

# **Basic Firefighter Training Reimbursement Program**



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**March 2013—interim**



BASIC FIREFIGHTER TRAINING REIMBURSEMENT PROGRAM – INTERIM GUIDE  
MARCH 2013

The Basic Firefighter Training Reimbursement Program manual is currently under review.

The intent of the State Fire Marshal's Office is to revise the program and materials following the agency's adoption of the 2013 edition of the National Fire Protection Association (NFPA) Firefighter 1 & 2 Professional Qualification Standard (NFPA 1001). The anticipated adoption date of NFPA 1001 is January of 2014.

This manual and the current reimbursement contract application may be used until the publication of the Sixth Edition of the Manual.

For questions please contact the Professional Development & Response Section at (360) 596-3945 or email [basicff1@wsp.wa.gov](mailto:basicff1@wsp.wa.gov) .

# **THE BASIC FIRE FIGHTER TRAINING PROGRAM**

Fifth Edition: May, 2005

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# THE BASIC FIRE FIGHTER TRAINING PROGRAM

Office of the State Fire Marshal

[www.basicff1@wsp.wa.gov](http://www.basicff1@wsp.wa.gov)

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## PREFACE

This guidebook provides fire departments and districts with direction when providing the Office of the State Fire Marshal funded fire fighter training to their members. This guide also provides guidance in the establishment of training requirements for fire fighters that need safety-specific training.

This program was developed to provide fire fighter training in Washington State as a direct result of legislation that was passed in the 1999 legislative session which provided funding for fire fighter training at the local level. The following materials were developed with the guidance of a Technical Advisory Group. The group included representatives of these organizations:

Washington State Association of Fire Chiefs

Washington Fire Commissioners' Association

Washington State Fire Fighters' Association

Washington State Council of Fire Fighters

Washington State Fire Training and Safety Officers

Community and Technical Colleges

Office of the State Fire Marshal

Fire Protection Policy Board

## PURPOSE

Fire fighters need many levels of training to do their jobs in a safe and competent manner. To minimize risks, the Basic Fire Fighter Training Program has been prepared to help the fire service community address important safety training issues.

The purpose of the Basic Fire Fighter Training Program is to provide training resources. This includes a uniform plan of financial support for modular training options to ensure fire fighters across the state meet a basic level of safe performance and professional development.

## OBJECTIVES

Ensure that every fire department in the state of Washington has the ability and opportunity to provide their fire fighters with basic fire fighter training that is affordable, accessible, achievable and based on community risk.

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## **The Basic Fire Fighter Training Program**

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### Responding to the Directive

RCW 43.43.934.1(f)

*“Develop and adopt a plan with a goal of providing fire fighter one and wildland training, as defined by the (Fire Protection Policy) board, to all fire fighters in the state.”*

### Vision

*To ensure that every fire department in the state of Washington has the ability and opportunity to provide basic fire fighter training that is affordable, accessible, achievable and based on community risk.*

### **Basic Fire Fighter Program**

This program is designed to provide fire departments with financial support to facilitate and enable the training of fire fighters to minimum safety requirements. The program addresses the currently adopted NFPA 1001-2002 edition, NFPA 1403-1997 edition, NFPA 472-2001 edition and applicable sections of WAC 296-305.

The Basic Fire Fighter Training Program is a “performance based” qualification system. In this system the primary criterion for qualification is individual performance in exercises or classroom activities as observed by an evaluator qualified in that position, using approved standards and documented in a skill book.

### **Program Eligibility**

Participation is open to any city fire department or fire protection district in the State of Washington.

### **Available Training**

The program allows participants to receive training, at the discretion of their fire department, as described in the eleven modules.

### **Program Set up Process**

Following established guidelines, each department determines the focus and schedules training. Subject to the module requirements and reimbursement provisions, there is no minimum number of hours of training for any module. All training is to be performance based, however a comparable number of hours is assessed for each module so reimbursement falls within the maximum allowed 200 hours.

Skill books may be used to ensure participants are aware of what is required for their jobs. Training documented in skill books or rosters may be signed by any person approved or authorized by the employer’s representative (Fire Chief).

Certain administrative support needed to startup and operate your basic fire fighter training program may be available. Contact the Office of the State Fire Marshal for details.

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## **To get started**

Using the form available at [www.wsp.wa.gov/fire/basicff1.htm](http://www.wsp.wa.gov/fire/basicff1.htm), download the application and instructions and complete Part One.

**Applications must be submitted two weeks prior to the beginning of the training program start date specified on the application.**

Print, Sign, Date and Mail to:

Basic Fire Fighter Training Program  
Office of the State Fire Marshal  
P.O. Box 42600  
Olympia, WA 98504-2600

## **Limited training time, travel restrictions and work day commitment issues**

The Basic Fire Fighter Training Program recognizes that many trainees have restrictions on the time available to achieve program objectives. Individual agencies will be given assistance in locating and scheduling the necessary resources to meet their scheduling needs.

When at all possible, we encourage departments with common training times, dates, and locations to consider county or inter-departmental schools.

It may be possible to use a variety of training techniques e.g., on-line or non-print media in the plan of delivery.

## **Program Costs**

There may be some costs to your department for support materials. For example, to make the best use of the state-provided supplemental instructor materials, each student must have access to a copy of IFSTA Essentials 4<sup>th</sup> edition. The NFPA Fire Fighter –I curriculum support packages that are available through the program reference both the IFSTA 3<sup>rd</sup> or 4<sup>th</sup> editions. But IFSTA Essentials are not provided in this program. Note however, there is no required curriculum that must be followed to reach the competencies set out in the Skill Books.

## **How to receive reimbursement**

This program will provide reimbursement for fire protection districts and city fire department of three dollars for every comp hour of fire fighter training in modules 0 through X up to 200 hours.

While there is no limit or minimum number of registrants for any single department class or program, departments/ districts are strongly encouraged to combine their fire fighter training programs.

## **Approval Signature**

Skill books, applications or rosters can be signed by any person approved or authorized by the employer's representative (Fire Chief).

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## **Washington State IFSAC certification**

Certification is a voluntary process in Washington State and is not a requirement for reimbursement in this program.

Details regarding certification are contained within the Certification Guideline, which is available through the Fire Standards, Accreditation and Certification program of the Office of the State Fire Marshal.

## **Training through Community and Technical Colleges**

Fire fighter training delivered to fire departments or districts through a Community or Technical College that covers the subjects identified in the Basic Fire Fighter Training Program skill books is reimbursed using the schedule and limits set.

## **General instructor requirements**

Instructors must be authorized by the department's fire chief. It is entirely at the discretion of your department as to how arrangements are made with outside instructors. Reimbursements from the Basic Fire Fighter Training Program are made directly to departments without reference as to how the funds will be disbursed.

Regional training councils may work with departments that do not have the resources to start or coordinate programs. This may include:

- **Assistance in training program design**
- **Record keeping**
- **Community Risk Assessment**
- **Locating training resources**
- **Evaluating training**

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## **FIRE FIGHTER TRAINING REIMBURSEMENT SCHEDULE**

The program includes reimbursement for fire protection districts and city fire departments three dollars for every hour of basic fire fighter training as described herein. The Washington State Patrol does not provide reimbursement for more than two hundred hours of fire fighter training for each individual trained.

