

CLARENCE FIRE DISTRICT NO. 1

FIRE DISTRICT TRAINING & MEETINGS POLICY

I. SCOPE:

It is the policy of the Clarence Fire District No. 1 that it is necessary and in the public interest that all Fire District personnel and employees attend training, seminars and meetings which will promote public and personal safety, expand job skills and keep the Fire District up-to-date on laws and regulations. Such opportunities may be at local, regional, State and/or national levels.

II. OBJECTIVE:

The objective of this policy is to establish policy and procedures relating to attendance at training, seminars and meetings outside of Clarence Fire District No. 1.

III. GENERAL GUIDELINES:

- A. To ensure that personnel are covered by Fire District insurance and to ensure orderly operations; attendance at all sessions requires prior approval by the Board of Fire Commissioners.
- B. The Fire Chief is responsible for training of fire personnel. Therefore, firefighters must be authorized by the Chief and then presented by the Chief for approval at a Fire District meeting prior to attendance. The Fire Chief shall use good judgment in the selection process based upon roles and responsibilities. Adequate officer staffing shall be maintained at all times.
- C. In addition, all out-of-State sessions must be determined by resolution of the Board of Fire Commissioners that such training or school is:
 - 1. Necessary
 - 2. In the public interest
 - 3. Not available within a reasonable distance in New York State
 - 4. Not available within a reasonable time period in New York State

All requests for out-of-State sessions shall include a written justification to the Fire District addressing each of these items. Failure to do so shall be the basis for refusal to allow attendance.

All out-of-State training requires the Fire Chief to file the appropriate forms with the NYS OFPC and provide a copy to the Fire District within seven days of the completion of the training (copy of form attached to this policy).

- D. Attendance at any sessions by non-fire personnel requires presentation by that person at a Fire District meeting and requires approval by the Board of Fire Commissioners.

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- E. All travel costs shall be paid by the Fire District in accordance with the District's Travel Expense Policy.
- F. All session fees/tuition will be paid by the Fire District. In the event that an authorized person fails to attend such school, training or meeting without 48 hours prior written notice to the Fire District, the person will be assessed the fees involved. Verifiable illness or emergency, as determined by the Board of Fire Commissioners, shall relieve the person of this obligation.
- G. Proof of attendance/completion must be submitted to the Fire District within a reasonable period of time. The Fire Chief is responsible for ensuring firefighter compliance. Documentation relating to travel expenses shall be submitted in accordance with the Fire District's Travel Expense Policy.
- H. Final authority for attendance at any training, seminar, conference, conference or meeting lies with the Board of Fire Commissioners.
- I. The decision as to whether overnight accommodations are provided will be determined by the Board of Fire Commissioners at the time of approval of attendance.

This policy is adopted July 8, 2013 and rescinds any previous versions of this policy.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1