

Genesee County Association of Fire Chief's Genesee County Fire Training Committee Policy

Purpose

To establish and maintain an efficient and an effective liaison with the Michigan Firefighter's Training Council, State Fire Marshal (SFM), and Bureau of Fire Services (BFS), in order to procure adequate firefighter training in Genesee County. This policy is adopted in accordance with Rules R 29.401 to R29.418.2, as adopted November 3, 2021.

Objective

To provide Genesee County fire service personnel with a comprehensive training program that meets or exceeds all county, state, and federal requirements.

Committee Members

The Genesee County Training Committee (GCTC) shall consist of one representative from each department within Genesee County. As set forth, the Genesee County Association of Fire Chiefs consists of representatives from each department. Therefore, the Genesee County Training Committee shall operate and consist of the following:

- One (1) member of the Genesee County Association of Fire Chiefs (GCAFC) shall serve as a Training Committee member; or,
- The GCAFC member shall designate a representative from their respective department to be on the GCTC.
- Each member shall attend the GCAFC meetings, whereas the Genesee County Advisory Committee will make recommendations and provide reports. The members present at the meetings will either approve or deny the recommendations of the Training Chair with respect to the responsibility of the Advisory Members and their actions in relation to the rules as adopted.¹
- The GCAFC and the Training Committee as a whole shall, on every April 1, vote either to allow the chairperson of the CA to appoint a chairperson or vote a new chairperson for the Training Committee Chair. This shall occur prior to April 1, as required by Rule 29.

Advisory Board to the GCTC

The advisory members shall consist of the following seven (7) members:

- One (1) member of the Genesee County Association of Fire Chiefs (GCAFC) appointed yearly by the President of the GCAFC, to serve as committee chairperson.

¹ In order to ensure the most effective outcome of the Training Committee, the Advisory Members will make recommendations and proposals for the Training Committee to approve or deny.

- No less than three (3) representatives having fire service experience within Genesee County, appointed by the chairperson of the training committee and approved by the president of the Advisory Board. The three (3) representatives under this section may be picked from full paid, part paid, or non-paid, in any combination.
 - Two (2) Genesee County Certified Fire Instructors
 - One (1) Genesee County Firefighter
- All Genesee County Fire Training Committee Fire Academy Course Managers.
 - Shall be one of the Advisory Board Members
 - Shall at least be a Genesee County Certified Fire Instructor - preferably at the level of an Instructor II.
- In the event a committee member appointed as Chairperson, Genesee County Certified Fire Instructor, or County Firefighter, also holds the position of Course Manager, the County Training Chair, by motion and majority approval, may appoint additional qualified individuals to ensure the membership total remains at seven (7).
- All members, except the chairperson, shall serve on the committee until they resign or are removed by a majority vote of the committee.

Advisory Responsibilities

- Evaluate the training curriculum to ensure the program is best suited for the Academy Students.
- Annually determine the training need for Genesee County.
- Annually schedule all fire service classes.
- Provide the BFS with a schedule of all classes. Apply to the BFS for state funding of applicable classes.
- Determine class registration fees.
- Authorize expenditures of training funds as reported by the training committee treasurer.
- Contract with instructors and authorize payment of instructor fees.
- Procure or provide training material sources to students for all scheduled training classes.
- Monitor all classes.
- Provide monthly reports to the GCAFC.

- Attend all CTC meetings. Meetings are held on the first Wednesday of each month, with the exception of July and November when a meeting will not be held. Meetings will be in person or via zoom. More than three (3) unexcused absences will result in removal from the CTC. Is there verbiage for the whole training committee attendance for meetings?

Officer Appointment; Officer Responsibilities; Member Responsibilities

Office Appointment

- The GCAFC President shall designate the Chairperson of the committee.
- The committee shall select a secretary.
- The treasurer of the committee shall be the Genesee County Association of Fire Chief's treasurer.