Training is provided in eleven instructional modules. These modules are intended to provide fire departments with training to meet basic safety and professional requirements. The training module titles and reimbursement limits are:

Module 0 - Fire Fighting Safety  
Reimbursement equal to 40 comp hours per student.

Module I - Fire Fighter Fundamentals  
Reimbursement equal to 100 comp hours per student.

Module II - Live Fire Training  
Reimbursement equal to 20 comp hours per student.

Module III - Fire Fighter I Certification  
Reimbursement equal to 40 comp hours per student.

Module IV - Local Needs Training.  
Reimbursement equal to 40 comp hours per student.

Module V - Wildland Fire Fighter Type 2  
Reimbursement equal to 50 comp hours per student.

Module VI - Operations Level Hazardous Materials Training  
Reimbursement equal to 30 comp hours per student.

Module VII - Fire Fighter II  
Reimbursement equal to 40 comp hours per student.

Module VIII - Basic Command  
Reimbursement equal to 150 comp hours per student.

Module IX - Skill Maintenance  
Reimbursement equal to 8 comp hours per student.

Module X - Certification Training  
Reimbursement equal to 8 comp hours per student.



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## TRAINING BY STANDARDS

### Module 0

#### FIRE FIGHTING SAFETY

Training required by WAC 296-305 Safety Standards for Firefighters.

- |  |                                 |
|--|---------------------------------|
| a. Basic First Aid, FF-First Responder or EMT          | WAC 296-305-01515 (1)           |
| b. EVAP  | WAC 296-305-04505 (8)           |
| c. HazMat Awareness<br>and WMD Awareness Level         | WAC 296-305-05011, 296-824      |
| d. Confined Space, Trench,<br>Asbestos Awareness level | WAC 296-305-01505 (3) (a) (vii) |
| e. Incident Command (NWCG I-100 & 200)                 | WAC 296-305-05001 (1)           |
| f. Health and Wellness                                 | WAC 296-305-01509-(7)           |

### Module I

#### FIRE FIGHTER FUNDAMENTALS

#### GENERAL REQUIREMENTS NFPA 1001

- 5-1.1** Training to awareness level of NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents meeting the requirements of WAC 296-62-3112

**5-1.1.1 General knowledge requirements**

- A. Critical aspects of NFPA 1500 as apply to basic fire fighters
- B. Organization of the fire department
- C. Role of the fire fighter in the organization
- D. The mission of the fire service

**The fire department:**

- E. Standard operating procedures
- F. Rules and regulations as they pertain to basic fire fighters
- G. The role of other agencies as they relate to the fire department
- H. Member assistance program aspects

**Ropes and knots:**

- I. Knot types and usage
- J. Difference between life safety and utility rope
- K. Reasons for placing rope out of service
- L. Types of knots to use for given tools, ropes, or situations
- M. Hoisting methods for tools and equipment
- N. Using rope to support response activities

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## **5-1.1.2 General skill requirements: ability to:**

- A. Don personal protective clothing within one minute
- B. Doff personal protective clothing and prepare for reuse

### **Ability to:**

- C. Hoist tools and equipment using ropes and the correct knot
- D. Tie the following knots:
  - Bowline
  - Clove hitch
  - Figure of eight on a bight
  - Half hitch
  - Becket or sheet bend
  - Safety knot
- E. Locate information in departmental documents and standard or code materials

## **5-2 FIRE DEPARTMENT COMMUNICATIONS**

### **5-2.1 Initiate Response to a Reported Emergency**

#### **Knowledge**

- A. Procedures for reporting emergencies
- B. Department sops for taking and receiving alarms
- C. Radio codes or procedures
- D. Information needs of dispatch center

#### **Skills – Ability to:**

- E. Operate fire department communications equipment
- F. Relay information
- G. Record information

### **5-2.2 Use of Telephone**

#### **Knowledge**

- A. Department procedures for answering nonemergency phone calls

#### **Skills – Ability to:**

- B. Operate fire station telephone and intercom equipment

### **5-2.3 Transmit and Receive Radio Messages**

#### **Knowledge**

- A. Department radio procedures and etiquette for:
  - Routine traffic
  - Emergency traffic
  - Emergency evacuation signals

#### **Skills – Ability to:**

- B. Operate radio equipment
- C. Discriminate between routine and emergency traffic

## 5-3 FIREGROUND OPERATIONS

### 5-3.1 SCBA Use During Emergency Operations

#### Knowledge

- A. Conditions that require respiratory protection
- B. Uses and limitations of SCBA
- C. Components of SCBA
- D. Donning procedures for SCBA
- E. Breathing techniques
- F. Emergency procedures used with SCBA
- G. Physical requirements of the SCBA wearer

#### Skills – Ability to:

- H. Control breathing
- I. Replace SCBA cylinders
- J. Use SCBA to exit through restricted passages
- K. Initiate and complete emergency procedures in event of SCBA failure or air depletion
- L. Complete SCBA donning procedures

### 5-3.2 Respond on an Apparatus to an Emergency Scene

#### Knowledge

- A. Mounting and dismounting procedures for riding fire apparatus
- B. Hazards and ways to avoid associated with riding fire apparatus
- C. Prohibited practices while operating on or near a fire apparatus
- D. Types of personal protective equipment and means for usage  
\*(This is equipment used while riding such as hearing protection.)

#### Skills – Ability to:

- E. Use each piece of provided safety equipment  
*Demonstrate the proper hand signal used when guiding apparatus.*

*Note: Text in italics is not a mandatory Fire Fighter I Performance task. It is a suggested mean of meeting the desired objective*

### 5-3.3 Operating in Established Work Areas at Emergency Scene

*(Traffic Control)*

#### Knowledge:

- A. Traffic Hazard
- B. Electrical and Other Hazards Associated with the Scene
- C. Personal Protective Clothing and Traffic Warning Equipment

#### Skills-Ability to:

- D. Operate in High Traffic Environment
- E. Wear Personal Protective Clothing
- F. Establish a Protective Work Environment
- G. Demonstrate Traffic Control

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## **5-3.3 Operating in Established Work Areas at Emergency Scene**

*(Downed Electrical Wire)*

### **Knowledge:**

- A. Electrical Hazards
- B. Environmental and Other Hazards
- C. Personal Protective Clothing and Traffic Warning Equipment

### **Skills-Ability to:**

- D. Establish Danger Zone
- E. Wear Personal Protective Clothing
- F. Demonstrate Traffic Control

## **FIREGROUND OPERATIONS NFPA**

## **5-3.4 Force Entry into a Structure**

### **Knowledge**

- A. Basic construction of typical doors, window, and walls within department's community or service area
- B. Operation of doors, windows, and locks
- C. Dangers associated with forcing entry through doors, windows, and walls

### **Skills – Ability to:**

- D. Transport (carry) hand and power tools
- E. Operate hand and power tools
- F. Force entry through doors, windows, and walls using assorted methods and tools

## **5-3.5 Exit a Hazardous Area as a Team**

### **Knowledge**

- A. Personnel accountability systems
- B. Communications procedures
- C. Emergency evacuation methods
- D. What constitutes a safe haven
- E. Elements that create or indicate a hazard
- F. Emergency procedures for loss of air supply

### **Skill – Ability to:**

- G. Operate as a team member in vision-obscured conditions
- H. Locate and follow a guideline
- I. Conserve air supply
- J. Evaluate areas for hazards
- K. Identify a safe haven

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## 5-3.6 Set up Ground Ladders

