Wildland Engine
Engine	300hp Navistar DT 466
Transmission	
Pump	150 GPM
Engaging the pump	<p>Place the transmission in neutral</p> <p>Set the parking brake</p> <p>Move the PTO lever briefly to the neutral position and then into pump position</p> <p>Place the transmission in Drive</p> <p>Green "Ok to pump" light should activate</p>
Pump and Roll	<p>Place the transmission in neutral</p> <p>Move the PTO lever briefly to the neutral position and then into pump position</p> <p>Place the transmission in Drive</p> <p>Place transmission in lowest gear during operation</p>
Tank Capacity	1000 Gallons
Foam System	Cascade Fire Equipment, Foam-Flo P/N 11923
Foam Tank	25 Gallons, Class A Foam.

# Unit 31

## *2009 Ford*

Model	F-550 Extended Cab, 4x4.
Wildland Resource type	Type 6 Wildland Engine
Engine	288hp Ford 6.8 Liter V-10 Triton
Transmission	Ford 5R110W
Pump	Briggs & Stratton, 18 hp Engine Cascade Fire 120 Pump
Engaging the pump	Place in on position (red light on) Prime pump until water drains; return primer to initial position Pull Choke Pressure switch in the "Run" position Push start button Close choke Turn throttle turned to desired pressure
Pump and Roll	Driver side monitor controlled via air-actuated valve located on center console.
Tank Capacity	400 Gallons
Foam System	Cascade Fire Equipment, Foam-Flo P/N 11923
Foam Tank	10 Gallons, Class A foam.

# Unit 16

## ***1994 Ford***

Model	F-350, 4x4.
Wildland Resource type	Type 6 Wildland Engine
Engine	6.9/7.3L IHC Diesel Turbo Charger System.
Transmission	Ford E40D, Automatic Transmission
Pump	125 GPM, Hale, Model 20FD-B42
Engaging the pump	Ignition must be on Place in Start Position Pull choke Move throttle to start Push the start button Close choke Move throttle to run at the desired pressure
Pump and Roll	Firefighter must walk along with apparatus
Tank Capacity	300 Gallons
Foam System	Pro/Portioner Foam injection system, KK products.
Foam Tank	12 Gallons, Class A foam.

## **Mobile Water Supply Operator Training**

If the only apparatus to be used by an employee is a tender, they may complete only the Mobile Water Supply Operator section. If the instructor feels the student is proficient in driving, the drive time can be shortened.

To ensure that employees have a firm grasp of the plumbing for the tender, they will draw by hand or computer the plumbing of the apparatus to the best of their ability.

Record all of your apparatus operating time on the “Pump/ Driver” timesheets and submit a training record to the training office.

### **Unit 28/29 2012 KME Freightliner**

Skill/Class (Date and Initial Box)					
Driver Course (Zero cones struck)					
Drive Time -3 hours -30 min blocks					
Date Completed	Instructor Signature	One Diagram of Unit 28/29			
		Maintain a copy for your records			

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

Trainer Initials	Student Initials	Date Completed	Task Completed
			Mobile Water Supply Operator Task Book
			NFPA Mobile Water Supply Operator Certification

## Unit 28/29

# 2012 KME

Model	Freightliner M2 Chassis
Wildland Resource type	Type 3 Water Tender
Engine	330hp International Maxx Force diesel
Transmission	Allison 3000 EVS Transmission. -5 speed automatic transmission.
Pump	500 GPM, Hale APS
Engaging the pump	Place the transmission in neutral Set the parking brake Place PTO switch to "Pump" Green "Ok to Pump" light should activate
Pump and Roll	No
Tank Capacity	2000 Gallons
Foam System	No
Foam Tank	No

# ***Aerial Apparatus Operator Training***

## **Unit 45 2019 Pierce Enforcer Ascendant**

An employee must complete all previous workbook sections before beginning the following task performances. Due to the unique nature of the aerial apparatus, the drive time should not be shortened.

To ensure that employees have a firm grasp of the plumbing for the aerial, they will draw by hand or computer the plumbing of the aerial to the best of their ability.

Record all of your apparatus operating time on the “Pump/ Driver” timesheets and submit a training record to the training office.

