



# Jackson Hole Fire/EMS Operations Manual

Approved by: \_\_\_\_\_

  
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Title: Training and Continuing  
Education Guidelines  
Division: 22  
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## PURPOSE

Jackson Hole Fire/EMS (JHF/EMS) relies upon a highly trained membership, able to respond to all hazards. Training includes the following categories:

- Probationary training, or baseline certifications for JHF/EMS membership.
  - Structure Firefighter I, Wildland Firefighter Type 2, Emergency Medical Responder, Emergency Vehicle Operations and CPR.

*Probationary training is outlined in the JHF/EMS Membership Policy.*
- Continuing education opportunities, including but are not limited to:
  - Advanced certification courses (i.e. Swiftwater Rescue Technician, Emergency Medical Technician, Technical Rope Rescue, Hazardous Materials Technician, etc.)
  - Recertification courses
  - Fire schools
  - Conferences

The following Guidelines are in place to complete the communication loop between stations/shifts, supervisors and the Training Division. The Guideline will also help in allocation of funds from the Training Division Budget.

## SECTION I – CONTINUING EDUCATION REQUEST PROCESS

Step 1 – Identify the training opportunity. If training is located at a Fire School, refer to Section II. If the training is coordinated by JHF/EMS (In-house), refer to Section III. All other training opportunities should follow Steps 2-7.

Step 2 – Speak to supervisor regarding the training opportunity for approval/support.

Step 3 – Fill out a JHF/EMS Request for Continuing Education Application Form. Incomplete forms will be returned to the member making the request.

Step 4 – If there are expenses (i.e. travel, lodging, registration, etc.) associated with the training, a Continuing Education Request for Reimbursement Form must be completed. Attach the Request for Reimbursement to the Application.

Step 5 – Turn in completed forms to the Training Division.

Step 6 – Approval or Denial of request will be returned in writing to the member making the request.

Step 7 – If Approval is given, the member can begin the registration process for the class.

## **SECTION II – FIRE SCHOOL SPECIAL PROCEDURE**

JHF/EMS will support members who wish to attend the State Fire Marshal's Office sponsored Fire Schools.

- Wheatland
- Cody
- Mid-Winter

A Sign-Up list will be established for each Station, along with the list of classes. Station Officers and the Training Division will approve each member and their selection of classes. The Training Division will register each member for the Fire School.

Completion of a Continuing Education Request for Reimbursement Form is not necessary. Logistics for travel and lodging will be coordinated by the Training Division.

## **SECTION III – IN-HOUSE TRAINING OPPORTUNITIES**

A Sign-Up list will be established for each Station. Station Officers and the Training Division will approve each member attending the training. The Training Division will register each member for the course.

Completion of a Continuing Education Request for Reimbursement Form is not necessary.

## **SECTION IV – PAID OPERATIONS STAFF CONSIDERATIONS**

1. Continuing Education opportunities will be coordinated through the employee's direct supervisor.
2. Paid Operations Staff are required to train on shift in all-hazards response. All-hazards training will include EMS, Fire and Special Operations (HazMat, Rope Rescue, Swiftwater, TEMS, etc.) on a rotating basis to maintain proficiency. A training plan will be implemented by each Captain.
3. Information related to paid hours (compensable) outside of an employee's normal schedule.
  - a. Training hours outside of an employee's normal schedule that are a requirement of the job, directly related to the job and meet the needs of JHF/EMS will be compensable (hours included on time sheet). Examples include:
    - i. Station Based-Trainings. Paid Operations Staff are encouraged to attend Wednesday night trainings.
    - ii. Job required re-certification classes scheduled by the Training Division (i.e. PALS, ACLS, CPR, EVOC, Wildland Refresher, etc.)
  - b. Training hours shall be coordinated with the employee's direct supervisor and Shift Battalion Chief to ensure compliance with the Fair Labor Standards Act (FLSA).
  - c. Teton County will not pay overtime for training related travel or to attend the training, unless it is a requirement of the job, directly related to the job and pre-approved by the employee's direct supervisor and the Shift Battalion Chief.
  - d. Training hours outside of an employee's normal schedule that are not a requirement of the job (not in current job description), not directly related to the job or do not meet the needs of JHF/EMS will not be compensable (not included on time sheet). Examples include:
    - i. FF/EMT taking an EMT-I course or Paramedic course
  - e. See the HR Training-Pay While Attending Memo for additional information on trade schools, correspondence schools and FF/EMT certification training.
4. General guidelines for out of town travel
  - a. If the use of a department credit card is authorized by the Battalion Chief of Training, the JH Fire/EMS Department Credit Card Use Policy shall be followed.