### Knowledge

- A. Parts of a ladder
- B. Hazards associated with ladder placement
- C. What constitutes a stable foundation for ladder placement
- D. Ladder angles for various tasks
- E. Safety limits to the degree of angulation
- F. What constitutes a reliable structural component for top placement

### Skill – Ability to:

- G. Carry, raise, extend ladders, and lock flies
- H. Determine that a wall and roof will support ladder
- I. Judge extension ladder height requirements
- J. Place ladder to avoid obvious hazards

## 5-3.9 Conduct a Search and Rescue in a Structure

### Knowledge

- A. Use of forcible entry tools during rescue operations
- B. Ladder operations for rescue
- C. Psychological effect of operating in obscured conditions and ways to manage them
- D. Methods to determine if area tenable
- E. Primary and secondary search techniques
- F. Team member's roles and goals
- G. Methods to use and indicators of finding victims
- H. Victim removal methods (including carries)
- I. Considerations related to respiratory protection

### Skills – Ability to:

- J. Use SCBA to exit restricted passages
- K. Set up and used different types ladders for various rescue operations
- L. Rescue fire fighter with functioning respiratory protection
- M. Rescue fire fighter who's SCBA is not functioning
- N. Rescue person who has no respiratory protection
- O. Assess areas to determine tenability

*Demonstrate the removal of injured persons from an immediate hazard by the use of carries, drags, and stretchers.)*

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## 5-3.10 Attack an Interior Structure Fire (Partial)

### Knowledge

- A. Principle of fire streams
- B. Nozzles (types, design, operation, flow capabilities)
- C. Precautions to be followed when advancing hose lines to a fire
- D. Observable results when fire stream properly applied
- E. Fire caused dangerous building conditions
- F. Principles of exposure protection.
- G. Potential long-term consequences of exposure to products of combustion
- H. Physical states of matter in which fuels are found
- I. Common types of accidents or injuries ground and their causes
- J. Application of each size and type of attack line
- K. Role of backup team in fire attack situations

### Skills – Ability to:

- L. Define and prevent water hammer
- M. Open, close, and adjust nozzle pattern and flow
- N. Apply water using direct, indirect and combination attacks
- O. Advance charged and uncharged lines (1 ½ - in. or larger):
  - Up ladders
  - Up and down interior stairways
  - Up and down exterior stairways
- P. Extend hose lines
- Q. Replace burst hose section
- R. Operate charged hose lines (1 ½ - in. or larger) while secured to a ground ladder
- S. Couple and uncouple various hose connections
- T. Carry hose
  - Climb the full length of each type of ground and aerial ladder available to the authority having jurisdiction and demonstrate:*
  - (a) *Carrying fire fighting tools or equipment while ascending and descending*
  - (b) *Bringing an injured person down the ladders.*

*Demonstrate carrying a 100 ft attack line 1 and 1/2 in. or larger into a building, connecting it to a standpipe, and advancing the line from the standpipe (this skill may be described if building with standpipe is not present in the department service area).*

*Don a life safety harness that meets the requirements of NFPA 1983, Standard on Fire Service Life Safety Rope, Harnesses, and Hardware.*

*Demonstrate the use of nozzles, adapters, hose appliances and tools on a pumper as required by Section 7-2 of NFPA 1901*

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## **5-3.11 Perform Horizontal Ventilation on a Structure (Partial)**

### **Knowledge**

- A. Principles, advantages, limitations, and effects of horizontal mechanical, and hydraulic ventilations
- B. Safety consideration when entering a structure
- C. Prevention of a back draft
- D. Structural fire behavior
- E. Products of combustion found in a structure fire
- F. Signs, causes, effects, and prevention of back drafts
- G. Relationship of oxygen concentration to life safety and fire growth

### **Skills – Ability to:**

- H. Transport (carry) and operate ventilation tools and equipment and ladders
- I. Use safe procedures for breaking window and door glass and removing obstructions

## **5-3.12 Perform Vertical Ventilation on a Structure (Partial)**

### **Knowledge**

- A. Methods of heat transfer
- B. Principles of thermal layering within a structure fire
  - Define fire
  - Define the fire triangle and tetrahedron
- C. Techniques and safety precautions for venting:
  - Flat roofs, Pitched roofs, Basements
- D. Basic indicators of potential collapse or roof failure
- E. Effects of construction type and elapsed time under fire conditions on structural integrity
- F. The advantages and disadvantages of vertical and trench/strip ventilation

### **Skills – Ability to:**

- E. Transport (carry) and operate ventilation tools and equipment
- F. Hoist ventilation tools to roof
- G. Cut roofing and flooring materials to vent flat and pitched roofs and basements
- H. Sound roof for integrity
- I. Clear an opening with hand tools
- J. Select, carry, deploy, and secure ground ladders for ventilation activities
- K. Deploy roof ladders on pitched roofs from ground ladder
- L. Carry ventilation tools and equipment while ascending and descending ladders

*Demonstrate the procedures of working from ground or aerial ladders with tools and appliances, with and without a safety harness*

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## 5-3.13 Overhaul a Fire Scene

### Knowledge

- A. Types of attack lines and water application devices effective for overhaul
- B. Water application methods for extinguishment that limit water damage
- C. Types of tools and methods used to expose hidden fires
- D. Dangers associated with overhaul
- E. Obvious signs of area of origin or signs of arson
- F. Reasons for protection of fire scene

*Identify the purpose of overhaul.*

*Recognize at least 4 indicators of hidden fires.*

*Note: Text in italics is not a mandatory Fire Fighter I Performance task. It is a suggested mean of meeting the desired objective.*

### Skills – Ability to:

- G. Deploy and operate an attack line
- H. Remove flooring, ceiling, wall components to expose void spaces without compromising structural integrity
- I. Apply water for maximum effectiveness
- J. Expose and extinguish hidden fires in walls, ceilings, and subfloor spaces
- K. Recognize and preserve signs of arson
- L. Evaluate for complete extinguishment

## 5-3.14 Conserve Property as a Member of a Team

### Knowledge

- A. Purpose of property conservation and its value to the public
- B. Methods used to protect property
- C. Types and uses for salvage covers
- D. Operations at properties protected with automatic sprinklers
- E. How to stop flow of water from an automatic sprinkler head
- F. Identification of main control valve of sprinkler system
- G. Forcible entry issues related to salvage

### Skills – Ability to:

- H. Cluster furniture
- I. Deploy covering materials
- J. Roll and fold salvage covers for reuse
- K. Construct water chutes and catch-alls
- L. Remove water
- M. Cover building openings including doors, windows, floor openings, and roof openings
- N. Separate, remove, and relocate charred material to safe location while protecting area of origin
- O. Stop flow of water from sprinkler with wedges or stoppers
- P. Operate main control valve of sprinkler system



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## **5-3.15 Connect a Fire Department Pumper to a Water Supply**

### **Knowledge**

- A. Loading and off-loading procedures for mobile water supply apparatus
- B. Fire hydrant operation
- C. Suitable static water supply sources
- D. Procedures and protocol for connecting to various water sources

### **Skills – Ability to:**

- E. Hand lay a supply hose
- F. Connect and place hard suction hose for drafting
- G. Deploy portable water tanks and equipment needed to transfer water between and draft from the tanks (if portable water tanks are not used in the department service area, this skill may be described)
- H. Make hydrant-to-pumper hose connections for forward and reverse lays
- I. Connect supply hose to a hydrant and fully open and close hydrant