Skill/Class (Date and Initial Box)									
Driver Course (Zero cones struck)									
Drive Time -6 hour minimum -30 min blocks									
Date Completed	Instructor Signature			Pump Diagram					
				Maintain a copy for your records					

**Additional Hours** (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class							
	Drive Time							

Trainer Initials	Student Initials	Date Completed	Task Completed
			NFPA Fire Apparatus equipped with a ladder course
			Apparatus equipped with aerial device Operator Task Book
			NFPA Apparatus equipped with aerial device Certification

## Unit 45

# *2019 Pierce Enforcer Ascendant*

Model	Aerial Quint, HD Ladder 107' ASL, PUC
Engine	525hp Detroit Diesel Series 13 (DD13) Pump PTO from engine rear
Transmission	Allison Automatic EVS 4500P Aerial PTO from transmission left side
Pump	1500 gpm, single stage, centrifugal type, Pierce PUC
Engaging the pump	Place transmission in neutral Set parking brake Engage Pump PTO switch, exit cab
Aerial	107' ladder (from ground level to top rung) 4 steel fly sections Payload is 750lb at the tip at full extension
Engaging Aerial PTO	Spot apparatus. Place transmission in neutral Set parking brake Turn on Aerial Master, turn on Aerial PTO, exit cab
Pump and Roll	Against department policy
Tank Capacity	400 Gallons
Foam System	Husky 3 Foam Proportioner
Foam Tank	20 Gallon, Class A foam only
Generator	Inverter only
Weight	56,300 lbs



# Officer Development

## Section



# Officer Development

# Workbook



## Fire Officer

## AIC Lieutenant

## Program

Student Name: \_\_\_\_\_

Date Program Started: \_\_\_\_\_ Training Officer Signature: \_\_\_\_\_

Program Completed: \_\_\_\_\_

## Training Requirements

(This section to must be signed off by the Training Officer)

### Prerequisites

Training Officer Initials	Student Initials	Task	Date of Certification	Copy of Certificate in Training File
		<b>LFD member for a Minimum of 5 years (Meets LFD Minimum Qualifications)</b>		
		NFPA FFII		
		Firefighter Type I <b>(FFT1)</b>		
		Qualified on all Lebanon Fire District Apparatus		
		ICS- 100, 200, 700, 800		

### Specific Classes

Training Officer Initials	Student initials	Class	Date Completed	Class Location	Copy of Certificate in Training File
		Incident Safety Officer or FF Safety and Survival			
		MCTO Series or Fire Officer 1 Academy or Equivalent Course			
		Instructor 1 (NFPA, DPSST)			
		Fire Service Building Construction			
		NWCG ENGB			
		Single Resource S-230/231			
		HAZ-MAT IC (Desired but not required)			

## **Reading & Media**

### **IFSTA Fire Department Company Officer (5<sup>th</sup> Edition)**

Officer Initials	Student Initials	Date Completed	Reading Assignment Read assigned chapters and pass each section test. Request tests from the training officer when you are prepared for that section.
			IFSTA Fire Department Company Officer Chapters 1, 2, 3, 4
			IFSTA Fire Department Company Officer Chapter 4,5, 6, 7
			IFSTA Fire Department Company Officer Chapters 8, 9, 10, 11

## **Computer Based Training**

Officer Initials	Student Initials	Date Completed	Online training ( <a href="http://www.targetsolutions.com">www.targetsolutions.com</a> )
			Assuming the Role of the Company Officer
			Company-Level Training
			Elements of Supervision and Management
			Legal Responsibilities and Liabilities
			Professional Ethics
			Budgeting
			Fire Department Communications
			Leadership as a Group Influence
			S-290 Intermediate Wildland Fire Behavior (Desired but not Required)

## Task Section

### **Fire Prevention office - Code Enforcement / Investigation**

(Must be signed off by the Fire Marshall or Prevention Specialist)

FM/PS Initials	Student Initials	Date Completed	Task
			Discuss district policy regarding alarm activation and resetting
			Discuss different types of sprinkler system operations
			Accompany the Fire Marshall or deputy Fire Marshall on a business Inspection.
			Discuss suppression crew's responsibility for preserving on scene evidence.
			Discuss "Right to Limit" owner access to dwelling.
			Discuss estimating fire loss in structures.
			Discuss open burning regulations.

### **Public Educator/ PIO**

(Must be signed off by the Fire Marshal or Deputy Fire Marshal)

FM/PS Initials	Student Initials	Date Completed	Task
			Accompany the Fire Marshall or Deputy Fire Marshal on a non-engine response public presentation.
			Juvenile Fire Setter – Discuss the on-scene process.
			Juvenile Fire Setter – What happens to the child.
			PIO – Discuss Lebanon Fire District responsibilities. <b>Policy 1400-03</b>
			LFCAIRS – Involvement/ Use of funds

### **Mentorship**

(Record the total time the employee functions in the officer roll in the right hand seat drills, activities and calls)

Student Initials	Requirement for Completion sign off	Dates/ Total hours/Officers initials <b>Example</b> 	08/09/14 5 hours RD
	Mentoring Officer signs off when student demonstrates competence		

