

<b>SPOTSYLVANIA COUNTY DEPARTMENT OF FIRE, RESCUE, AND EMERGENCY MANAGEMENT</b>		<b>RULES AND REGULATIONS – COMBINED CAREER AND VOLUNTEER</b>	
<b>SUBJECT: Minimum Qualifications and Certification Program</b>		<b>NUMBER: RR 1-28</b>	
<b>EFFECTIVE DATE: 04/23/2014</b>		<b>REVIEW DATE: 04/23/2017</b>	
<b>AMENDS/SUPERSEDES: NEW</b>		<b>APPROVED:</b> <u>H. Monty Willy</u> Fire Chief	

**I. PURPOSE**

This Rule and Regulation establishes the Spotsylvania County Fire and EMS Minimum Qualifications and Certification Program and requires uniform professional qualification standards, standardized training, and certification procedures for all career and volunteer emergency response personnel.

**II. POLICY STATEMENT**

It shall be the policy of the Department to organize, train, and equip career and volunteer fire and EMS responders to safely respond to and mitigate man-made and natural emergencies from an all-hazards perspective. These minimum qualifications and certifications are consistent with applicable state and federal laws, regulations, and directives. Benchmarking with other fire and EMS agencies as well as consensus standards shall be used.

**III. REFERENCES AND ABBREVIATIONS**

A. References

1. Homeland Security Presidential Security Directives 5 and 8
2. Virginia Governor’s Executive Order 102 (2005)
3. Code of Virginia (Numerous Chapters)
4. 29 CFR 1910 OSHA/VOSH Standards
5. National Fire Protection Association Standard 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, Current Edition

6. National Fire Protection Association 1000 series, Standards Current Edition
7. National Fire Protection Association 1410, Standard on Training for Initial Emergency Scene Operations, Current Edition
8. NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, Current Edition
9. DHS NIMS National Emergency Responder Credentialing System Guidelines
10. DHS National Incident Management System Training Guidelines, Current Edition
11. DoD 6055.06-M Fire and Emergency Services Certification Program

B. Abbreviations

1. CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive
2. DoD – Department of Defense
3. EFO – Executive Fire Officer
4. FREM – Department of Fire, Rescue and Emergency Management
5. HAZMAT – Hazardous Materials
6. ICS – Incident Command System
7. IDLH – Immediately Dangerous to Life and Health
8. IFSAC – International Fire Service Accreditation Congress
9. NFPA – National Fire Protection Association
10. NIMS – National Incident Management System
11. OEMS – Office of Emergency Medical Services
12. OSHA – Occupational Safety and Health Administration
13. Pro-Board – National Professional Qualifications System

14. VDEM – Virginia Department of Emergency Management
15. VDFP – Virginia Department of Fire Programs
16. WMD – Weapons of Mass Destruction

#### **IV. PROFESSIONAL QUALIFICATIONS AND STANDARDS**

- A. This program meets the NFPA professional qualifications standards outlined in NFPA Standard 472 and the 1000 series standards in accordance with the Virginia Department of Fire Programs certification procedures.
- B. VDFP, which issues NFPA certifications, is the sole fire training agency in Virginia accredited by Pro Board and IFSAC for neutral third party national credentialing purposes.
- C. The EMS qualifications are in compliance with the Virginia Department of Health – Office of Emergency Medical Services (OEMS).
- D. NIMS compliance training courses shall be in accordance with the Department of Homeland Security Presidential Directives and Guidance documents as provided by the Virginia Department of Emergency Management (VDEM).
- E. Finally, all qualifications shall be in accordance with federal and state laws and regulations, e.g. OSHA compliance.
- F. The Fire Chief and Volunteer Agency Chiefs may establish additional training and evaluation programs for requirements that are unique to their specific operational needs and location, and have the authority to exceed these minimum requirements.
- G. Additional requirements of this nature are not considered an official part of the FIREM Fire and EMS Minimum Qualifications and Certification Program.