## **5-3.16 Extinguish Incipient Class A, B, and C Fires with Portable Fire**

### **Extinguishers**

#### **Knowledge**

- A. Classifications of fire
- B. Types and rating systems of fire extinguishers
- C. Risks of each class of fire
- D. Operating methods and limitations of each type of extinguishers

#### **Skills – Ability to:**

- E. Operate portable fire extinguishers
- F. Approach fire with portable fire extinguishers
- G. Select an extinguisher based on size and type of fire
- H. Safely carry portable fire extinguishers

## **5-3.17 Illuminate the Emergency Scene**

### **Knowledge**

- A. Safety principles and practices
- B. Power supply capacity and limitations
- C. Light deployment methods

### **Skills – Ability to:**

- D. Operate department power supply and lighting equipment
- E. Deploy cords and connectors
- F. Reset ground-fault interrupter devices
- G. Locate lights for best effect

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## **5-3.18 Turn off Building Utilities**

### **Knowledge**

- A. Properties, principles, and safety concerns for electricity, gas, and water systems
- B. Utility disconnect methods and associated dangers
- C. Use of required safety equipment

### **Skills – Ability to:**

- D. Identify utility control devices
- E. Operate control valves or switches and assess for related hazards

## **5-3.19 Combat a Ground Cover Fire**

### **Knowledge**

- A. Types of ground cover fires
- B. Parts of ground cover fires
- C. Methods to contain or suppress ground cover fires
- D. Safety principles and practices

### **Skills – Ability to:**

- E. Determine exposure threats based on fire spread potential
- F. Protect exposures
- G. Construct a fire line or extinguish with hand tools
- H. Maintain integrity of established fire lines
- I. Suppress ground cover fires using water

## **5-5 PREVENTION, PREPAREDNESS, AND MAINTENANCE**

### **5-5.1 Perform a Fire Safety Survey in a Private Dwelling**

#### **Knowledge**

- A. Organizational policy and procedures
- B. Common causes of fire and their prevention
- C. Importance of a fire safety survey
- D. Public fire education programs importance to public relations and community

#### **Skills – Ability to:**

- E. For survey in a private dwelling complete forms used, recognize hazards, and match findings to preapproved recommendations, and communicate findings to occupants or referred

### **5-5.2 Present Fire Safety Information**

#### **Knowledge**

- A. Parts of informational materials and how to use them
- B. Basic presentation skills
- C. Department SOP for giving station tours

#### **Skills – Ability to:**

- D. Document presentations
- E. Use prepared materials

# THE BASIC FIRE FIGHTER TRAINING PROGRAM

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[www.basicff1@wsp.wa.gov](mailto:www.basicff1@wsp.wa.gov)

FIFTH EDITION: May, 2005

## **5-5.3 CLEAN AND CHECKING EQUIPMENT (PARTIAL)**

### **Knowledge**

- A. Types of cleaning methods for Personal protective equipment and SCBA
- B. Types of cleaning methods for various tools and equipment
- C. Correct use of cleaning solvents
- D. Manufacturer's and departmental guidelines for cleaning tools & equipment

### **Skills – Ability to:**

- E. Select correct tools for cleaning use
- F. Follow guidelines
- G. Record and report procedures  
The above standards address the following SCBA
- H. Select correct tools for cleaning use
- I. Follow guidelines
- J. Record and report procedures  
The above Standards address the following
  - Forcible entry tools
  - Ropes
  - Salvage equipment
  - Ladders
  - Nozzles

## **5-5.4 Clean, Inspect, and Return Fire Hose to Service**

### **Knowledge**

- A. Departmental procedures for noting defective hose and removing from service
- B. Hose cleaning methods
- C. Hose rolls
- D. Hose loads

### **Skills – Ability to:**

- E. Clean different types of hose
- F. Operate hose washing & drying equipment available
- G. Mark defective hose
- H. Replace coupling gaskets
- I. Roll hose
- J. Reload hose

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## MODULE II

### LIVE FIRE TRAINING

Required Training, As Defined by the Employer, Before Live Structural Fire Training:

WAC 296-305-05501, 05503:

Safety practices

Protective equipment

Fire Hoses

Nozzles

Fire Streams

Ladders

Rescue

Live fire training conforming to NFPA 1403\*

\* Live fire training evolutions in structures requires that prior to their being permitted to participate in live fire training evolutions students must meet the performance objectives for fire fighter of the following NFPA 1403 sections:

5-3 Safety

5-5 Fire Behavior

Portable Extinguishers

Personal Protective Equipment

5-11 Ladders

Fire Hose, Appliances, & Streams

5-16 Overhaul

5-17 Water Supply

### FIREGROUND OPERATIONS NFPA 1001-5-3

#### 5-3.7 Attack a Passenger Vehicle Fire

##### Knowledge

- A. Principle of fire streams as relate to fighting auto fires
- B. Precautions to be followed when advancing hose lines toward auto fires
- C. Observable results of properly applied fire streams
- D. Identifying alternative fuels and their hazards
- E. Dangerous conditions created during auto fire
- F. Common types of accidents or injuries related to fighting auto fire and how to avoid
- G. How to access locked passenger, trunk, and engine compartments
- H. Methods of overhauling an auto fire

##### Skills- Ability to:

- I. Identify fuel types
- J. Assess and control fuel leaks
- K. Open, close and adjust the flow and pattern on nozzles
- L. Apply water for maximum effectiveness while maintaining flash protection
- M. Advance attack lines (1 ½ - in. or larger)
- N. Expose hidden fires by opening all compartments

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## 5-3.8 Extinguish Class A Exterior Fires

### Knowledge

- A. Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires
- B. Dangers associated with stacked and piled materials
- C. Various extinguishing agents and their effect on different material configurations
- D. Tools and methods to use in breaking up various types of materials
- E. Difficulties related to complete extinguishment of stacked & piled materials
- F. Water application methods for exposure protection and extinguishment
- G. Dangers such as exposure to toxic or hazardous materials associated with storage building and container fires
- H. Obvious signs of origin and cause
- I. Techniques for preservation of evidence

### Skills – Ability to:

- J. Recognize inherent hazards related to material's configuration
- K. Operate handlines or master streams.
- L. Break up material using hand tools and water streams
- M. Evaluate for complete extinguishment
- N. Operate hose lines and other water application devices
- O. Evaluate and modify water application for maximum penetration
- P. Locate and expose hidden fires
- Q. Assess patterns for origin determination

## 5-3.10 Attack an Interior Structure Fire (Partial)

### Knowledge

- A. Role of backup team in fire attack situations
- B. Control techniques for grade level fires
- C. Control techniques for above grade level fires
- D. Control techniques for below grade level fires
- E. How to expose hidden fires

### Skills – Ability to:

- F. Attack fires at:
  - Grade level
  - Above grade level
  - Below grade level
- G. Locate and suppress interior wall and subfloor fires

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## **MODULE III**

### **FIRE FIGHTER I CERTIFICATION**

## **Module IV**

### **LOCAL NEEDS TRAINING**

The subjects reimbursed in this module may consist of training for local needs as determined by individual fire departments. It may cover such subjects as basic pumper operations, local wildland fire tactics, tender operations etc.