## Administration/SOP



Officer Initials	Student Initials	Date Completed	Tasks					
			Provide a training class at drill or on shift; Have critiques and discuss the results with the Shift BC or Training DC.					
			Coordinate and run a company drill.					
			"Shift Personnel" run morning meeting and assign daily schedule.					
			Fire House Reports Completed					
			Complete a Hostile Fire Firehouse report.					
			R-4 Response Matrix (Discuss with BC)					
			Points of contact resource guide (BC)					

## ICS & Misc.

Officer Initials	Student Initials	Date Completed	Tasks (Complete the following to the satisfaction of a department officer)
			Command and direct station crews while on-scene
			Discuss response planning (hydrant locations, approach to scene, staging location) and what resources to access for information.
			Demonstrate proper use and operation of a portable radio
			Demonstrate proper use and operation of an apparatus radio and proper removal of the Knox key.
			Properly operate the MDT (mapping software)
			Haz-Mat Team Activation

## Company Evolutions

Evolution Examples: Roof Ventilation, Truck Operations, House Fire Evolutions, Field Fire evolution.

Officer Initials	Student Initials	Date Completed	Tasks (completed the following to the satisfaction of a district officer) Perform Company Officer Tasks on 5 evolutions List evolution below

# Fire Officer I

The Lebanon Fire District recommends that all district fire officers be certified to the level of Fire Officer I. The following classes have been listed to assist the employee in obtaining certification. The training officer can assist the employee in identifying the appropriate courses.

The Metro Fire Officer Academy and DPSST Fire Officer 1 academies provide the most direct route for the employee to obtain the certification. The academy however is not the only means of acquiring the recommended courses. An employee is able to meet the requirements by taking approved courses laid out by the Department of Public Safety Standards and Training (DPSST). The classes below are not the only classes that meet the requirements, but are the most easily obtainable. Please refer to the DPSST web page under "fire forms" for additional classes.

## NFPA Requirements

### 4.1 General Requirements

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- NFPA Fire Fighter II	
- NFPA Fire Instructor I	

### 4.2 Human Resource Management

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- NFA Fire Service Supervision (Q318) - <b>(Self-paced online)</b> , or - NFA Leadership I, II, III, or - Managing Fire Service Personnel DPSST approved NFPA Fire Officer Academies or; -Nationally recognized curriculum	

### 4.3 Community and Government Relations

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- DPSST Public Information Officer (PIO), or - North West Coordinating Group (NWCG) PIO, or -National Fire Academy (NFA) Leading Community Fire Prevention (R823) DPSST approved NFPA Fire Officer Academies or; -Nationally recognized curriculum	

#### 4.4 Administration

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- Fire Fighter Law or; - Fire Department Budgets - DPSST approved NFPA Fire Officer Academies or; -Nationally recognized curriculum	

#### 4.5 Investigation and Inspection

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- Basic Fire Investigation – Level 100 & 200 (through the State Fire Marshal Office web page); or - DPSST approved Basic Fire Investigation course; or - NFPA Fire Investigation	

#### 4.6 Emergency Service Delivery

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- MCTO: Preparation, Decision Making and Tactics; - National Fire Academy (NFA) Command Control of Incident Operations or; - Building Construction Ordinary and Fire Resistive College, Fire Science - Fire Officer program or; -DPSST approved NFPA Fire Officer Academies or; -Nationally recognized curriculum	

#### 4.7 Health and Safety

<b>Course requirement with class recommendation</b>	<b>Date Completed</b>
- DPSST Health and Safety Officer, or - NFA Incident Safety Officer -College, Fire Science - Fire Officer program or; -DPSST approved NFPA Fire Officer Academies or; -Nationally recognized curriculum	

# Officer Development Program



## AIC Battalion Chief

Candidates Name: \_\_\_\_\_

Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Training Officers Signature: \_\_\_\_\_

Assessment Center Completed: \_\_\_\_\_

## **BC Daily Duties**

(This section must be signed off by the BC you shadow)

Task	Date Completed	Student Initials	BC Initials
District Officer Roles <i>(See Job Description)</i>			
Points of Contact <ul style="list-style-type: none"><li>• Resource Guide</li><li>• Who and When</li></ul>			
Vacation Entry/Scheduling <i>(Article 8.2 Union Contract)</i>			
Crewsense Payroll Export <i>(End of shift report)</i>			
Phone Transfer			
Maintenance of Staffing <i>(Policy 1100-03)</i> <i>(Article 4.1, 4.3 Union Contract)</i>			
Transfer Management <i>(See MOU Email)</i>			
<b>Volunteer/WELA Response Forms</b> <b>FIRCOP Rehab Forms</b>			
Call Back Procedure Crewsense Use <i>(Policy 1100-03)</i> <i>(Article 4.1, 4.3 Union Contract)</i> <i>(Daily Staffing Priorities and Order of Assignment Form Page 50)</i>			
Call Shift Procedure and Bookkeeping Union/BC <i>(Policy 1100-03)</i> <i>(Article 4.1, 4.3 Union Contract)</i>			
Accident Near Miss (Red Packet)			