#### **V. RECIPROCITY AND EQUIVALENCY**

- A. The Training Division shall develop processes for common sense training reciprocity and equivalency review that are applicable only for response activities within or on behalf of FIREM.
- B. Alternative training courses, written challenge tests, practical skills demonstration, and/or course review may be utilized as needed to assure equivalency of learning outcomes and performance capabilities.
- C. The Senior Agency Leadership Group shall be consulted for overarching

reciprocity strategies.

- D. The Training Division shall recognize and accept fire training certifications from a fire training entity accredited by the Department of Defense, IFSAC or the Pro-Board *only upon approval of the Virginia Department of Fire Programs*. VDFP reciprocity shall be the responsibility of the individual responder.
- E. The Training Division shall recognize and accept Nationally Registered EMS certifications upon approval of the Virginia Department of Health – Office of EMS.
  - 1. OEMS reciprocity shall be the responsibility of the individual responder.
  - 2. The FREM Operational Medical Director also has the ultimate authority of all responders operating under his/her medical license.
  - 3. Responders must be authorized according to OEMS and Departmental procedures prior to practicing EMS.
- F. The Training Division shall recognize and accept NIMS course certificates or reciprocal courses from any recognized NIMS training entity or agency but only upon review by the Virginia Department of Fire Programs or Virginia Department of Emergency Management. NIMS reciprocity shall be the purview of the Training Division in coordination with the County Emergency Services Coordinator.

## **VI. PROGRAM OBJECTIVES**

The FREM Fire and EMS Minimum Qualifications and Certification Program objectives are:

- A. Provide quality Fire and EMS for Spotsylvania County.
- B. Satisfy training requirements through a nationally accredited training and certification system, when possible.
- C. Benchmark Qualifications and Certification Requirements against other localities, DHS/FEMA National Credentialing Guidelines, and other nationally recognized Fire and EMS sources.
- D. Improve the quality of initial and lifelong training for all Fire and EMS personnel.
- E. Standardize the quality and efficiency of training programs.
- F. Provide a comprehensive and attainable qualification progression program.

- G. Encourage and enhance the professional development of Fire and EMS Personnel.
- H. Enhance FREM's emergency response capability.

## **VII. PROGRAM ADMINISTRATION**

- A. The Training Division is responsible for the management and administration of the FREM Fire and EMS Qualifications and Certification Program.
- B. The Training Division shall:
  - 1. Establish procedures to ensure program consistency and security.
  - 2. Serve as the focal point and interface with all training course certifying entities.
  - 3. Provide direction and serve as the focal point for all fire and EMS training matters.
  - 4. Ensure that the courses are aligned with the Fire and EMS Qualifications and Certification Program and applicable standards.
  - 5. Develop and maintain all fire and EMS certification course deliveries as required.
  - 6. Develop and manage a process to ensure that performance evaluations are administered in a fair, secure manner and comply with the guidelines and procedures as outlined by applicable certifying agency.
  - 7. Maintain and update the Training and Certification Records Information Management Program database.
  - 8. Provide program summaries as required to users.
  - 9. Manage training budget.
  - 10. Fund, issue, and control required certificates.
- C. FREM Volunteer Fire and Rescue Agencies shall:
  - 1. Provide support and collaboration to the Training Division.
  - 2. Execute and enforce the rules, regulations, and procedures outlined herein.

3. Establish additional procedures, as needed, within their agency to ensure program integrity.
4. Provide the Training Division with the documentation required to meet certification requirements and departmental training records management needs.
5. Participate as a member of Training and EMS Workgroups.

## **VIII. TRAINING DELIVERY**

- A. Training shall be delivered in the most effective, efficient and cost-effective manner possible, including distance learning technologies and modular formats when possible.
- B. Training shall be delivered by a cadre of qualified career and volunteer instructors according to the requirements of each individual certification, course, or topic.
- C. Certification courses shall be taught in accordance with certifying agency directives.
- D. As the Fire Officer Alternative Training Program is an alternative program, the majority of these courses are available throughout the region and state. The Training Division is not required to provide these courses on a regular basis.
- E. Additional hours of instruction, study or practice must be pre-approved by the Deputy Chief or Fire Chief upon consultation with affected volunteer Agency Chiefs or, if requested by the individual course students themselves, pending funding availability.

