Basic Firefighter Training
Reimbursement Program

Washington State Patrol—Fire Protection Bureau
Professional Development & Response Section
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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.
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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.
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.
To get started
Using the form available at 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 4th edition. The NFPA Fire Fighter I curriculum support packages that are available through the program reference both the IFSTA 3rd or 4th 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).
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
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.
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 and WMD Awareness Level  WAC 296-305-05011, 296-824
d. Confined Space, Trench,  WAC 296-305-01505 (3) (a) (vii)
   Asbestos Awareness level
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
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
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
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.

Note: Text in italics is not a mandatory Fire Fighter I Performance task. It is a suggested mean of meeting the desired objective.
5-3.10 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
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

Note: Text in italics is not a mandatory Fire Fighter I Performance task. It is a suggested mean of meeting the desired objective.
5-3.13 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
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
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
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
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
  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
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
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.
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 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.
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 (IFSA 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
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
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.
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 straightforward 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
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
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.
Do we get documentation of completion at the end of the course?  
We will sign each participant’s 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.
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:

<table>
<thead>
<tr>
<th>College Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bates Technical College</td>
<td>253-596-1708</td>
</tr>
<tr>
<td>Bellevue Community College</td>
<td>425-641-2021</td>
</tr>
<tr>
<td>Big Bend Community College</td>
<td>509-762-6242</td>
</tr>
<tr>
<td>Edmonds Community College</td>
<td>425-640-1530</td>
</tr>
<tr>
<td>Everett Community College</td>
<td>425-388-9591</td>
</tr>
<tr>
<td>Columbia Basin Community College</td>
<td>509-547-0511</td>
</tr>
<tr>
<td>Lower Columbia</td>
<td>360-577-5411</td>
</tr>
<tr>
<td>Olympic Community College</td>
<td>360-475-7724</td>
</tr>
<tr>
<td>Peninsula Community College</td>
<td>360-417-6258</td>
</tr>
<tr>
<td>Renton Technical College</td>
<td>425-235-7863</td>
</tr>
<tr>
<td>Skagit Valley Community College</td>
<td>360-416-7783</td>
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<tr>
<td>South Puget Sound Community College</td>
<td>360-754-7711 ex 207</td>
</tr>
<tr>
<td>Spokane Community College</td>
<td>509-533-7292</td>
</tr>
<tr>
<td>Walla Walla Community College</td>
<td>509-527-4330</td>
</tr>
<tr>
<td>Wenatchee Community College</td>
<td>509-664-3950</td>
</tr>
<tr>
<td>Yakima Community College</td>
<td>509-574-4756</td>
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</tbody>
</table>

For further information Contact State Board for Community and Technical Colleges
IMPORTANT DEFINITIONS
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.
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.
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
## THE BASIC FIRE FIGHTER TRAINING

### APPLICATION/REIMBURSEMENT PROCESS

#### FIRE FIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT

<table>
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<tr>
<th>COUNTY</th>
<th>DISTRICT NO. OR CITY NAME</th>
<th>REGION</th>
<th>FUND NO.</th>
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<th>FEDERAL TAXPAYER IDENTIFICATION NO.</th>
<th>TELEPHONE NO.</th>
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<tr>
<th>PROGRAM START DATE</th>
<th>PROGRAM END DATE</th>
<th># OF STUDENTS</th>
<th>NUMBER OF FIREFIGHTERS IN AGENCY</th>
<th>NUMBER OF CONTINUATION PAGES</th>
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<tr>
<th>APPLICATION/AGREEMENT COMPLETED BY THE FIRE SERVICE AGENCY one (1) week prior to the beginning of training</th>
<th>PART TWO - TRAINING VERIFICATION</th>
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<td>MANDATORY COMPLETION HOURS PER MODULE PER STUDENT</td>
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<th>TOTAL REQUEST FOR REIMBURSEMENT:</th>
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The parties signing below warrant that they have read and understand the Application Agreement and have the authority to enter into the 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 |
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Signature | Date | BILL NUMBER | |
|----------|------|-------------||
|          |      | 3086-200028 | 8-04 |
|          |      |             | |
Application Instructions

Complete Part One of the application located at www.wsp.wa.gov/fire/basicff1.htm.

PART ONE

DEPARTMENT INFORMATION

Name of Fire Agency
County, Fire district and #, or “City of (name)” if a Municipality

Region
Fire Bureau region number

FDID #
Number assigned to you by the Office of the State Fire Marshal

Address
Address that mail can be returned to

Federal Tax Payer Id #
Number assigned to your department by the IRS

Telephone #
Phone contact for questions regarding this application

Pt of Contact Name/Title
Person to contact for questions regarding this application

E-mail Address
E-mail address for questions regarding this application

Program Start Date
Date Training is to start between the span of 7/1/05-6/30/07

Program End Date
Date Training is to end between the span of 7/1/05-6/30/07

Number of Students
Number of fire fighters on application

Number of Firefighters in Agency
Number of career & volunteer students

STUDENT INFORMATION

Name
Each student’s name: Last, First, Middle Initial

Last 4 SS#
Last 4 digits of student’s Social Security Number

Volunteer or Career
By firefighter, note if Volunteer or Career

Date of Birth
Month, Day, and Year of Birth

Maximum # of Hours
Maximum # of training hours to be completed in the program time

Sub Total
Total # of training hours to be completed in the program time (auto-populates if completed excel)

Total from all Cont. Pages
Total # of hours on other pages (auto-populates if completed excel)

Grand Total
Total # of all hours (auto-populates if completed excel)

Maximum Consideration Payable
Total # of all hours times $3.00 (auto-populates if completed excel)

Signature & Date
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

Sub Total
Total # of hours on page (auto-populates if completed excel)

Total from all Cont. Pages
Total # of hours on other pages (auto-populates if completed excel)

Grand Total
Total # of all hours (auto-populates if completed excel)

Maximum Consideration Payable
Total # of all hours times $3.00 (auto-populates if completed excel)

Signature & Date
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.
<table>
<thead>
<tr>
<th>Request for Reimbursement</th>
<th>Maximum Consideration Payment:</th>
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</thead>
<tbody>
<tr>
<td>Total From All Continuation Pages:</td>
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<tr>
<td>Subtotal:</td>
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<tr>
<td>Grand Total:</td>
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</tbody>
</table>

**PART TWO - TRAINING VERIFICATION**

- **Maximum Core Hours Per Module Per Student:**
- **Training Time:**
- **Program End Date:**
- **Program Start Date:**
- **Number of Continuation Pages:**
- **Number of Firefighters in Agency:**
- **RFRS License:**
- **Volunteer Career:**
- **Total Hours:**
- **Total Hours (Any Use):**
- **TOTAL HOURS (WSP Agreement):**
- **Total Hours (Only Use):**

**Firefighter Training Reimbursement Application Agreement**

- **Federal Taxpayer Identification No.:**
- **Address:**
- **City:**
- **State:**
- **Zip Code:**
- **Telephone No.:**
- **Fax No.:**
- **E-mail Address:**
- **Name of Contact Person:**
- **Title:**
- **Program End Date:**
- **Program Start Date:**
- **Number of Firefighters in Agency:**
- **RFRS License:**
- **Volunteer Career:**
- **Total Hours:**
- **Total Hours (Any Use):**
- **TOTAL HOURS (WSP Agreement):**
- **Total Hours (Only Use):**

**County:**

**WSP Agreement No.:**
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*, 5th 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