Task	Date Completed	Student Initials	BC Initials
Command Vehicle Operation ( <i>Policy 1100-012</i> )			
Motor Vehicle Accidents ( <i>Policy 1100-23</i> ) ( <i>Red Packet</i> )			
2 <sup>nd</sup> Alarm Assignments ( <i>M-1, R-4 SOG</i> )			
Which Vehicle and When ( <i>R-4 SOG</i> )			
Move Ups/Mutual Aid ( <i>S-10- SOG</i> )			
ODF Contracts and Use/Resource Book			
Fire Investigation <ul style="list-style-type: none"> <li>• Who (State, ATF, etc)</li> <li>• When</li> </ul> ( <i>Policy 1400-01</i> ) ( <i>F-1 SOG</i> ) ( <i>Green Packet</i> )			
Fire Watch/Alarms			
Sprinkler and Standpipe Systems ( <i>S-5 SOG</i> )			
IAP's			
DEQ Forms			
Duty Chief Activation ( <i>D-2 SOG</i> )			
Conflagration Activation ( <i>Policy 1500-10</i> ) ( <i>Explain Callback Roster</i> )			
<b>Hazmat Team Activation</b> <ul style="list-style-type: none"> <li>• <b>Hazmat Duty Officer</b></li> <li>• <b>OERS 1-800-452-0311</b></li> <li>• <b>Dispatch</b></li> </ul> ( <i>Explain Procedure</i> )			

# Station Responsibilities and Maintenance

(This section must be signed off by the BC you shadow)

Task	Date Completed	Student Initials	BC Initials
Generator Operation			
Maintenance Contracts ( <i>Resource Book</i> )			
Repair/Service Contracts ( <i>Resource Book</i> )			
Shop Use and Access ( <i>BC Discussion</i> )			
Apparatus Maintenance Scheduling • Daily • Emergent ( <i>Policy 1100-011</i> ) ( <i>BC Discussion</i> )			
Station Security ( <i>Policy 1900-05</i> )			
Key Locations			

## Firehouse/ ESO Medical Charting

(This section must be signed off by the BC you Shadow)

Task	Date Completed	Student Initials	BC Initials
Fire Investigation Packet			
Hostile Fire Reports (Show on Firehouse)			
Multiple Exposures (Show on Firehouse)			
Casualty Reports (Show on Firehouse)			
ESO Medic Charting Editing			

## Suggested Training Requirements

(This section must be signed off by the Training Officer)

Training Officer Initials	Student Initials	Task	Date of Certification	Copy of Certificate in Training File
Haz-Mat Incident Commander				
NFPA Fire Officer II				
Interpersonal Communications Course				



## Daily Staffing Priorities and Order of Assignment

1. Fill Battalion Chief slot with Battalion Chief
2. Fill Lieutenant slots (2) with Lieutenant
3. Fill Engineer slot on E31 with primary Engineer (if not needed as the paramedic on either M31 or M34).
4. Fill Engineer slot on E34 with secondary Engineer (if in service and not needed as the paramedic on either M31 or M34)
5. Fill Paramedic slot on M31 with Firefighter/Paramedic or Engineer/Paramedic
6. Fill Paramedic slot on M34 with Firefighter/Paramedic or Engineer/Paramedic (if needed)
7. Fill EMT slot on M31 with Firefighter
8. Fill EMT slot on M34 with Firefighter (if needed)
9. Fill Firefighter (3<sup>rd</sup>) position on E31 with Firefighter

### Notes:

- Lieutenants will be assigned to either Station 31 or Station 34 for two months and then will switch.
- Engineers will be designated either Primary Engineer or Secondary Engineer for one month and then will switch.
- Trades will work in the position they have traded for unless necessary to move for minimum staffing reasons (i.e. an Engineer/Paramedic is working a trade for a Firefighter/EMT and the Engineer/Paramedic is necessary to staff a medic unit)
- Battalion Chief position will be backfilled per the procedure outlined in Appendix B of Exempt and Non-Represented Employee Handbook
- Represented (union) positions will be backfilled per Article 4.3 of current CBA

Gordon R. Sletmoe, Fire Chief

02/01/2018

Date



**LEBANON FIRE DISTRICT  
AIC BATTALION CHIEF  
PERFORMANCE EVALUATION**

**INSTRUCTIONS:** The immediate supervisor shall complete this form for each AIC Battalion Chief. This evaluation shall be reviewed with the AIC BC, who will acknowledge such by signing at the bottom of the form.

