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## TRAINING COMMITTEE SOG

### SCOPE

This guideline applies to all members of the Stoney Point Fire Department and shall be adhered to by all members. This SOG addresses the establishment, functions and responsibilities of the Training Committee.

### PURPOSE

This SOG provides guidance on formulation, functions and responsibilities of the Training Committee. The intent is to establish this committee to provide input to the Chief on in-service, external, rescue, EMS, Pre-Basic and engineer training. The committee is to be encompassing and include the designated subject matter experts in the critical aspects of Department training.

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**8A.010**

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### DEFINITIONS

**SHALL** - Indicates a mandatory requirement.

**STANDARD OPERATING GUIDELINE (SOG)** - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

**IN-SERVICE TRAINING** – training conducted by the Department in house. Included are drills and classes conducted by Department officers.

**EXTERNAL TRAINING** – training provided to the Department by outside agencies. Included are Fayetteville Technical Community College certification courses, portions of EMT CONED, and seminars.

**IAW** – in accordance with

### GUIDELINES

**Training Committee Composition and Individual Officer Responsibilities**



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The Training Committee will consist of the following members:

- **The Training Chief** – serve as the committee chair. Provide a committee report to the Chief. The Training Chief will also formulate bi-annual training schedules reflecting the committee input.
- **The Pre-Basic Training Officer** – Provide input on Pre-Basic Training issues, ideas and concepts, and provide a bi-annual Pre-Basic training schedule.
- **The Engineer Officer(s)** – Provide input on Engineer training, issues, ideas and concepts. Provide input on dates and subjects for Engineer training.
- **The Rescue Training Officer** - Provide input on rescue training, issues, ideas and concepts. Provide input on dates and subjects for rescue training.
- **The EMS Officer** - Provide input on EMS CONED training, issues, ideas and concepts. Provide input on dates and subjects for EMS CONED.

**The Training Committee will meet bi-annually during the third Thursday drill of December and July.** If the designated officer cannot be present, input shall be provided hardcopy to the Training Chief.

**Overall Committee Functions:**

- To identify critical and essential training needs in the areas of firefighting, rescue, engineer, pre-basic and EMS training.
- To formulate the input into a logical, sequential training schedule.
- To ensure the Department membership is not overwhelmed and/or inundated with extraneous training requirements.
- To provide the Chief a clear, accurate assessment of the Department's training needs and a plan to address them through training events.
- To identify to the Chief the types of and need for external training.
- To develop solutions for identified training issues.
- To identify costs in dollars and manpower hours to achieve the critical and essential training requirements.
- To serve as the voice of the Department's members and present their respective training ideas, issues and concerns.

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