## **Module V**

### **WILDLAND FIRE FIGHTER NWCG FF TYPE 2**

## **Module VI**

### **HAZARDOUS MATERIALS TRAINING OPERATIONS LEVEL**

## **Module VII**

### **FIRE FIGHTER II TRAINING REQUIREMENTS**

## **Module VIII**

BASIC COMMAND, THE FIRST LEVEL SUPERVISOR, COVERS ANY OR ALL OF THE FOLLOWING:

- a. Company Officer
- b. Fire Officer I Strategy/Tactics/Administration
- c. Crew engine boss, NWCG FF Type 1
- d. 260/261 Wildland administrative series
- e. NIMS I-300
- f. Incident Safety Officer
- g. Instructor Development

## **Module IX**

INCLUDES THESE SKILL MAINTENANCE OPTIONS:

- a. In-service FF-I skills assessment
- b. Refresher training for Fire Fighter-I and Instructors, Wildland Firefighter Type 2

## **Module X**

ADDRESSES TESTING, ALLOWING EVALUATORS REIMBURSEMENT EQUAL TO 8 HOURS PER YEAR

- a. Certification test proctors
- b. Certified evaluators

## Records and Reporting

Skill books contain all critical skills, which are required to perform the duties and function of a Fire Fighter I, II, Wildland FF Type 2, and Company Officer. These skill books are based upon NFPA standards. Skill books are in a format that allows documentation of a trainee's specific knowledge or ability to perform each task. Successful completion of all required tasks of the position, as determined by an evaluator(s), will form the basis for future certification.

It is the responsibility of the fire department or districts to verify that the individual is qualified to perform their assigned duties and functions in a safe manner.

Training records must be retained and made available to the State Fire Marshal's Program Manager upon request for seven years following the completion date or termination of a program funding application.

The principal administrator for the program at each department is the Fire Chief. Only the fire chief has authority to verify an individual's qualifications.

The trainee is responsible to:

1. Review and understand the instructions in the Skill Book.
2. Ensure that he/she is ready to perform the tasks of a fire fighter I position prior to undertaking an assignment.
3. Complete the skill book within a three-year time limit.
4. Make sure that a qualified evaluator initials all tasks as they are completed and completes the appropriate evaluation record.
5. Keep and safeguard the Skill Book. This is extremely important, as the Skill Book may be the only record of task performance. A lost or destroyed Skill Book may require additional evaluations. It is suggested that a copy of the verification sheet be made following an evaluation.

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## Training Record Content

Non-accredited fire departments or districts participating in the Fire Protection Bureau Fire Fighter I training reimbursement program must record attendance or participation in classes or drills on a roster. As a minimum, the following information must be provided:

### Class Information

- Class Title
  - Start date and Completion date
  - Number of contact hours
  - Instructor or evaluators name
  - Signature of training officer *or* instructor
- (NOTE: EVAP rosters require chief's signature)

### Student Information

- Student Name, Student Social Security or ID number
- Record of Attendance
- Test score if applicable
- Practical score or pass/fail notation

The Office of the State Fire Marshal may request a roster for any training for which reimbursement is requested.

The sample roster may be adopted or adapted when a department's or district's existing training documentation does not contain the required information.



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## Fire Service Instructor Professional Development

The instructor development program suggests a model and voluntary pathway for a Fire Service Instructor professional development and a means to list their availability in a statewide web-based register. Definitions and descriptions are included for reference purposes:

### **VIII. Fire Training Academy Lead Instructor-2, Outreach Instructor-2**

### **VII. Fire Instructor-2**

### **VI. Fire Training Academy Lead Instructor-1, Outreach Instructor-1,**

Instructor 1 Development Series C

Recommendations from regions/FTA program manager/Office of the State Fire Marshal

Conduct 32 hours of instruction per year

Maintain status as Certified Evaluator

Peer review of teaching each subject taught annually

Student evaluations reviewed by Office of the State Fire Marshal or FTA

Receive 16 hours of continuing instructor development education every three years

Overall review every three years.

Experience or assignments:

12 months fireground or professional (teaching) experience or Fire Officer I

### **V. Company Officers School for Recruit School Instructors**

Indoctrination

Specific Curriculum Training

### **IV. Fire Academy Assistant Instructor**

Instructor 1 (IFSAC Certified)

Instructor 1 Development Series A, B

Student evaluations reviewed by FTA

Orientation to Safety policies/procedures

Documented experience in designated subject field

Recommendations from Region, past employer, professional

Experience or assignments:

Participates as observer in designated course or

Participates as an instructor in a demonstration role and

Instructs in the subject matter course,

evaluated by a program manager

### **III. Regional Instructor**

Instructor 1

Instructor 1 Development Series A, B

Evaluation from Region or Office of the State Fire Marshal

Experience or assignments:

Local Academy Instructor

### **II. County Academy Instructor**

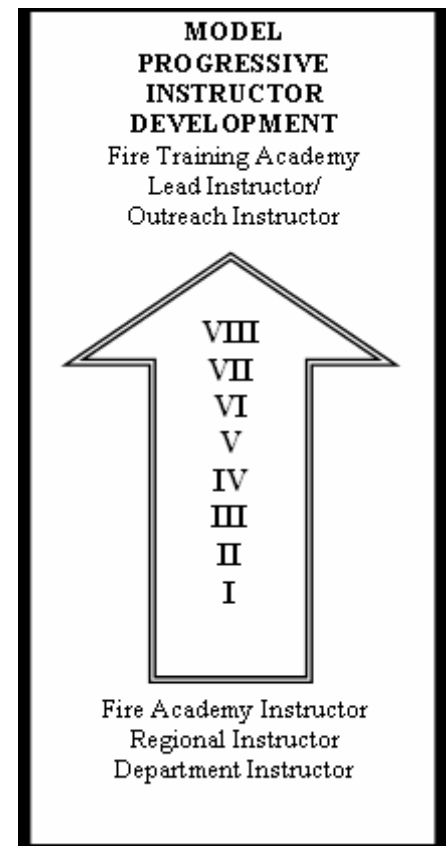
Instructor 1 Certification

Instructor 1 A

Approval of County Academy Training Officer

### **I. Department Instructor**

Approval of Training Officer



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## **How to Develop & Manage a Volunteer Recruit School**

A manual is available which has been designed to help get a basic recruit academy started where one does not currently exist. It contains sections with documents, or descriptions of key processes that should be used in any school. To operate an effective and efficient recruit academy, the sponsoring organization must follow certain guidelines. Part of the manual is designed to recruit academies so energy is not wasted in redeveloping information.

County recruit schools have been very successful in the State and are an excellent example to emulate. You are urged to contact the closest academy and, with the background provided herein, initiate discussions on how to tailor an academy to your needs.

### **Program Manual Contents**

#### **Overview of how a recruit school can operate**

- Management under an ICS model

#### **Planning**

- Typical recruit school schedules
- Need for special facilities
- Need for special resources
- Need for special props

#### **Operations**

- Staff and officer assignments—job descriptions
- General requirements and responsibilities for company officers
- Code of Conduct for officers
- Examples of:
  - Instructor outline notes
  - Instructor guides
  - Training guides
  - Skill evaluations

#### **Logistics**

- Equipment and facility needs
- Providing for apparatus
- Special facilities
- Special resources
- Special props

#### **Finance**

- Budgets
- Recruit academy registration packets
- Staff member applications
- Notice for new recruits

#### **Model guidelines and requirements of recruits**

- Recruit academy Code of Conduct

#### **Physical ability of recruits**

#### **Evaluation, Determining Competencies**

#### **Curriculum Resources**

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## OVERVIEW OF A COUNTY VOLUNTEER RECRUIT SCHOOL

Recruit schools team up new recruits with seasoned fire fighters and officers. The instructional process is conducted as follows:

- Recruits prepare for the upcoming class with a reading assignment.
- At the recruit school, instructors will show them how to do it.
- Then, as an engine company, they will practice it.
- When ready, trainees will be tested by an evaluator.

