



Division 04 **Education and Training**

Chapter 03 – Volunteer Recruit Training

March 2009

POLICY

This General Order shall outline the specific training requirements for volunteer members to obtain various operational levels within the Prince George's County Fire/EMS Department.

DEFINITIONS

Volunteer Recruit School (VRS) – An entry level class that all new volunteer members of the Prince George's County Fire/EMS Department must successfully complete to be eligible to ride on apparatus in Prince George's County. See exception below.

PROCEDURES

1. New Volunteer Members

With Prior Training/Experience

New volunteer members to the Prince George's County Fire/EMS Department may have acquired training from other departments/jurisdictions. Equivalency may be granted for this training. The individual must submit a completed Application for Equivalency (Attachment #1); furthermore, copies of all training reports and/or certifications will be sent to the Fire Commission Office located at the Fire Services Building, 6820 Webster Street, Suite 101, Landover Hills, Maryland 20784 for approval.

Approval will only be granted to those courses/certifications that are able to meet National Board on Fire Service Professional Qualifications (NBFSPQ), Maryland Fire

Service Personnel Qualifications Board (MFSPQB), and/or International Fire Service Accreditation Congress (IFSAC) certification standards.

Individuals that have been granted equivalent training will be given a Letter of Equivalent Training, **RESTRICTED DOCUMENT**. After the application is approved, and the member meets the minimum standard for operations within the Prince George's County Fire/EMS Department as outlined in this General Order, he/she must complete the following training prior to riding on apparatus:

- Personal Protective Equipment and SCBA Refresher
- Hazardous Materials First Responder Operations Level Refresher
- Prince George's County Fire/EMS Department's General Orders Orientation

When the new volunteer member has received their Letter of Equivalent Training, they may complete the following:

- Report to Logistics & Supply to be issued their structural firefighting gear
- Report to the Fire Commission Office to be issued their Personal Accountability Tag and ID card
- Report to Apparatus Maintenance Division to be FIT Tested and issued a mask and regulator

This equipment will be needed in order to complete their training and to receive their Certificate of Equivalency for Volunteer Recruit School.



Without Prior Training/Experience

Volunteer Recruit School training is designed to provide an entry-level volunteer member with a brief orientation to the Prince George's County Fire/EMS Department. Training is accomplished through the Prince George's County Fire/EMS Department's Training Academy (FETA).

Classes are held on a regular basis throughout the year. The classes are located at FETA, in Cheltenham, Maryland. The schedules for these classes will be published in the Training Bulletin.

2. Volunteer Recruit School Registration Procedure

The new volunteer member and volunteer company will submit a fully completed Application for Training Form (Attachment #2) to the Fire Commission Office. Applications must be received before the 15th day of the month before the scheduled class.

When the new volunteer member has been accepted to Volunteer Recruit School, the individual will be sent a letter from the Fire Commission Office. The letter will be mailed immediately after the closing date.

The letter will outline the following:

- The new volunteer member will need to make an appointment with the Fire Commission office to obtain a Personal Accountability Tag (PAT) and Fire/EMS Department I.D.
- The new volunteer member will need to go to the Logistics and Supply office to be fitted for their structural firefighting gear.
- The new volunteer member will also need to make an appointment with

Apparatus Maintenance to be Fit Tested for their SCBA regulator and mask.

- They will need to take the Volunteer Agreement letter, signed by their Volunteer Chief, to each appointment.

If the new volunteer member has not completed all components necessary to start Volunteer Recruit School prior to the first night of class, the new volunteer member will have to re-schedule for the next Volunteer Recruit School.

Volunteer Recruit School Procedures

1. Volunteer Recruit School will be a collaborative effort between the designated Volunteer Fire Commission Representative and the Director of the Fire/EMS Training Academy.
2. The Volunteer Fire Commission will provide a roster of approved students attending Volunteer Recruit School to the Fire/EMS Training Academy.
3. Class size will not exceed 30 students
4. Members with approved equivalent training may attend day two of Volunteer Recruit School for required training. This will be allowed as long as the class size does not exceed 30 students
5. If possible the Volunteer Fire Commission will forward a roster of additional equivalency attendees for the second day of VRS prior to the start of the class
6. If current Volunteer Recruit School roster is full, an additional class meeting the requirements of day two of VRS will be scheduled. This will only be done at the Volunteer Commission VRS representative's request



Completion of Volunteer Recruit School

Upon successful completion of the Volunteer Recruit School class, the new volunteer member will be given a Certificate of Completion from FETA.

The new volunteer member will be issued their Personnel Accountability Tag (PAT) with I.D. card, their personal protective equipment (PPE), and their SCBA Mask and regulator.

Allowable Activities

Upon completion of the Volunteer Recruit School, an individual member will be authorized to respond on emergency calls as an observer. Members having only completed volunteer recruit school shall not enter an IDLH atmosphere, or serve as a primary care provider on any medical emergency apparatus until they have obtained the appropriate certifications. Appropriate certifications are listed in Section 6, below.

Further Training Requirements

All new volunteer members shall comply with the training requirements below upon successful completion of Volunteer Recruit School.

Within the first 12 months a Fire Fighter member must:

- Register for a Maryland Emergency Medical Technician Course or
- Register for a Firefighter I class
- Complete a Hazardous Materials Operations level course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the fire fighter tract must be completed within 30 months of appointment.

Emergency Medical Service (EMS) only care providers shall comply with the following training requirements:

- Successfully complete a Maryland State Emergency Medical Technician course
- Complete a Hazardous Materials Operations Course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the EMS only provider must be completed within 18 months of appointment.

If all training requirements for each discipline are not met within the prescribed time frame, all information will be forwarded to the operational compliance committee for review.

REFERENCES

Prince George's County Subtitle 11, applicable sections

FORMS/ATTACHMENTS

Attachment #1- Application for Equivalency

Attachment #2- Application for Training for VRS



Attachment #1

Prince George's County Fire Commission

6820 Webster Street Landover Hills, MD 20784

Phone: 301-583-1914 - Fax: 301-583-1912

Application for Equivalency

Name: _____ PGFD I.D. #: _____

Home Address: _____

Contact Number: _____

Fire/EMS Department Affiliation: _____ Station #: _____

Volunteer Chief: _____ Contact Number: _____

I am a new volunteer member to the Prince George's County Fire/EMS Department and I have prior training with another jurisdiction. I am providing copies of all relevant training I have completed along with a letter from my previous Fire/EMS Department regarding my membership status and training.

Verification Information:

Name of Fire/EMS Department Organization: _____

Point of Contact or Fire/EMS Chief: _____

Address: _____

Contact Number: _____

Attachments:

Training Records

Letter from Previous Fire/EMS Department Affiliation



Attachment #2

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

APPLICATION FOR TRAINING

for

Volunteer Recruit School

Today's Date: _____

Name: _____

ID Number: _____ Station: _____

Home Address: _____

Home Phone: _____ Other Phone: _____

E-Mail: _____

Course Information

Course Name: **VOLUNTEER RECRUIT SCHOOL**

Course Location: **FIRE/EMS TRAINING ACADEMY Cheltenham, MD**

Course Start Date: _____

Signature of Student

Signature of Volunteer Department Chief

It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire Commission Office, fax number 301-583-1912. If you have any questions, please contact the Fire Commission Office at 301-583-1912.

Fire Commission Use Only:

Approved: ____ Not Approved: ____ to take the VRS Course listed above.

Signature of Authorized Representative

Date