## **IX. PROFESSIONAL DEVELOPMENT**

- A. The Training Division and EMS, Health and Safety Division shall be responsible to develop and maintain the FREM Annual Training Plan.
  1. The Annual Training Plan components affecting volunteers shall be presented for concurrence of the Senior Agency Leadership Group.
  2. The plan shall also be coordinated with the FREM budget preparation process. Deviations from the plan must be pre-approved by the Fire Chief or Deputy Fire Chief.
- B. The Training Division and EMS, Health and Safety Division shall be responsible to plan, develop, and implement a comprehensive fire and EMS continuing

education program to support, as possible, the maintenance of required certifications as well as an on-going professional development and training program.

1. This program will reinforce basic skills as well as develop advanced skills of all career and volunteer responders to create an environment of continuous lifelong learning to better serve the public.
2. Both Divisions shall also develop monthly training courses to be conducted within stations as possible, distance-learning opportunities, quarterly or trimester practical evolutions simulating emergency incidents, annual full scale exercises as possible and systematic offering of training courses beyond the minimum certifications.

## **X. REQUIREMENTS**

- A. The certification levels shown in Table 1 are the minimum mandatory qualification and certification standards for the positions indicated.
- B. Individuals shall be approved by the Agency Chief or FREM Deputy Chief at these levels before being eligible to fill these roles and/or functional positions.
- C. Station level “Officers in Command” are accountable to ensure qualifications of individuals responding on apparatus.

**Table 1: FREM Fire and EMS Minimum Qualifications and Certification Requirements**

<b>POSITION</b>	<b>CERTIFICATION LEVELS And QUALIFICATIONS</b>	<b>ALTERNATIVE TRAINING</b>
<b><i>Probationary Firefighter</i></b> <i>Entry-level</i> <ul style="list-style-type: none"> <li>• <i>Cannot enter IDLH environment</i></li> <li>• <i>Cannot be part of three (3) person minimum staffing but may fill an additional jump seat role</i></li> </ul>	<i>IS 100: Intro to ICS</i> <i>IS 200: Basic ICS</i> <i>IS 700: NIMS Introduction</i> <i>CPR</i> <i>NFPA 472 HAZMAT Awareness</i> <i>Other training required by Agency Chief</i> <i>New Member Orientation</i> <i>Approved by Agency Chief</i>	<i>N/A</i>
<b><i>Firefighter I</i></b> <ul style="list-style-type: none"> <li>• <i>Can operate in IDLH environment but NOT without direct supervision</i></li> <li>• <i>May fill role as jump seat</i></li> </ul>	<i>IS 100: Intro to ICS</i> <i>IS 200: Basic ICS</i> <i>IS 700: NIMS Introduction</i> <i>CPR</i> <i>NFPA 1001 Firefighter I</i> <i>NFPA 472 HAZMAT Awareness &amp;</i>	<i>N/A</i>