This process or cycle is repeated throughout the recruit school.

A recruit school is operated much like any large incident. Within ICS System as a management model, major components are broken out. This is supplemented with assignments for key personnel. The number of recruits dictates the number of support people and the size of the location for the school.

### INCIDENT COMMANDER

The incident commander is responsible for the overall operation and safety of each component of the Recruit School, and the overall safe and timely operations, as well as all support and logistical support aspects before and after each recruit school as follows:

- Ensures all planning and implementation of all school activities and training.
- The tasking and inspection of all equipment to be used for the recruit school.
- The responsibility of briefing all staff of all required tasks and goals and individual responsibilities of each person during recruit training.

### Responsibilities:

The overall safe and timely operations, as well as all support and logistical support aspects before and after each recruit school.

- Ensures all planning and implementation of all school activities and training.
- The tasking and inspection of all equipment to be used for the recruit school.
- The responsibility of briefing all staff of all required tasks and goals and individual responsibilities of each person during recruit training.

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## PLANNING

Planning comes first! This step should pull everyone together—local Training Officers and any department that might possibly benefit from doing their basic training together. The assumption is that you will be using the Basic Fire Fighter Training Program and training modules. There are several key questions to address when tailoring a program to *your* needs.

- What do you want your academy to do?
  - Just complete Basic FF Module I? Or
    - Complete Modules I, II?
    - Complete Modules I, II, part of III-IV
    - Complete all the modules?
  - Certify your fire fighters to FF-I?
    - By modules?
    - All at once?
- What are the means by which you are going to teach the needed subjects?

Early in the planning process, and once the decision has been made to proceed, it is time to invite in an advisor from the closest organized volunteer recruit school. Be prepared to list all your resources: facilities, equipment, staff/instructors, funding. Make an initial assessment of who is to be training (a few or many?). Once an experienced advisor reviews your plan, and who may offer examples of existing success programs and suggest supplemental resources, it is a relatively straight forward process to review approaches to typical logistic and operations challenges and established costs and schedules. The ICS management model begins to work at this point.

Once the plan is established, the responsibility to implement the plan falls on Operations, Logistics and Finance.

- **The program manual provides:**
  - Master Planning Schedule
  - Daily Assignment Schedules
  - Announcement for Fire Departments
  - Staff Member Application
  - Academy Content

## OPERATIONS

Using our general model of ICS, this is the place to make assignments. Academy, staff members and their functions are identified under Operations. The day-to-day management details of operations are carried out under the Logistics function.

- **The program manual provides:**
  - Staff and Officer Assignments—Job Descriptions
  - General Requirements and Responsibilities for Company Officers
  - Code of Conduct for Officers

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## LOGISTICS

This position fills the essential responsibility for procuring facilities, and providing services and materials in support of the recruit academy.

- **The program manual provides:**
  - Logistics Officer Position Description
  - Equipment and Facilities Requirements

## FINANCE

This position has the responsibility for all fiscal matters and mailing. Registration of recruits is handled here. Copy center orders would be processed in the finance section. Disbursements to paid instructors when authorized by the ICS would also come through here.

- **The program manual provides:**
  - Budgets
  - Recruit Academy Registration Packet for Fire Department Administrators
  - Staff Member Applications
  - Notice to New Recruits
  - General Requirements and Responsibilities for Company Officers
  - Code of Conduct for Officer

**Request the manual, How to Set Up and Operate a Volunteer Recruit School, from:**

Office of the State Fire Marshal  
General Administration Building  
P.O. Box 42600  
Olympia, WA 98504-2600

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## TRAINING RESOURCES

### MODULE II LIVE FIRE TRAINING

Live fire training will be available at several regional sites including the Fire Training Academy. Participants who satisfactorily complete their Basic Live Fire Training Course will have their Module II skill books signed by the certifying department's approved evaluator.

### CURRICULUM PACKAGES

Several curriculum packages are available. Contact the Basic Fire Fighter Training Program Manager.

**Regional Resources.** The Office of the State Fire Marshal will maintain and provide to the Fire Regions a registry of Outreach Instructor/Evaluators.

**Regional Training Aides.** PowerPoint, slide and transparencies for the fourth edition of IFSTA Essentials are available in each region and may be checked out to fire departments and districts participating in the Basic Fire Fighter Training Program.

### Questions and Answers Regarding Module II Training

#### **How long does this training take?**

The course offered by the Fire Training Academy is 12 hours. There is a two-hour classroom portion that can be taught at the local area; live fire training is eight hours.

#### **Who can teach the local classroom portion of Module II?**

A lesson plan will be made available to any fire department participating in the Basic Fire Fighter Training Program. We assume that most instructors in the Basic Fire Fighter Training Program would teach this section of the class, you may also want to consider using one of your FTA Co-op Instructors.

#### **What about teaching the Live Fire Portion? We already do Burn to Learn**

The course at North Bend will be offered as a co-op delivery or with the Academy providing all the teaching resources. Burn to Learn Instructors will need some briefing, because the Module II evolutions are more detailed, prior to starting the actual fire training evolutions. This briefing/training will depend upon the experience and training of your instructors; the option is four hours of trainer instruction which can be scheduled before a class. We will need to discuss this on a case-by case basis.

#### **Do we have to go to North Bend to get this training?**

No. The lesson plan is available to any fire department in the Basic Fire Fighter program. We will work with departments who want to set up regional or local live fire training.

#### **Who can participate in the Module II training?**

Any fire fighter who has satisfactorily completed the training required in Module I. Verification must be made available that Module I has been satisfactorily completed.

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## **Do we get documentation of completion at the end of the course?**

We will sign each participants Module II skill book at the satisfactory completion of the course.

## **What about certification testing?**

The test consists of a live fire component where students completing Module II would be examined under an evaluator's supervision. Live fire testing in this program will serve as proof of live fire training and evaluation necessary for admission to the State Certification test for Fire Fighter. Details on certification testing must be worked out on a case by case basis.

## **TO SCHEDULE A MODULE II CLASS AT THE FIRE TRAINING ACADEMY**

1. Contact the Academy at 425-453-3000.
2. Ensure that it is Module II training you need.
3. The hands-on portion of the class at North Bend is eight hours in length. The assumption is the prerequisite classroom training will be completed at your home site. If you need an outreach instructor to teach the classroom portion, Fire Training Academy can arrange for an instructor to contact you.
4. If you will be using co-op instructors please have available when scheduling a class the instructor's names and how recently they have taught Burn-to-Learn. Instructors who have only limited Burn-to-Learn experience may be required to attend a refresher class.
5. Students who will participate in a module II class must have completed the training requirements of Module I.

