



# Scarborough Fire Department

B. Michael Thurlow, Fire Chief

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## GENERAL ORDER

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TO: ALL PERSONNEL

ORDER #: 15-002

DATE ISSUED: 07/01/2014

SUBJECT: MANDATORY TRAINING SCHEDULE FOR FY15

DATE RECINDED:

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

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Effective immediately the Scarborough Fire Department will be implementing a new mandatory training program and schedule to maintain compliance with Federal and State laws and Maine Bureau of Labor requirements.

Here are the highlights of the new program:

- Mandatory classes must be completed within the month(s) specified on the schedule below
- The vast majority of classes are available from our website 24/7 for your convenience
- In the past some members would diligently complete all their mandatory classes as soon as the new fiscal year started so they were in compliance. Unfortunately this is no longer possible. All employees must take the various classes **in the scheduled month** so the entire department is on the same schedule. New employees who start during the year will get these during their initial orientation, but then must take them again during that month to remain in compliance with BLS regulations.

### Fiscal Year 2014-2015 Mandatory Training Schedule

<u>Month</u>	<u>Training Topic</u>	<u>Live or On-Line</u>
November	Sexual Harassment / Fire Extinguishers / Haz Mat Awareness	All available On-line
Jan.-February	Fit Test / Gear Check / SCBA Don & Doff	Live
Jan-February	SCBA Refresher & Respiratory Protection Plan Review	On-Line
March	Blood Bourne Pathogens & Exposure Control Plan	On-Line**

*\*\*The law requires students have access to an instructor to answer questions during the class. New employees will need to take this class live, but I'm working with our Infectious Disease Control Officer to design an on-line alternative for veteran members who need this annual refresher training by limiting the hours they can take it on-line when a duty officer or instructor would be available to answer questions.*

Failure to complete each of the mandatory training classes during the month they are scheduled is a violation of Federal and State regulations and will result in the employee being placed on Work Restriction. Work Restriction means full-time and per-diem employees cannot work scheduled shifts and call members cannot respond to calls or participate in any department activities until they meet the training requirements. Once a member completes the required training the work restriction will be lifted.

Work Restriction is considered part of the progressive disciplinary process. Once a member has been placed on Work Restriction they will receive a reminder at 30, 60, and 90 day increments. Members who contact the chief's office with a legitimate reason for failing to comply will have up to 120 days to do so. Members who fail to contact the office with a plan of correction, or complete the required training will be terminated after 120 days.