<p><i>firefighter for three (3) person minimum staffing</i></p>	<p><i>Operations Mayday Awareness Approved by Agency Chief</i></p>	
<p><b>Lead Firefighter</b></p> <ul style="list-style-type: none"> <li>• <i>Can operate in IDLH environment</i></li> <li>• <i>Can lead firefighting crew in IDLH environment</i></li> <li>• <i>In the absence of an officer, can perform functions of officer's role on engines/pumpers, rescues and aerial trucks</i></li> </ul>	<p><i>IS 100: Intro to ICS IS 200: Basic ICS IS 700: NIMS Introduction IS 800: National Response Plan CPR NFPA 1001 Firefighter I &amp; II NFPA 472 HAZMAT Awareness &amp; Operations Mayday Awareness &amp; Operations Approved by Agency Chief</i></p>	<p><i>N/A</i></p>
<p><b>Firefighter /Driver Operator</b></p> <ul style="list-style-type: none"> <li>• <i>Can operate in IDLH environment</i></li> <li>• <i>Can lead firefighting crew in IDLH environment</i></li> <li>• <i>Can safely drive and operate fire emergency vehicles including engine /pumpers as assigned</i></li> </ul>	<p><i>IS 100: Intro to ICS IS 200: Basic ICS IS 700: NIMS Introduction IS 800: National Response Plan CPR NFPA 1001 Firefighter I &amp; II NFPA 472 HAZMAT Awareness &amp; Operations Mayday Awareness &amp; Operations EVOC III NFPA 1002 Driver Pump Operator Rural Water Supply Approved by Agency Chief</i></p>	<p><i>FREM DPO Challenge Testing in lieu of NFPA 1002 if entered the Spotsylvania County system prior to November 2010.</i></p>
<p><b>Fire Engine Driver Only</b></p> <ul style="list-style-type: none"> <li>• <i>Cannot enter IDLH environment</i></li> <li>• <i>Can be utilized as a 4<sup>th</sup> crew member but NOT as minimum staffing</i></li> <li>• <i>Designed for personnel no longer able to perform firefighting duties; NOT for new personnel</i></li> </ul>	<p><i>IS 100: Intro to ICS IS 200: Basic ICS IS 700: NIMS Introduction CPR NFPA 472 HAZMAT Awareness EVOC III NFPA 1002 Driver Pump Operator and prerequisites or challenge tested Rural Water Supply Approved by Agency Chief</i></p>	<p><i>Only for personnel if entered the Spotsylvania County system prior to November 2013.</i></p>
<p><b>Aerial Truck Driver/Operator Rescue Driver/Operator</b></p>	<p><i>IS 100: Intro to ICS IS 200: Basic ICS IS 700: NIMS Introduction IS 800: National Response Plan EVOC III CPR NFPA 472 Hazardous Materials Awareness &amp; Operations</i></p>	

	<p><i>NFPA 1001 Firefighter I &amp; II</i>  <i>HTR Vehicle Rescue Operations</i>  <i>Mayday Awareness &amp; Operations</i>  <i>NFPA 1002 Driver Pump Operator</i>  <i>Rural Water Supply</i>  <i>NFPA 1002 Aerial Driver/Operator</i>  <i>(Aerial Operator Only)</i>  <i>Approved by Agency Chief</i></p>	
<p><b><i>Fire Company Officer (LT)</i></b></p>	<p><i>IS 100: Intro to ICS</i>  <i>IS 200: Basic ICS</i>  <i>IS 700: NIMS Introduction</i>  <i>IS 800: National Response Plan</i>  <i>CPR</i>  <i>EMT-B</i>  <i>NFPA 1001 Firefighter I &amp; II</i>  <i>NFPA 472 HAZMAT Awareness &amp; Operations</i>  <i>Mayday Awareness &amp; Operations</i>  <i>EVOC III</i>  <i>NFPA 1002 Driver Pump Operator</i>  <i>Rural Water Supply</i>  <i>NFPA 1021 – Fire Officer I</i>  <i>NFPA 1041 – Fire Instructor I</i>  <i>2 Years FF/Driver Operator</i>  <i>Experience</i>  <i>Aerial Operator (Truck Officers)</i>  <i>Approved by Agency Chief</i></p>	<p><i>FREM DPO Challenge Testing in lieu of NFPA 1002 if entered the Spotsylvania County system prior to November 2010.</i>  <i>FREM Fire Officer Alternative Training Program (LT) in lieu of Fire Officer I if entered the Spotsylvania County system as an officer prior to November 2010 and continuously performed as an officer to the present time.</i></p>
<p><b><i>Fire Company Officer Captain</i></b></p>	<p><i>IS 100: Intro to ICS</i>  <i>IS 200: Basic ICS</i>  <i>IS 700: NIMS Introduction</i>  <i>IS 800: National Response Plan</i>  <i>CPR</i>  <i>EMT-B</i>  <i>NFPA 1001 Firefighter I &amp; II</i>  <i>NFPA 472 HAZMAT Awareness &amp; Operations</i>  <i>Mayday Awareness &amp; Operations</i>  <i>EVOC III</i>  <i>NFPA 1002 Driver Pump Operator</i>  <i>Rural Water Supply</i>  <i>NFPA 1021 – Fire Officer I &amp; II</i>  <i>NFPA 1041 – Fire Instructor I</i>  <i>2 Years Company Officer experience</i>  <i>Aerial Operator (Truck Officers)</i>  <i>Approved by Agency Chief</i></p>	<p><i>FREM DPO Challenge Testing in lieu of NFPA 1002 if entered the Spotsylvania County system prior to November 2010.</i>  <i>FREM Fire Officer Alternative Training Program (LT/Capt) in lieu of Fire Officer I/II if entered the Spotsylvania County system as an officer prior to November 2010 and continuously performed as an officer to the present time.</i></p>