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## COMMUNITY AND TECHNICAL COLLEGE RESOURCES

Educational support from Community and Technical Colleges is available throughout the state, In some cases college credit may be granted for successful mastery of fire fighter I competencies. The following is a list of contacts at the colleges with fire training programs:

**Bates Technical College**  
**Contact:** 253-596-1708

**Peninsula Community College.**  
**Contact:** 360-417-6258

**Bellevue Community College**  
**Contact:** 425-641-2021

**Renton Technical College**  
**Contact:** 425-235-7863

**Big Bend Community College**  
**Contact:** 509-762-6242

**Skagit Valley Community College**  
**Contact:** 360-416-7783

**Edmonds Community College**  
**Contact:** 425-640-1530

**South Puget Sound Community College**  
**Contact:** 360-754-7711 ex 207

**Everett Community College**  
**Contact:** 425-388-9591

**Spokane Community College**  
**Contact:** 509-533-7292

**Columbia Basin Community College**  
**Contact:** 509-547-0511

**Walla Walla Community College**  
**Contact:** 509-527-4330

**Lower Columbia**  
**Contact:** 360-577-5411

**Wenatchee Community College**  
**Contact:** 509-664-3950

**Olympic Community College.**  
**Contact:** 360-475-7724

**Yakima Community College**  
**Contact:** 509-574-4756

**For further information Contact State Board for Community and Technical Colleges**



# **IMPORTANT DEFINITIONS**

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The following definitions are used in association with the basic Fire Fighting Training Program performance based qualification system and related skill books.

**Accreditation:** Verification that the accredited entity meets the objectives of the applicable performance standards approved by the Fire Protection Policy Board and the Office of the State Fire Marshal.

**Approved:** A method, person, procedure or practice which is sanctioned, consented to, confirmed or accepted as good or satisfactory for a particular purpose by a person or organization authorized to make such as judgment.

**Authorized:** A person approved or assigned by the fire chief to perform a specific type of duty or duties.

**Basic Fire Fighter Training:** Means training provided in instructional modules, intended to provide city fire departments and fire protection districts with fire fighter training to basic safety and professional requirements. The modules include all of the following:

Module 0	-	Fire Fighting Safety
Module I	-	Basic Fire Fighter Fundamentals
Module II	-	Live Fire Training
Module III	-	Training to complete FF Competencies
Module IV	-	Training for local needs as determined by individual fire Departments
Module V	-	Wildland Fire Fighter Type 2
Module VI	-	Operations Level Hazardous Materials Training
Module VII	-	Fire Fighter II
Module VIII	-	Basic Command
Module IX	-	Member Assessment/ Basic Competency Testing
Module X	-	Certification Training

**Certify:** To officially recognize the competency of an individual; to provide with credentials; to vouch for as conforming to a standard.

## **Certification:**

- (1) Acknowledgement that an individual has met Washington State adopted professional qualification standards in accordance with the administrative guidelines of the Office of the State Fire Marshal.
- (2) Attests authoritatively, specifically, the issuance of a document that states that one has demonstrated the knowledge and skill necessary to function in a field.

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## **City:**

- (1) A first class city is a city with a population of ten thousand or more at the time of its organization or reorganization that has a charter.
- (2) A second-class city is a city with a population of fifteen hundred or more at the time of its organization or reorganization that does not have a charter.
- (3) A non-charter code city is one regardless of population that has initially incorporated as a non-charter code city, or is an incorporated municipality, which has elected to be classified as a noncharter code city.
- (4) A charter code city is one having at least ten thousand inhabitants at the time of its organization or reorganization and has adopted a charter or has elected to be classified as a charter code city.

**Competency:** Possessing knowledge, skill, and judgment needed to perform indicated objectives satisfactorily. A learner who demonstrates mastery of the performance criteria is judged or measured as competent.

**Evaluator:** A person who is certified *or* has the knowledge, skill, and abilities in the position in which the trainee is being evaluated and who is assigned to evaluate a trainee's performance. The fire chief may certify a person as qualified.

**Fire Fighter I (Basic Essentials):** The person, at the first level of progression in training as described in selected standards as described in Module I-Skills Book I. When engaged in hazardous activities, the basic essentials trained Fire Fighter I works under direct supervision.

**Fire Fighter I (Qualified):** The person, at the level of progression in training as described in selected standards described in Skills Books I, II, III, who has demonstrated the knowledge and skill necessary to function safely and effectively as an integral member of a fire fighting team. When engaged in hazardous activities, the Fire Fighter I works under direct supervision.

**Fire Fighter I (Certified).** A person who has passed the State Certification Test.

**Fire Protection District.** RCW 52.02.020 Districts authorized. Fire protection districts for the provision of fire prevention services, fire suppression services, emergency medical services, and for the protection of life and property in areas outside of cities and towns, except where the cities and towns have been annexed into a fire protection district or where the district is continuing service pursuant to RCW's 35.02.202, are authorized to be established as provided in this title.

RCW 52.12.011. Fire protection districts created under this title are political subdivisions of the state and shall be held to be municipal corporations within the laws of the Constitution of the state of Washington.

**Job Performance Requirement:** A statement that describes a specific job task or skills, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task or skills.

**Interior structural fire fighting:** The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures, which are involved in a fire situation beyond the incipient stage.

**Live fire training:** Any fire set within a structure, tank, pipe, pan, etc., under controlled conditions to facilitate the training of fire fighters under actual fire conditions.

**Member:** A person involved in performing the duties and responsibilities of a fire department under the auspices of the organization. A fire department member may be a full-time or part-time employee or a paid or unpaid volunteer, may occupy any position or rank within the fire department, and engages in emergency operations.

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**NWCG:** National Wildfire Coordinating Group

**Shall:** Indicates a mandatory requirement.

**Should:** A permissive use or an alternative method to a specified requirement.

**Qualified:** One who by possession of a recognized degree, certificate, or professional standing, or who by knowledge, training or experience has successfully demonstrated his/her ability to solve, or resolve problems related to the subject matter, the work, or the project. A fire chief may qualify a member of his or her department.

**Verification:** The process whereby an organization, office, or individual responsible for approving a procedure or process confirms through the completion of a training record such as a Skill Book or training roster that an individual is qualified to perform specific activities. Completion of a Skill Book or a transcript allows someone to enter the certification process.

# Applications

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## THE BASIC FIRE FIGHTER TRAINING APPLICATION/REIMBURSEMENT PROCESS

FIRE FIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT															WSP Agreement No.																			
PART ONE																																		
County		District No. or City Name			Region		FDID No.		Address						Hours Eligible for Payment (WSP use only)																			
Federal Taxpayer Identification No.			Telephone No.			Point of Contact Name and Title				E-mail Address																								
Program Start Date		Program End Date (see terms & conditions)			# of Students		Number of Firefighters in Agency Volunteer: Career:			Number of Continuation Pages																								
APPLICATION/AGREEMENT Completed by the Fire Service Agency two weeks prior to the beginning of training						PART TWO – TRAINING VERIFICATION MAXIMUM COMP HOURS PER MODULE PER STUDENT																												
	NAME (Last, First, MI)	Last 4 SSN	Volunteer or Career	Date of Birth	Max # HRS	40	100	20	40	40	50	30	40	150	8	8	TOTAL HOURS	TOTAL HOURS																
						0	I	II	III	IV	V	VI	VII	VIII	IX	X																		
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SUBTOTAL:																																		
TOTAL FROM ALL CONTINUATION PAGES:																																		
GRAND TOTAL:																																		
Maximum Consideration Payable: \$						Total Request for Reimbursement: \$																												
The parties signing below warrant that they have read and understand this Application/Agreement and have the authority to enter into this Application/Agreement.						Fire Agency Certification: I hereby certify under penalty of perjury that each firefighter listed on this form has met all the qualifications for the skills identified in these training modules; and that this Application/Agreement reflects the actual training hours completed as noted herein.																												
Signature					Date					Signature of Certifying Official					Date																			
ACCEPTED BY THE WASHINGTON STATE PATROL:						Received by:					Agency Approval:																							
Signature					Date					Signature					Date																			
Accounting Approval for Payment		Doc Date:			Print Due Date:			Current Doc No:			Vendor No:																							
		Vendor Message:			TC			Mod			Fund			AI			PI			Sub Obj			SS Obj			Project			Amount			Invoice Number		
Signature		Date		UBI Number:																														

