

Indiana County

William A. Waugh

Fire Academy

Instructor Guide Book

## INTRODUCTION

The Indiana County, William A. Waugh, Fire Academy (ICWAWFA) provides training programs in partnership with the Pennsylvania State Fire Academy and other various educational organizations and therefore requires that instructional staff members adhere to the policy's and procedures outlined by these organizations. This guide provides to the ICWAWFA staff member the guidelines that must be followed in order to provide for a professional program for the attendee.

Many of the ICWAWFA staff members are contracted directly by Indiana County Public Safety Training Academy (ICPSTA) and are not under the direct control of the Pennsylvania State Fire Academy or one of the other educational organizations that we provide training for. It is essential that the ICWAWFA staff meet the requirements of this guide in order to maintain a high level of instructor presence and student respect.

Included in this guide are the *Instructor Professional Standards* as outlined by the Pennsylvania State Fire Academy. It is our intent to move ICWAWFA instructors along a path that will meet or exceed their needs to obtain the highest level of certification as a State Certified Instructor.

A copy of the Standard Operating Procedures for the Academy is also included for instructors to follow.

## INSTRUCTOR REQUIREMENTS

### A. TRAINING REQUIREMENTS

1. Individuals wishing to participate as Instructors or Support Staff at the ICWAWFA should be current Pennsylvania State Certified Instructor or have completed, at a minimum the following training requirements:
  - a. Essentials Module I / Fire Fighter I Cert.
  - b. Structure Burn Session
  - c. Advanced Structure Burn Session (ICFA)
  - d. Pump Operations I
  - e. Confined Space Rescue
  - f. Trench Rescue
  - g. Basic Vehicle Rescue, DOH/SFA
  - h. Incident Command
  - i. First Aid / CPR
  - j. Methodologies of Education (DOH / SFA)
  - k. Hazardous Materials Operations / Haz Mat Ops Cert.
2. Individuals working their way through the State Instructor Certification process will be given consideration for instructor time in their required disciplines.
3. Consideration will be given to other individuals on a case by case basis.

### B. CONTRACTS

1. Staff members contracted by the ICPSTA are required to meet the requirements outlined in the PASFA, Instructor Directive 2001-01 - Code of Professionalism.
2. Two (2) copies of ICPSTA Course Contract will be sent to each instructor for each course. One copy is marked as a "COPY" and should be kept by the instructor for their records. The original must be returned to the Director for payment authorization.
3. If an instructor receives a contract and he/she is unable to fulfill the requirements of the contract the FA Director should be notified immediately and the contract should be returned for replacement.
4. Instructors failing to return completed contracts will not receive payment or they will be replaced by another instructor for the scheduled program.

5. It is the responsibility of the instructor to report any and all income received while under contract to the ICPSTA to proper authorities.
6. Staff contract payment amounts are outlined in Attachment "A" of this policy.

#### C. PERSONAL EQUIPMENT

1. All instructors participating in programs at the ICFA will have access to Self Contained Breathing Apparatus (SCBA) for use during programs. If you use the SCBA provided by ICFA you must clean, refill and ready the equipment for the next course program.
2. Instructor Personal Protection Equipment must be provided by the instructor. This equipment must be in compliance with NFPA and OSHA standards.
3. Classroom and Work Site Uniforms shall be compliance with the State Code of Professionalism, Directive 2001-01.
4. Instructors contracted in excess of 24-hours annually will be provided with approved clothing at a 50% cost reduction if purchased through the ICWAWFA. Each instructor, meeting the minimum required hours, will be provided with up to \$150.00 annually for clothing purchases.
5. Bulk Purchase Instructor uniform clothing will include the following items:
  - a. Shirt, Long sleeve, 100% Cotton, Uniform style, "Lion Apparel"
  - b. Shirt, Short sleeve, 100% Cotton, Uniform style, "Lion Apparel"
  - c. Pants, Uniform Style, 100% Cotton, "Lion Apparel"
  - d. Pants, 100% Cotton, 6-pocket, BDU Style, "Tru-Spec"
  - e. Sweatshirt, "ICFA" staff
  - f. T Shirt, Short Sleeve, "ICFA" staff
  - g. Boot, "9-1-1" or "AlphaForce", "Rocky"
6. Requests for Uniforms should be submitted to the Director.