<b>Fire Operational Chief Officer</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  ICS 300: Intermediate ICS  ICS 400: Advanced ICS (Division Chiefs)  IS 700: NIMS Introduction  IS 800: National Response Plan  CPR  EMT-B  NFPA 1001 Firefighter I &amp; II  NFPA 472 HAZMAT Awareness &amp; Operations  Mayday Awareness &amp; Operations  EVOC III  NFPA 1021 – Fire Officer I, II, &amp; III  NFPA 1041 – Fire Instructor I &amp; II*  4 Years Fire/EMS Company Officer  Approved by Agency Chief</p>	<p>FREM DPO Challenge Testing in lieu of NFPA 1002 if entered the Spotsylvania County system prior to November 2010.  FREM Fire Officer Alternative Training Program (LT/Capt/Chief Officer) in lieu of Fire Officer I/II/III if entered the Spotsylvania County system as an officer prior to November 2010 and continuously performed as an officer to the present time.  EMT-B, Mayday Awareness and Operations preferred, but not required if entered the Spotsylvania County system prior to November 2010.  *Fire Instructor II required as a prerequisite for Fire Officer III only.</p>
<b>EMT Only</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  IS 700: NIMS Introduction  NFPA 472 Hazardous Materials Awareness  CPR  EMT-B  Approved by Agency Chief</p>	
<b>EMS Driver</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  IS 700: NIMS Introduction  NFPA 472 Hazardous Materials Awareness  EVOC II  CPR  Approved by Agency Chief</p>	
<b>EMS Company Officer</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  IS 700: NIMS Introduction  IS 800: National Response Plan  CPR  EMT-B  EVOC II</p>	

	<p>MCIM I/II  Leadership I/II  CPR  NFPA 472 Hazardous Materials Awareness  One Year as an EMT/Driver  Approved by Agency Chief</p>	
<b>EMS Operational Chief Officer</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  ICS 300: Intermediate ICS  ICS 400: Advanced ICS (Division Chiefs)  IS 700: NIMS Introduction  IS 800: National Response Plan  CPR  EMT-B  NFPA 1001 Firefighter I &amp; II  Fire Officer I, II, &amp; III  Instructor I &amp; II  NFPA 472 Hazardous Materials Awareness &amp; Operations  Mayday Awareness &amp; Operations  EVOC II  4 Years' Fire/EMS Company Officer  Approved by Agency Chief</p>	<p>Leadership I/II, MCIM I/II, &amp; EMT Instructor in lieu of Fire Officer III &amp; Instructor II</p>
<b>FREM Deputy Fire Chief</b>	<p>IS 100: Intro to ICS  IS 200: Basic ICS  ICS 300: Intermediate ICS  ICS 400: Advanced ICS  IS 700: NIMS Introduction  IS 800: National Response Plan  Completion of Emergency Management courses as required by the County Director of Emergency Management.  CPR  EMT-B  NFPA 1001 Firefighter I &amp; II  NFPA 472 HAZMAT Awareness &amp; Operations  Mayday Awareness &amp; Operations or Commanding Mayday Operations  EVOC III  NFPA 1021 Fire Officer I, II, III,  NFPA 1041 Fire Instructor I &amp; II</p>	