3000-420-028 6/04

# THE BASIC FIRE FIGHTER TRAINING PROGRAM

Office of the State Fire Marshal

[www.basicff1@wsp.wa.gov](http://www.basicff1@wsp.wa.gov)

FIFTH EDITION: May, 2005

## Application Instructions

Complete Part One of the application located at [www.wsp.wa.gov/fire/basicff1.htm](http://www.wsp.wa.gov/fire/basicff1.htm).

### PART ONE

#### DEPARTMENT INFORMATION

<b>Name of Fire Agency</b>	County, Fire district and #, or "City of (name)" if a Municipality
<b>Region</b>	Fire Bureau region number
<b>FDID #</b>	Number assigned to you by the Office of the State Fire Marshal
<b>Address</b>	Address that mail can be returned to
<b>Federal Tax Payer Id #</b>	Number assigned to your department by the IRS
<b>Telephone #</b>	Phone contact for questions regarding this application
<b>Pt of Contact Name/Title</b>	Person to contact for questions regarding this application
<b>E-mail Address</b>	E-mail address for questions regarding this application
<b>Program Start Date</b>	Date Training is to start between the span of 7/1/05-6/30/07
<b>Program End Date</b>	Date Training is to end between the span of 7/1/05-6/30/07
<b>Number of Students</b>	Number of fire fighters on application
<b>Number of Firefighters in Agency</b>	Number of career & volunteer students

#### STUDENT INFORMATION

<b>Name</b>	Each student's name: Last, First, Middle Initial
<b>Last 4 SS#</b>	Last 4 digits of student's Social Security Number
<b>Volunteer or Career</b>	By firefighter, note if Volunteer or Career
<b>Date of Birth</b>	Month, Day, and Year of Birth
<b>Maximum # of Hours</b>	Maximum # of training hours to be completed in the program time
<b>Sub Total</b>	Total # of hours on page (auto-populates if completed excel)
<b>Total from all Cont. Pages</b>	Total # of hours on other pages (auto-populates if completed excel)
<b>Grand Total</b>	Total # of all hours (auto-populates if completed excel)
<b>Maximum Consideration Payable</b>	Total # of all hours times \$3.00 (auto-populates if completed excel)
<b>Signature &amp; Date</b>	Signed and dated by chief or training officer

Print, sign, date and mail original to:  
Basic Fire Fighter Training Program  
Office of the State Fire Marshal  
P.O. Box 42600  
Olympia, WA 98504-2600

Once the application is signed by WSP, it becomes a contract. A yellow contract will be sent back to you.  
When training is completed insert the number of training hours per module for each fire fighter on Part Two.  
Do not exceed the maximum compensatory hours in each module.

### PART TWO

<b>Sub Total</b>	Total # of hours on page (auto-populates if completed excel)
<b>Total from all Cont. Pages</b>	Total # of hours on other pages (auto-populates if completed excel)
<b>Grand Total</b>	Total # of all hours (auto-populates if completed excel)
<b>Maximum Consideration Payable</b>	Total # of all hours times \$3.00 (auto-populates if completed excel)
<b>Signature &amp; Date</b>	Signed and dated by chief or training officer

Sign and date the BFFTP Application verifying that the training was completed.  
Submit yellow copy with completed hours for reimbursement back to Office of the State Fire Marshal.





**FIRE FIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT  
GENERAL TERMS AND CONDITIONS**

1. **Purpose.** This Interagency Agreement (Application/Agreement), pursuant to Chapter 39.34 RCW (Interlocal Cooperation Act), is made and entered into by and between the Washington State Patrol, hereinafter referred to as "WSP," and the statutorily authorized fire agency within the State of Washington identified on Page 1 of this Agreement, hereinafter referred to as "Fire Agency." The purpose of this Application/Agreement is to reimburse the Fire Agency for Fire Fighter training in accordance with RCW 43.43.934.
2. **Statement of Work.** If the Fire Agency wishes to be reimbursed under the Fire Fighter Training Program, the Fire Agency shall complete Part One of this Application/Agreement prior to beginning training, and forward this Application/Agreement to the WSP Office of the State Fire Marshal for approval. Once WSP approves this Application/Agreement, a copy of this Application/Agreement with WSP's signature shall be sent to the Fire Agency; the Fire Agency may proceed with training once this approval has been received. The Fire Agency shall conduct all training in accordance with WSP's The Basic Fire Fighter Training Program, 5<sup>th</sup> Edition, dated 06/01/05, which is incorporated into this Application/Agreement by this reference. The program end date will be no longer than a 12 month period or the end of the Washington State government biennium, whichever time period is shorter. The Fire Agency will complete the training described in this Application/Agreement prior to the program end date. The Washington State government biennium ends on June 30th of every odd-numbered year (2005, 2007, etc.).
3. **Billing Procedures.** The Fire Agency will complete Part Two of this Application/Agreement, and forward it to the WSP Office of the State Fire Marshal for reimbursement no later than 30 days after the program end date as described in Section 2 above. WSP will reimburse the Fire Agency at hourly reimbursement rates established in 43.43.934 RCW, minus any payments for Fire Fighter Training received by any fire fighter identified in this Application/Agreement in excess of 200 hours or the maximum hours per module. Claims for payment submitted by the Fire Agency to WSP for costs due and payable under this Application/Agreement shall be paid by WSP within 60 days from the end of the agreement period. The Fire Agency shall submit only one claim for each Application/Agreement.
4. **Agreement Alterations and Amendments.** This Application/Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
5. **Complete Agreement.** This Application/Agreement, including these General Terms and Conditions and any other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Application/Agreement shall be deemed to exist or bind the parties.
6. **Compliance with Civil Rights Laws.** During the period of performance for this Application/Agreement, both parties shall comply with all federal and state nondiscrimination laws.
7. **Disputes.** In the event that a dispute arises under this Application/Agreement, it shall be determined in the following manner: The Chief of WSP shall appoint one member to the Dispute Board. The Fire Agency shall appoint one member to the Dispute Board. The Chief of WSP and the Fire Agency shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.
8. **Hold Harmless.** Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing under this Application/Agreement.
9. **Records Maintenance.** The Fire Agency shall retain all training records resulting from this Application/Agreement for a minimum of seven years from the date of payment by WSP. These records shall be subject to inspection, review or audit by WSP, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
10. **Termination.** Either party may terminate this Application/Agreement upon thirty (30) calendar days' written notification to the other party. If this Application/Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Application/Agreement for performance prior to the effective date of termination.

WASHINGTON STATE PATROL  
OFFICE OF THE STATE FIRE MARSHAL  
PO BOX 42600, OLYMPIA WA 98504-2600