\*\*\*THESE RATINGS ARE TO BE USED ONLY FOR DETERMINING THE PERFORMANCE OF AN AIC BC\*\*\*

Name (AIC BC)

Date of Assignment

From:

To:

AIC BATTALION CHIEF PERFORMANCE EVALUATION

\*\*CONTINUED ON REVERSE SIDE\*\*

**LEBANON FIRE  
DISTRICT AIC  
BATTALION CHIEF  
PERFORMANCE**

**INSTRUCTIONS:** The immediate supervisor shall complete this form for each AIC Battalion Chief. This evaluation shall be reviewed with the AIC BC, who will acknowledge such by signing at the bottom of the form.

AIC BATTALION CHIEF PERFORMANCE EVALUATION

#### \* Deficiencies and areas for improvement

(attach additional sheets as needed)

**By signing below, the AIC BC acknowledges reviewing the contents/comments on this form.**

<b>By signing below, the AIC BC acknowledges reviewing the contents/comments on this form.</b>	
AIC BC Evaluated (Signature)	Evaluated By (Signature)
AIC BC Evaluated (Printed Name)	Evaluated By (Printed Name)
Date	Date
Fire Chief or Designee (Signature)	Fire Chief or Designee (Printed Name)
Date	

# Emergency Medical Services

## Section





## ***Emergency Medical Services Evaluations and Check Offs***

To obtain medical standing orders with the Lebanon Fire District an employee must complete the following check offs and evaluations. An employee can obtain standing orders to the EMS level they are currently licensed with the State of Oregon.

Evaluators must be certified to the same level or higher than the student.

### **Emergency Medical Responder**

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Emergency Medical Responder task performance sheets completed
			Presented with Standing orders

### **Emergency Medical Technician**

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Emergency Medical Technician task performance sheets completed
			Presented with Standing orders

### **Emergency Medical Technician Advanced**

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			EMT Advanced task performance sheets completed
			Presented with Standing orders

## **Emergency Medical Technician Intermediate**

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			EMT Intermediate task performance sheets completed
			Presented with Standing orders

## **Paramedic**

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Paramedic task performance sheets completed
			RSI –Adult Task Performance
			RSI- Pediatric Task Performance

## **Paramedic Evaluations**

Three evaluations must be completed by at least two separate paramedics; one paramedic must be an FTO. Upon completion of final evaluation, the student's FTO will give final approval for standing orders.

Minimum Three Paramedic Evaluations:			
Date/ Initials			
Trainer Initials	Student Initials	Date Completed	
			FTO Final Approval
			Training Officer Approval
			Presented with Standing Orders



LEBANON FIRE DISTRICT  
**Emergency Medical Responder (EMR) ORIENTATION**

NAME \_\_\_\_\_

The following skills and procedures must be completed by the EMR prior to being approved for full standing orders by the Lebanon Fire District. The EMR can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their Officer. The evaluator must be certified at the same level or higher than the skill being observed. LFD Paramedics may also be utilized to sign off observed skills. Evaluators must initial and date when the skills are successfully demonstrated.

\_\_\_\_\_

Attach regulator to a "D" tank

\_\_\_\_\_

Supply oxygen to a patient via NC at correct flow

\_\_\_\_\_

Supply oxygen to a patient via NRB at correct flow

\_\_\_\_\_

Ventilate a patient with a pocket mask

\_\_\_\_\_

Ventilate a patient with a BVM

\_\_\_\_\_

Attach pulse oximeter

\_\_\_\_\_

Rapid trauma assessment

\_\_\_\_\_

Focused trauma assessment

\_\_\_\_\_

Medical complaint patient assessment

\_\_\_\_\_

Taking vital signs

\_\_\_\_\_

Describe Trauma System entry/activation

\_\_\_\_\_

Demonstrate START triage procedure

DATE/INITIALS

## **Airway management/Cardiac arrest management**

- \_\_\_\_\_ Perform adult 1 and 2 person CPR
- \_\_\_\_\_ Perform child CPR
- \_\_\_\_\_ Perform infant 1 and 2 person CPR
- \_\_\_\_\_ Demonstrate FBO in conscious and unconscious patient
- \_\_\_\_\_ Size and place OPA
- \_\_\_\_\_ Size and place NPA
- \_\_\_\_\_ Demonstrate oral suction with rigid suction catheter
- \_\_\_\_\_ Manage cardiac arrest scenario per EMR protocol
- \_\_\_\_\_ Demonstrate long bone splinting: humerus, radius, tibia, fibula
- \_\_\_\_\_ Demonstrate traction splinting of suspected femur fracture
- \_\_\_\_\_ Demonstrate immobilizing joint injury: knee, elbow, ankle
- \_\_\_\_\_ Demonstrate spinal immobilization of supine patient
- \_\_\_\_\_ Demonstrate spinal immobilization of a seated patient
- \_\_\_\_\_ Demonstrate spinal immobilization of a standing patient
- \_\_\_\_\_ Demonstrate spinal immobilization and rapid extrication
- \_\_\_\_\_ Demonstrate adequate knowledge of LFD EMR protocols
- \_\_\_\_\_ Demonstrate correct gurney operations
- \_\_\_\_\_ Prepare ambulance for transport of multiple patients