Officer Responsibility

- Chairperson
 - Prepare a written agenda for each meeting.
 - Ensure that all documents required by the BFS are prepared, signed, and sent to the OFFT for processing in the time frames required.
 - Ensure that class sites have all of the necessary equipment to host classes.
 - Establish a contact in each host department to coordinate the class with the training committee.
 - Ensure that the training materials are at the class site prior to the class.
 - Designate a Vice-Chairperson.
 - **Maintain class enrollment lists of all classes.**
 - **Maintain a list of all classes scheduled, including instructors, class times, and locations.**
 - **Maintain a list of all instructors.**
- Vice-Chairperson
 - Chair committee meetings in the absence of the Chairperson.
 - Perform any other duties assigned by the Chairperson.
- Secretary
 - Record the attendance at all committee meetings.
 - Record the actions taken by the committee.
 - Maintain a list of committee members.
 - Perform any other duties assigned by the Chairperson.
- Advisory Members
 - Assist the officers of the committee in carrying out their assigned tasks.
 - Report to the organization that they represent.

Training Policies

- Attendance

The Genesee County Training Committee will follow the BFS attendance policy, with the following additions:

1. A Student who encounters an uncontrollable situation, such as a family illness, change in employment (i.e., temporary shift change, mandatory overtime, etc.), may make arrangements for class makeup with the approval of their Chief and the Instructor.
 2. The student may make up missed classes through their department's chief, training officer, or their designee. The makeup classes must be documented, with the documentation given to the Instructor and Course Manager.
 3. To be credited for classroom/practical absences, the student will receive instruction from their department training officer or Fire Chief within two (2) class sessions or at the discretion of the Course Manager and return a letter to the course manager of completion signed by the department training officer or Fire Chief. In the event the absences become a concern, then the Training Committee as a whole shall determine to the action taken.
 4. Three (3) unexcused absences from class will result in:
 - a. First Offense: Verbal Warning
 - b. Second Offense: Written Notice to Student and Chief
 - c. Third Offense: Dismissal from the Academy
- Class Fees and Refund Policy
 1. The training committee will set fees assessed for training classes.
 2. Fees paid for the fire academy classes will be based on the BFS approved instructor fee, with a minimum of eight (8) students. However, fees set for day-time fire academy classes may be adjusted to accommodate a lesser number of students, if necessary.
 3. Fees paid for fire academy classes will be refunded if the student drops before the fifth class. A \$25.00 cancellation fee will be charged.
 4. Fees paid for fire academy class materials will be charged to the department after the first class. (IFSTA books and other related materials)
 5. Fees pre-paid for fire officer classes will be based on the cost of each class, with a minimum of eight (8) students.
 6. Fees for fire officer classes shall be paid prior to enrolling the student. Once enrolled and after the first class, the fee will be non-refundable.
 7. Fees paid for fire officer classes, where the student fails to appear and attend the class, will be fully refunded.

- Books
 1. The training committee will purchase books for the firefighter academy classes and provide materials for each student. The cost of the books will be included in the class fee.

- Class Schedule
 1. It will be the responsibility of each fire academy course manager to set a class schedule within the guidelines:
 - Record the attendance at all committee meetings.
 - Classes shall be scheduled for two (2) days per week
 - Weekend classes may be up to eight (8) hours in length
 - Weekend classes may be scheduled by the course manager.

- Annual academy banquet ticket distribution:
 - At the discretion of the Training Committee, complimentary tickets may be distributed. Examples include:
 - Those that work the State Final Practical(s), associated with the academy classes, may receive tickets instead of monetary compensation.
 - Course Managers receive two (2) tickets.
 - Executive Member of the GCAFC's board receive (1) ticket.
 - Students that complete the course may receive a number of tickets determined by the GCTC (historically 2). Any additional tickets are to be paid for by the student.
 - Those that are invited to attend as special guests and/or key note speakers may receive two (2) tickets instead of an engagement fee if applicable, which will be decided by the Training Committee.