	<i>Approved by Agency Chief</i>	
<b><i>FREM Fire Chief</i></b>	<i>IS 100: Intro to ICS</i> <i>IS 200: Basic ICS</i> <i>ICS 300: Intermediate ICS</i> <i>ICS 400: Advanced ICS</i> <i>IS 700: NIMS Introduction</i> <i>IS 800: National Response Plan</i> <i>Completion of Emergency Management courses as required by the County Director of Emergency Management.</i> <i>Completion of required Fire Code Official courses as required by the Commonwealth of Virginia and the Board of Supervisors.</i> <i>CPR</i> <i>EMT-B</i> <i>NFPA 1001 Firefighter I &amp; II</i> <i>NFPA 472 HAZMAT Awareness &amp; Operations</i> <i>Mayday Awareness &amp; Operations or Commanding Mayday Operations</i> <i>EVOC III</i> <i>NFPA 1021 – Fire Officer I, II, III</i> <i>NFPA 1021 – Fire Officer IV or EFO</i> <i>NFPA 1041 – Fire Instructor I &amp; II</i> <i>Approved By County Board of Supervisors</i>	

Note: All other non-certification courses and training opportunities such as National Fire Academy training courses shall be delivered as part of the Departmental Annual Training Plan to support continuous professional development and the Fire Officer Alternative Training Program.

**Table 2: FREM Fire Officer Alternative Training Program**

<b><i>Company Officer (LT)</i></b>	<b><i>Company Officer (Captain)</i></b>	<b><i>Chief Officer</i></b>
<ul style="list-style-type: none"> <li>• <i>NFA Leadership I</i></li> <li>• <i>NFA Preparation for Initial Company OPS or FREM Fundamental ICS Values</i></li> <li>• <i>NFA Fire Arson Detection</i></li> <li>• <i>NFA Incident Safety</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>NFA Leadership II</i></li> <li>• <i>NFA Strategies for Initial Company Operations or FREM Tactics and Strategy Decision</i></li> <li>• <i>Approved Fire Prevention course</i></li> <li>• <i>NFA Building Construction –</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>NFA Wildland Urban Interface</i></li> <li>• <i>FREM Enhanced Principles of ICS or FREM Advanced ICS</i></li> <li>• <i>Approved Public Fire Education course</i></li> <li>• <i>FREM Commanding</i></li> </ul>

<i>Officer</i> <ul style="list-style-type: none"> <li>• <i>NFA Building Construction – Combustible or equivalent</i></li> </ul>	<i>Non-Combustible or equivalent</i>	<i>Mayday Operations</i> <ul style="list-style-type: none"> <li>• <i>Approved NFA Elective</i></li> </ul>
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XI. IMPLEMENTATION

A. Minimum qualification and certification for designated position roles shall be implemented according to the timelines below:

1. November 15, 2014  
 Probationary Firefighter  
 Firefighter I  
 Fire Engine Driver/Operator  
 Firefighter Driver/Operator  
 Aerial Truck Driver/Operator  
 Rescue Driver/Operator  
 Lead Firefighter  
 EMS Driver  
 EMT Only
2. November 15, 2015  
 Fire Company Officer (LT)  
 EMS Company Officer
3. November 15, 2016  
 Fire Company Officer (Captain)
4. November 15, 2017  
 Fire Operational Chief Officer  
 EMS Operational Chief Officer  
 FIREM Deputy Fire Chief  
 FIREM Fire Chief

B. New Position Role Completion Timelines

1. Responders assuming new position roles have 24 months to satisfy new position role requirements.
2. The Fire Chief and/or Agency Chiefs have the authority to decrease completion time requirements based on operational needs of their respective agencies.