DATE/INITIALS

\_\_\_\_\_

Demonstrate proper maintenance of cardiac monitor

\_\_\_\_\_

Demonstrate set-up of IV drip set and saline lock

\_\_\_\_\_

Review helicopter utilization protocol and procedures

\_\_\_\_\_

Demonstrate management of emergency childbirth

\_\_\_\_\_

Demonstrate management of amputated extremity

LEBANON FIRE DISTRICT  
**EMT ORIENTATION**

**NAME** \_\_\_\_\_

The following skills and procedures must be completed by the EMT prior to being approved for full standing orders by the Lebanon Fire District. The EMT can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their Officer, but the evaluator must be certified at the same level or higher than the skill being observed. Evaluators must initial and date when the skills are successfully demonstrated.

\_\_\_\_\_

Attach regulator to an “M” tank

\_\_\_\_\_

Supply oxygen to a patient via NC at correct flow

\_\_\_\_\_

Supply oxygen to a patient via NRM at correct flow

\_\_\_\_\_

Demonstrate setting up nebulizer

\_\_\_\_\_

Ventilate a patient with a BVM

\_\_\_\_\_

Ventilate a patient with an automatic ventilator at appropriate setting

\_\_\_\_\_

Medical complaint patient assessment

\_\_\_\_\_

Taking vital signs

\_\_\_\_\_

Describe Trauma System entry/activation

\_\_\_\_\_

Demonstrate START triage procedure

**DATE/INITIALS**

**Airway management/Cardiac arrest management**

\_\_\_\_\_

Demonstrate placement of a King Airway

\_\_\_\_\_

Demonstrate oral suction with rigid suction catheter

\_\_\_\_\_

Manage cardiac arrest scenario per EMT-B protocol

\_\_\_\_\_

Demonstrate lead placement for 4-, and 12-lead ECG

\_\_\_\_\_

Demonstrate long bone splinting: humerus, radius, tibia, fibula

\_\_\_\_\_

Demonstrate traction splinting of suspected femur fracture

\_\_\_\_\_ Demonstrate immobilizing joint injury: knee, elbow, ankle

\_\_\_\_\_ Demonstrate spinal immobilization of supine patient

\_\_\_\_\_ Demonstrate spinal immobilization of a seated patient

\_\_\_\_\_ Demonstrate spinal immobilization of a standing patient

\_\_\_\_\_ Demonstrate spinal immobilization and rapid extrication

\_\_\_\_\_ Demonstrate adequate knowledge of LFD EMT protocols

\_\_\_\_\_ Demonstrate correct gurney operations

\_\_\_\_\_ Prepare ambulance for transport of multiple patients

**DATE/INITIALS**

\_\_\_\_\_ Demonstrate set-up and use of blood glucose meter

\_\_\_\_\_ Demonstrate SQ injection

\_\_\_\_\_ Demonstrate proper maintenance of cardiac monitor

\_\_\_\_\_ Demonstrate set-up of IV drip set and saline lock with T-connector

\_\_\_\_\_ Review helicopter utilization protocol and procedures

\_\_\_\_\_ Demonstrate management of amputated extremity

\_\_\_\_\_ Complete a chart for a medical patient

\_\_\_\_\_ Complete a chart for a trauma patient

\_\_\_\_\_ Complete a chart for a patient refusal

LEBANON FIRE DISTRICT  
**EMT-A ORIENTATION**



NAME \_\_\_\_\_

The following skills and procedures must be completed by the EMT-A prior to being approved for full standing orders by the Lebanon Fire District. The EMT-A can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their evaluator, but the evaluator must be certified at the same level or higher than the skill being observed. Evaluators must initial and date when the skills are successfully demonstrated.

DATE/INITIALS

**IV therapy**

\_\_\_\_\_ Demonstrate placement of an IV using aseptic technique

\_\_\_\_\_ Demonstrate administering medication via IV injection

\_\_\_\_\_ Demonstrate placement of an IO line using aseptic technique

**Pharmacology/Patient management**

\_\_\_\_\_ Manage a patient with a known narcotic overdose (Narcan)

\_\_\_\_\_ Manage a patient with symptomatic hypoglycemia (Dextrose, Glucagon)

\_\_\_\_\_ Manage a patient with Respiratory Emergency (Requiring use of Nebulized tx)

\_\_\_\_\_ Demonstrate adequate knowledge of LFD EMT-A protocols



Lebanon Fire District  
**EMT-I ORIENTATION**

**NAME** \_\_\_\_\_

A FF certified as EMT Intermediate must also complete all previous EMS orientation sections. The EMT Intermediate orientation must be completed before the end of the probationary period or to receive LFD standing orders. The evaluator must be certified at same level or higher than the skill observed.