- Damage property:
 1. In the event equipment of a sponsoring fire department is damaged or broken, any request for reimbursement shall be submitted in writing to the Chairman explaining the following:
 - a. Description of the equipment that was damaged
 - b. Why it may have been damaged
 - c. The amount it will cost to repair or replace

 2. The written request will be brought before the Training Committee at the next regularly scheduled meeting for consideration with no guarantee of reimbursement.

Only the person handling 1099s of the Instructor of Record from “stand alone” programs of the State of Michigan Proctors shall require the student’s Social Security number on the State Exam Answer Sheet which shall be given to the State of Michigan for student records.

Any County training announcements through the 911 center shall go through the GCAFC’s appointed training committee chairperson.

Instructor Conduct Serious in Nature

- Felony or high misdemeanor charges
 1. In the event an instructor or helper is charged with any felony or high misdemeanor, that person shall be placed on inactive status by the Chairman in writing.
 2. Once the criminal charge has been cleared, the instructor or helper will be returned to active status. It is up to the instructor involved to notify the Chairman of the changed status. In turn, the Chairman will acknowledge the notification and indicate a return to active status in writing.
 3. An instructor found guilty, plead no contest, and/or plea bargain a reduced charge, without being cleared of all charges, may be denied instruction privileges in Genesee County.
 4. Any and all information associated with Item 3 above will be submitted to the OFFT for any further action.

- Harassment and sexual harassment.
 1. Sexual Harassment is a behavior that is sexually-oriented whether it is unwelcome, unwanted, and/or uninvited by a person. This includes any unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when submission to such conduct is made known or implied as a term or condition of a person's status, or submission or rejection of such conduct is used as a basis for decisions affecting that person with regard to status, or such conduct has a purpose or effect of unreasonably interfering with a person's work performance, or creates an intimidating, hostile, humiliating, or sexually offensive work environment.
 - Behaviors such as rape, sexual battery, molestation, or physical assault are illegal and not the typical grounds for sexual harassment charges. Commonly found behaviors found in the firehouse sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experiences and can also include displaying pictures, posters, calendars, reading materials, videos, broadcasts, internet programming, or any other material that is sexually suggestive, sexually demeaning, or pornographic in nature.
 - Sexual harassment claim does not have to be filed by the person whom it was directed at and can be anyone affected by the action. The victim or the harasser can be a man or woman and is not limited to the opposite sex. For an action to fall under sexual harassment it must be proven to create an

environment that would be intimidating, hostile, or offensive to reasonable people.

2. Harassment

- Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990 (ADA).
- Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
- Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:
 - The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee
 - The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
 - Unlawful harassment may occur without economic injury to, or discharge of, the victim.

3. Any harassment claim should be reported immediately and investigated. The information of the complaint should be kept confidential for both the harasser and the victim. Efforts to avoid contact between the parties should be utilized, when possible, until the investigation process is complete. Claims should be investigated in a timely manner thoroughly and be impartial. Confidentiality should be kept by investigating parties.

- There are many mechanisms in which harassment occurs such as social media and group chats/text.
4. Harassment policies should be posted in a visible area and everyone should be educated on the policy annually. Culture should be addressed and structured so that it promotes positive environment for everyone.
 5. As a course manager or instructor, sexual harassment can be considered a physical touch but also verbal such as grades or performance-based Quid pro quo (this for that). Most course managers and/or instructors are in positions of rank affiliated with fire departments that the students are members of, which can affect employment, promotion, and environment of the workplace. It is important for course managers and instructors to set an example of acceptable behavior and to educate on the policy of the academy or class to instructors, assistants, and students.
 6. Discrimination or harassment are strictly prohibited and will not be tolerated while participating in FFTD sanctioned training or testing. Upon verification by the investigating parties that harassment has occurred, it may be reported to the FFTD Training Coordinator and Region Coordinator for investigation.