#### D. COURSE MATERIALS & EQUIPMENT

1. All printed materials required by the instructor for a program should be submitted to the Director at least one week prior to the needed use date.
2. Materials, such as textbooks, should be requested at least one month prior to the start date of a course.

3. Equipment owned by the ICFA is available for use during any program and following use must be cleaned and returned to the proper storage area.
4. Damaged or expended items should be reported to the Director immediately.
5. Various agencies own equipment that is stored at the Academy. Before use, permission must be obtained from these owners. Instructors must advise the Director of their need for use so permission can be obtained in advance.

#### E. BUILDINGS AND GROUNDS

1. Staff Members will be responsible for the clean up of areas used during the presentation of a program.
2. All policies and procedures outlined in the ICFA Site Users guide must be enforced.
3. Damage or repairs needed to any facility at the Academy must be reported to the Director Immediately.

#### F. PERSONAL ITEMS

1. The ICFA is not responsible for lost, stolen or damaged equipment owned by staff members or the fire department or agency that they are affiliated with.
2. Staff members using equipment from their affiliate fire department or agency should have the permission of the proper authority within that fire department prior to use.
3. Personal items should not be left at the Academy site due to the high number of people using the site.

#### G. COURSE REPORTING

1. All requirements of the State Fire Academy for reporting completed programs must be followed to guarantee student certifications.
2. Course reporting documents for programs not meeting the minimum required student numbers set by an ETA (Community College) shall be reported directly to the Pennsylvania State Fire Academy and instructor payment will be made by contract from ICPSTA.

3. Course reporting documents for programs meeting the minimum requirements of the ETA shall be reported as required by the cooperating ETA.

#### H. CERTIFICATION TEST STAFF

1. Individuals contracted by the ICPSTA, as "Certification Test Site Evaluators" must be compliant with all State Fire Academy standards and conditions for evaluating candidates in the testing area.
2. Additional staff personnel shall be contracted as needed for the presentation of tests. These individuals will be reported as support staff.
3. All staff personnel contracted for testing will be required to meet the State Fire Academy Instructor Dress Code and the ICWAWFA Director can set a higher standard dress code for contracted test evaluators
4. ICWAWFA will provide helmets for all evaluators. Student evaluators will need to provide their own personal protection equipment.
5. Test Site Evaluators at a minimum will need to provide work gloves and safety glasses. Some stations will require full PPE for the evaluators safety protection.

#### I. EDUCATION REIMBURSEMENT

Staff members contracted for a minimum of 24 hours annually may attain additional education that expands their instructor certification and have the tuition for said course work reimbursed by the ICFA (said reimbursement shall be subsequent to a staff member receiving a "C" grade or pass if pass/fail). Any such courses shall have prior written approval of the Fire Academy Director. Said coursework must directly benefit the employee and ICFA in his/her present position. Subject to the number of applicants, the annual allocation may be prorated.

#### J. PROPERTY AND EQUIPMENT CARE

It is the instructional staff's responsibility to understand the equipment needed to perform their duties. Good care of any equipment that is used during the course of employment, as well as the conservative use of supplies, will benefit the course and ICFA. If any equipment is identified as not working properly or in any way appears unsafe, please notify the Fire Academy Director immediately so that repairs or adjustments may be made. Under no circumstances should a staff

member start or operate a piece or equipment that is deemed unsafe, nor should they adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

K. PERSONAL TRAVEL REIMBURSEMENT

An "ICFA Travel Request Form" must be filled out completely before payment is received. Fire Academy credit cards may be used for travel expenses up to the pre-approved limit as determined by the "Total Estimated Expenses" section of the Travel Request Form. The column entitled "Before-Trip Estimated Expenses" must be completed before an IFCA credit card can be used or an advance payment can be made to the staff member.