**DATE/INITIALS**

**Pharmacology/Patient management**

\_\_\_\_\_

Manage a patient with a known narcotic overdose

\_\_\_\_\_

Manage a patient with symptomatic hypoglycemia

\_\_\_\_\_

Manage a patient with symptomatic bradycardia

\_\_\_\_\_

Manage a patient in cardiac arrest, non-shockable rhythm

\_\_\_\_\_

Manage a patient in cardiac arrest, shockable rhythm

\_\_\_\_\_

Identify NSR from static strip or simulator

\_\_\_\_\_

Identify VT from static strip or simulator

\_\_\_\_\_

Identify VF from static strip or simulator

\_\_\_\_\_

Identify tachycardia from static strip or simulator

\_\_\_\_\_

Identify bradycardia from static strip or simulator

\_\_\_\_\_

Demonstrate adequate knowledge of LFD EMT-I protocols

LEBANON FIRE DISTRICT  
**FF Paramedic ORIENTATION**



**NAME** \_\_\_\_\_

A FF certified as EMT Paramedic must also complete all other EMS sections. The EMT Paramedic orientation must be completed before the end of the probationary period or to receive LFD standing orders. The evaluator must be certified at the same level or higher than the skill observed.

**DATE/INITIALS**

**Airway management**

\_\_\_\_\_

Confirm Proper ET Tube placement, with use of EID , ETCO2 and Nelcor Color Metric CO2 Detector devices.

\_\_\_\_\_

Demonstrate proper procedure for CPAP

\_\_\_\_\_

Demonstrate Cricothyrotomy Procedure with Surgical Cricothyrotomy Kit.

\_\_\_\_\_

Demonstrate management of patient in respiratory distress.

\_\_\_\_\_

Demonstrate Proper Use of Para-Pac Ventilator Device.

**Cardiac**

\_\_\_\_\_

Obtain and interpret a 12-lead ECG

\_\_\_\_\_

Demonstrate external pacing with cardiac Monitor

\_\_\_\_\_

Manage a patient in cardiac arrest using cardiac Monitor

\_\_\_\_\_

Demonstrate pediatric cardiac arrest management using BSA tape

\_\_\_\_\_

Manage a patient with symptomatic SVT

**Miscellaneous**

\_\_\_\_\_

Requisite knowledge of pain medication lock-up and documentation (PStrax)

\_\_\_\_\_

Demonstrate use of Magill forceps

\_\_\_\_\_

Demonstrate Proper Needle Chest Decompression with use of ARS Needle Device.

\_\_\_\_\_

Demonstrate adequate knowledge of LFD EMT-P protocol

LEBANON FIRE DISTRICT  
**RAPID SEQUENCE INTUBATION**



Task performance:

This task performance requires an additional EMT to assist with airway management during the procedure. It is assumed that the patient already has IV access established and the EMT will be providing BLS airway support prior to intubation. The adult patient is 200 lbs and requires RSI due to an uncontrolled airway with an intact gag reflex. It is recommended that the student use the quick reference card provided to identify appropriate medication dosages. The student can draw up medication prior to beginning the task, but must verbally confirm dosages.

**Equipment Required** – Intubation Kit, BVM, Adult Mannequin Head, RSI Kit. IV Line with drip set.

**Adult Patient**

	Pass	Fail
--	------	------

Identify Indications for RSI \_\_\_\_\_ \_\_\_\_\_

Prepare Intubation Equipment as per Standard Intubation \_\_\_\_\_ \_\_\_\_\_

Administration of Etomidate, 0.3mg/kg IV/IO \_\_\_\_\_ \_\_\_\_\_

Administration of Succinylcholine, 1.5 mg/kg IV/IO \_\_\_\_\_ \_\_\_\_\_

***Examiner identifies that fasciculation has stopped.***

Perform intubation (No more than two attempts) \_\_\_\_\_ \_\_\_\_\_

Ensure that the ETT is properly secured \_\_\_\_\_ \_\_\_\_\_

***Examiner advises candidate that the patient requires continued sedation.***

Administration of Versed 2.5 – 5mg \_\_\_\_\_ \_\_\_\_\_

***Examiner advises candidate that the patient is not maintaining adequate sedation and the***

***Transport will be greater than 15 minutes.***

Administration of Vecuronium, 0.1mg/kg IV/IO \_\_\_\_\_ \_\_\_\_\_

**At the end of the task performance if there are any failures the student must re attempt the entire task performance.**

Examiner Name: \_\_\_\_\_ Examiner Signature: \_\_\_\_\_



LEBANON FIRE DISTRICT  
**RAPID SEQUENCE INTUBATION**

Task performance:

This task performance requires an additional EMT to assist with airway management during the procedure. It is assumed that the patient already has IV access established and the EMT will be providing BLS airway support prior to intubation. The pediatric patient is 30 lbs and requires RSI due to an uncontrolled airway with an intact gag reflex. It is recommended that the student use the quick reference card provided to identify appropriate medication dosages. The student can draw up medication prior to beginning the task, but must verbally confirm dosages.

