

Genesee County Association of Fire Chief's  
Genesee County Fire Training Committee

Purpose

To establish and maintain efficient and effective liaison with the Michigan Firefighter's Training Council (OFFT) in order to procure adequate firefighter training in Genesee County.

Objective

To provide Genesee County fire service personnel with a continuous training program that meets or exceeds all county state and federal requirements.

Committee Members

The Genesee County Training Committee (GCTC) shall consist of the following seven (7) members, appointed yearly in April as follows:

- One (1) representative from the Genesee County Association of Fire Chief's (GCAFC) appointed yearly, by the President of the GCAFC to serve as committee chairperson.
- Three (3) representatives having fire service experience within Genesee County, appointed by the chairperson of the training committee and approved by the president of the GCAFC. The three (3) representatives under this section may be picked from full paid, part paid, non paid or retired in any combination.
  1. Two (2) Genesee County Certified Fire instructors
  2. One (1) Genesee County firefighter
- All Fire Academy Course Managers
- In the event a committee member, appointed as Chairman, Genesee County Certified Fire Instructor or County Firefighter, also holds the position of Course Manager, the GCTC, by motion and majority approval, may appoint additional qualified individuals, to insure the membership total remains at seven (7).

Committee Responsibilities

- Determine annually the training need for Genesee County
- Annually schedule all fire service classes
- Provide the OFFT with a schedule of all classes. Apply to the OFFT for state funding for applicable classes
- Determine class registration fees
- Publish and distribute the class schedule and registration forms to all county departments
- Collect all class registration fees
- Authorize expenditures of training funds, as reported by the training committee Treasurer
- Provide the Secretary/Treasurer with all class registration forms and class rosters
- Contract with instructors and authorize payment of instructor fees

- Procure or provide training material sources to students for all training materials for scheduled classes
- Monitor all classes
- Provide monthly reports to the GCAFC
- Attend all CTC meetings, more than three unexcused absences will result in removal from the CTC

### Officer Appointment; Officer Responsibilities; Member Responsibilities

#### Office Appointment

- The GCAFC President shall designate the Chairperson of the committee
- The committee shall select a secretary

#### Officer Responsibility

- Chairperson
  1. Prepare written agenda for each meeting
  2. Insure that all documents required by the OFFT are prepared, signed and sent to the OFFT for processing in the time frames required
  3. Insure that class sites have all the necessary equipment to host classes
  4. Establish a contact in each host department to coordinate the class with the training committee
  5. Insure that the training materials are at the class site prior to the class
  6. Designate Vice-Chairperson
  - 7. Maintain class enrollment lists of all classes**
  - 8. Maintain a list of all classes scheduled, including instructors, class times and locations**
  - 9. Maintain a list of all instructors**
- Vice-Chairperson
  1. Chair committee meetings in the absence of the Chairperson
  2. Perform any other duties assigned by the Chairperson
- Secretary
  1. Record the attendance at all committee meetings
  2. Record the actions taken by the committee
  3. Maintain a list of committee members
  4. Perform any other duties assigned by the Chairperson
- Committee Members
  1. Assist the officers of the committee in carrying out their assigned tasks
  2. Report to the organization that they represent

#### Training Policies

- Attendance
 

The Genesee County Training Committee will follow the OFFT attendance policy, with the following additions:

  1. A Student who encounters an uncontrollable situation, such as family illness, change in employment, (i.e. temporary shift change, mandatory overtime, etc.)

may make arrangements for class makeup with the approval of their Chief and the instructor.

2. The student may makeup missed classes through their department's chief, training officer, or their designee. The makeup classes must be documented, with the documentation given to the instructor.
  3. To be credited for classroom/practical absences, the student will receive instruction from their department training officer or Fire Chief within three (3) class sessions and return a letter to the course manager of completion signed by the department training officer or Fire Chief.
  4. Three (3) unexcused absences from class will result in:
    - First (1<sup>st</sup>) Offense: Verbal Warning
    - Second (2<sup>nd</sup>) Offense: Written Notice to Student and Chief
    - Third (3<sup>rd</sup>) Offense: Dismissal from the Academy
- Class Fees and Refund Policy
    1. The training committee will set fees assessed for training classes.
    2. Fees pre-paid for fire officer classes will be based on the cost of each class and minimum of 15 students.
    3. Fees for fire officer classes not paid within 30 days of the billing date will be assessed a late fee of \$10.00.
    4. Fees paid for the fire academy classes will be based on the OFFT approved instructor fee with minimum of 15 students. However, fees set for day fire academy classes may be adjusted to accommodate less number of students, if necessary.
    5. Fees paid for fire academy classes will be refunded if the student drops before the fifth (5<sup>th</sup>) class.
    6. Fees paid for fire officer classes, where the student fails to appear to attend the class will be fully refunded.
  - Books
    1. The training committee will purchase books for the firefighter academy classes and provide materials for each student. The cost of the books will be included in the class fee.
    2. Books for the fire officer classes will be purchased by the Training Committee and provided to each student. The cost of the books will be included in the class fee.
  - Class Schedule

It will be the responsibility of each fire academy course manager to set a class schedule within the guidelines:

    1. Classes shall be scheduled for two (2) days per week
    2. Weekend classes may be up to eight (8) hours in length
    3. Weekend classes may be scheduled by the training committee
  - Annual banquet ticket distribution:

At the discretion of the Training Committee, complimentary tickets may be distributed. Examples include:

Those that work the State Final Practical(s), associated with the academy classes may receive tickets instead of monetary compensation.

Course Managers receive one (1) ticket.

Students that complete the course may receive an number of tickets determined by the GCTC.. Any additional tickets are to be paid for by the student.

Those that are invited to attend as special guests and/or key note speakers may receive two (2) tickets instead of an engagement fee, which will be decided by the Training Committee.

- Damage property:
  1. In the event equipment of a sponsoring fire department is damaged or broken, any request for reimbursement shall be submitted in writing to the Chairman explaining the following:
    - A. Description of the equipment that was damaged
    - B. Why it may have been damaged
    - C. The amount it will cost to repair or replace
  2. The written request will be brought before the Training Committee at the next regularly scheduled meeting for consideration with no guarantee of reimbursement.

Only the person handling 1099's of the Instructor of Record from "stand alone" programs of the State of Michigan Proctors shall require the students Social Security number on the State Exam Answer Sheet which shall be given to the State of Michigan for student records.

Any County training announcements through the 911 center shall go through the GCAFC's appointed training committee chairperson.

- Instructor Conduct
  1. In the event an instructor or helper is charged with any felony or high misdemeanor, that person shall be placed on inactive status by the Chairman in writing.
  2. Once the criminal charge has been cleared, the instructor or helper will be returned to active status. It is up the instructor involved to notify the Chairman of the changed status. In turn, the Chairman will acknowledge the notification and indicate a return to active status in writing.
  3. An instructor found guilty, plead no contest, and/or plea bargain a reduced charge, without being cleared of all charges, may be denied instruction privileges in Genesee County.
  4. Any and all information associated with item 3 above will be submitted to the OFFT for any further action.