Out-of state travel expenses are allowable with Fire Academy Committee pre-approval.

Travel reimbursement is paid at a rate of up to *fifty and one half cents per mile (\$0.505)* for a staff member using their personal vehicle, with prior approval to do so for work related travel. Employees are advised this is subject to change. All staff members entitled to mileage expenses must complete the appropriate sections of the Travel Request Form with Fire Academy Director approval in order to receive payment. This includes destination, purpose for the trip, miles traveled with odometer readings, etc.

L. TRAVEL LODGING COSTS

When overnight lodging is required for a staff member's attendance at a training session or required meeting, the ICFA pays or reimburses the employee for lodging costs of the employee only.

1. Subsistence Allowance

The amount reimbursable for approved off-site meals will be as follows:

MEETING/TRAINING ALLOWANCE	
BREAKFAST	\$ 7.00
LUNCH	\$ 9.00
DINNER	\$14.00

2. Anything over these individual meal allotments are the responsibility of the staff member making the purchase. **Claims above the limits will be**

**disallowed. Receipts for all expenses must be submitted to be reimbursed. Staff members are reminded these amounts are subject to change.** The purchase of alcoholic beverages, porter fees, or any other expense not critical to the purpose of the trip may not be claimed as part of a subsistence claim.

#### M. USE OF ICFA VEHICLES

Staff members authorized to operate an Indiana County Fire Academy vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a Pennsylvania licensed driver.
2. ICFA vehicles shall be used for ICFA business only by licensed ICFA Staff members.
3. A detailed log shall be maintained separately for every ICFA vehicle.
  - a. Supervising maintenance of vehicle logs will be the responsibility of the ICFA Director.
  - b. Each vehicle should have an identifying number or other identifying symbol.
  - c. Logs shall be kept daily.
  - d. Each vehicle log shall include reason for use, driver's name, date, beginning and ending time, beginning and ending mileage.
4. Drivers of vehicles owned by ICFA are responsible for the security of the vehicle to which they are assigned. Windows shall be closed and the doors locked when the vehicle is unattended.
5. Each operator must dispose of trash in bags placed in the vehicle and must remove all trash that has accumulated during their use.
6. Physical cleaning of the vehicles will be the responsibility of the operator of the vehicle on a routine basis or as needed.
7. Fuel will be purchased using the ICFA supplier unless the vehicle is out of County on Official business.
8. The ICFA provides insurance on vehicles, however, you will be considered completely responsible for any fines and moving or parking violations incurred.

ICFA vehicles shall be recorded with the insurance carrier and all paperwork shall be filed in the office of the Director.

9. Prior to operation of any ICFA vehicle, staff members will be trained on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses and so on.
10. Pennsylvania laws regarding operation of motor vehicles apply to all operators regardless of where the operation of that vehicle occurs.

ATTACHEMENT "A"  
STAFF PAY SCALE  
(Change effective June 11, 2008)

**Engine Operator:** \$100.00 per day

**Safety Officer: \$120.00 per day** (A PA State Accredited Fire Instructor)

**Lead Instructor: \$25.00 per hour (Industry Programs)** (A PA State Accredited Fire Instructor)

**Assistant Instructor: \$18.00 per hour (Industry Programs)** (An ICPSTA approved non-state accredited staff member)

**Lead Instructor: \$18.00 per hour (Fire Service Programs)** (A PA State Accredited Fire Instructor)

**Support Staff / Assistant Instructors: \$15.00 per hour (Fire Service Programs)** (An ICPSTA approved non-state accredited staff member)

**Certification Test Evaluator: \$18.00 per hour (Must be Pro Board Certified and authorized)**

**Certification Test Support Staff: \$15.00 per hour (Must have successfully completed the Pro Board Certification Exam they are supporting)**

INSERT MEMO FROM SFA

INSERT DIRECTIVE 2001-01 SFA