- b. If the use of a personal credit card is authorized by the Battalion Chief of Training, itemized receipts of authorized purchases with signed voucher will be turned in to Fire Admin within 2 business days after return from travel.
  - c. Transportation – Training Division shall be consulted regarding transportation.
    - i. Traveling by county vehicle
      - 1. Fuel purchases and parking costs are reimbursable
    - ii. Travel by private vehicle
      - 1. Reimbursement is based on mileage allowance not to exceed the IRS rate
      - 2. Mileage is based on the most expeditious mileage and for miles traveled from the “tax home” to a destination location. No commuting mileage while at the destination is reimbursable.
      - 3. A printed travel map must be submitted with the voucher
    - iii. Travel by airline
      - 1. Travel by air will be initiated when travel by vehicle is more than a single day of travel
      - 2. Additional fees, including luggage, in-flight services, seating upgrade, etc. will be at the employee’s expense unless preapproved by the Training Division.
  - d. Lodging – Training Division shall be consulted regarding lodging.
    - i. If possible, Fire Admin will set up a direct bill account prior to travel
    - ii. Government rate should be requested
    - iii. The GSA travel reimbursement rate will be utilized for lodging expenses
      - 1. Lodging expenses over the GSA travel reimbursement rate will be at the employee’s expense unless preapproved by the Training Division.
    - iv. Additional fees, including telephone, internet, newspaper, valet, pay-per-view, in room snack bar, room service, turn-down service, etc. will be at the employee’s expense unless preapproved by the Training Division.
  - e. Meal Expenses
    - i. For travel not involving an overnight stay, employees are on their own for their own meals.
    - ii. For travel involving an overnight stay, meals outside of a 100-mile radius from Jackson will be reimbursed.
    - iii. The GSA travel reimbursement rate will be utilized for meal expenses.
      - 1. Meal expenses over the GSA travel reimbursement rate will be at the employee’s expense unless preapproved by the Training Division.
    - iv. Non-reimbursable meal expenses include: alcoholic beverages, extra meals, snacks and other like charges
5. Growth and development of membership is important to the organization and to the community we serve. A career path has been established to help members reach employment goals.
- a. Career Path is based upon 5 job descriptions:
    - i. Firefighter/EMT
    - ii. Firefighter 2/EMT-Intermediate
    - iii. Firefighter 2/Paramedic
    - iv. Captain
    - v. Chief Officer
6. Certification/Recertification courses listed in the Job Description must be completed. If a paid operations staff member is unable to attend the course established by the Battalion Chief of Training, it will be up to the member to locate an alternative course. A Continuing Education Request Application and Request for Reimbursement Forms must be completed. The course

registration will be covered by JHF/EMS, with travel and expenses covered by the paid operations staff member. Time off requests, if applicable, must be coordinated with the Shift Battalion Chief prior to the course approval.

## **SECTION V – ADMINISTRATION AND FIRE PREVENTION BUREAU STAFF CONSIDERATIONS**

1. Staff must coordinate Continuing Education opportunities with their direct supervisor.
2. Direct supervisors must ensure all associated travel and training costs are approved and in the department budget.
3. Information related to paid hours (compensable)
  - a. Training conducted during regularly scheduled hours will be compensable (hours included on time sheet).
  - b. Training conducted outside of regularly scheduled hours and is voluntary (attendance is not critical to his or her job) will not be paid hours
  - c. Teton County will not pay overtime for training related travel or to attend the training, unless it is a requirement of the job, directly related to the job and pre-approved by the employee's direct supervisor.
  - d. See the HR Training-Pay While Attending Memo for additional information on trade schools, correspondence schools and FF/EMT certification training.
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