

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

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A. SECTION: 1600-Training

TITLE: Documenting Training Hours

NUMBER: 1600-012

A. POLICY

- 1) Bend Fire & Rescue (BFR) requires all operational firefighters, engineers, and captains to maintain professional training standards per established recognized national curriculums of the State of Oregon Department of Public Safety Standards and Training (DPSST), and the Oregon Health Authority (OHA).
- 2) Department personnel are expected to maintain knowledge and proficiency of Department policies, guidelines, and EMS protocols.

B. PROCEDURE

- 1) Oregon Health Authority requires all Oregon EMT's to complete continuing education hours every two years to recertify EMT license.
 - EMT Basic – 24 hours
 - EMT Intermediate- 36 hours
 - EMT Paramedic- 48 hours
- 2) Department of Public Safety Standards and Training (DPSST) requires firefighters of all ranks must complete 60-76 hours of accredited DPSST training to maintain current or advanced NFPA Certifications (based on a two-year cycle).
- 3) Blue Card Command training is required for Acting in Capacity (AIC). Captains and above must complete 36 hours of Blue Card Command training (based on a three-year cycle).
- 4) Developmental and probationary employees must pass each phase of their development and probationary programs, which require continued training every 48-hour tour.

C. INSTRUCTION

- 1) Operational personnel are required to undergo continuous training to maintain a high level of professional standards.
 - Documentation of all training is required for all training.
 - Operational personnel are required to train 20 hours per month.
- 2) All training documentation is recorded on Vector Solutions
 - All employees are required to enter individual training hours into Vector Solutions.

CITY OF BEND FIRE DEPARTMENT
POLICY, PROCEDURE, AND INSTRUCTION

- Captains are responsible for entering company training into Vector Solutions.
- Training Division is responsible for entering all shift-level training into Vector Solutions.
- Rescue Team Leads are responsible for entering Team training into Vector Solutions.
- The Training Chief or designee will run a monthly Vector Solution report to verify Operational personnel are training 20 hours per month.
 - ♦ Each member must document 4 hours of training per 48-hour tour to achieve this goal.
 - ♦ If the minimum training hours are not met, the Deputy Chief of Operations and Shift Commanders will be notified.