**Equipment Required** – Intubation Kit, BVM, Pedi Mannequin, RSI Kit. IV Line with drip set.

**Pediatric Patient**

	Pass	Fail
Identify Indications for RSI	_____	_____
Prepare Intubation Equipment as per Standard Intubation	_____	_____
Administration of Etomidate, 0.3mg/kg IV/IO	_____	_____
Administration of Succinylcholine, 2 mg/kg IV/IO	_____	_____
<b><i>Examiner identifies that fasciculation has stopped.</i></b>		
Perform intubation (No more than two attempts)	_____	_____
Ensure that the ETT is properly secured	_____	_____
<b><i>Examiner advises candidate that the patient requires continued sedation.</i></b>		
Administration of Versed 0.1mg/kg	_____	_____

***Examiner advises candidate that the patient is not maintaining adequate sedation and the Transport will be greater than 15 minutes.***

Administration of Vecuronium, 0.1mg/kg IV/IO \_\_\_\_\_

**At the end of the task performance if there are any failures the student must re attempt the entire task performance.**

Examiner Name: \_\_\_\_\_ Examiner Signature: \_\_\_\_\_

# Task Books



Task Books can be found on the Shared Drive in “A wide world of Training” under taskbooks

The Following task books can be found at:

<http://www.oregon.gov/dpsst/FC/pages/TaskBooks.aspx>

### **NFPA Apparatus Driver/Operator**

- [NFPA Fire Apparatus Driver/Operator](#)
- [NFPA Apparatus Equipped with Fire Pump](#)
- [NFPA Apparatus Equipped with an Aerial Device](#)
- [NFPA Wildland Fire Apparatus](#)
- [NFPA Aircraft Rescue and Fire-Fighting Apparatus](#)
- [NFPA Mobile Water Supply Apparatus](#)

### **NFPA Fire Fighter**

- [NFPA Fire Fighter I Task Book](#)
- [NFPA Fire Fighter II Task Book](#)

### **NFPA Fire Inspector**

- [NFPA Fire Inspector I Task Book](#)

### **NFPA Fire Instructor**

- [NFPA Instructor I Task Book](#)

### **NFPA Fire Investigator**

- [NFPA Fire Investigator Task Book](#)

### **NFPA Fire Officer**

- [NFPA Fire Officer I Task Book](#)
- [NFPA Fire Officer II Task Book](#)

### **Fire Ground Leader**

- [Fire Ground Leader Task Book](#)

## **NFPA Technical Rescuer**

- [NFPA Technical Rescuer Chapter 4 and 5 Task Book](#)
- [NFPA Rope Rescue - Level I Task Book](#)
- [NFPA Rope Rescue - Level II Task Book](#)
- [NFPA Confined Space Rescue Task Book](#)
- [NFPA Trench Rescue Task Book](#)
- [NFPA Structural Collapse Rescue Task Book](#)
- [NFPA Vehicle and Machinery Rescue Task Book](#)
- [NFPA Surface Water Rescue - Level I Task Book](#)
- [NFPA Surface Water Rescue - Level II Task Book](#)
- [NFPA Swiftwater Rescue Task Book](#)

## **NFPA Responders to Hazardous Materials/Weapons of Mass Destruction**

- [Hazardous Materials Incident Commander Task Book](#)
- [Hazardous Materials Technician Task Book](#)
- [Hazardous Materials Safety Officer Task Book](#)

## **Task Sheets**

- [Operations Level Responder Task Sheet](#)
- [Hazardous Materials Incident Commander Task Sheet](#)
- [Hazardous Materials Technician Task Sheet](#)
- [Hazardous Materials Safety Officer Task Sheet](#)

## **Public Education**

- [Public Fire and Life Safety Educator/PIO](#)
- [Juvenile Firesetter Intervention Specialist I & II](#)

## **Wildland Interface NWCG Task Books**

- The National Wildfire Coordinating Group (NWCG) Task Books may be downloaded from the NWCG web site: [www.nwcg.gov](http://www.nwcg.gov)

## Required Courses for Certification

