

THE WILLISTON FIRE DEPARTMENT 2023

ANNUAL TRAINING PLAN





MISSION

To provide professional emergency and related services to our community and to those who call on us.

VISION

A professional organization providing a safer community through education, innovation, and community interaction.

VALUES

Compassion
Cooperation
Excellence
Honor
Integrity
Professionalism
Respect

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WHAT IS THE TRAINING PLAN?

The *City of Williston Fire Department 2023 Annual Training Plan* outlines the trainings to be offered and performed each month. This plan also includes our Special Operations such as HazMat and Technical Rescue. The plan will be used to track training hours and ensure that the Williston Fire Department [WFD] meets the minimum training hours required by the Insurance Services Office [ISO] and meets the standards developed by the National Fire Protection Association [NFPA]. The training plan will be evaluated at the end of each calendar year and revised to meet the ever-changing needs of WFD and the community.

The structure and content of this plan has been methodically developed to meet the dynamic needs of WFD and its personnel, while simultaneously improving time management and coordination efforts through the early scheduling of 2023 training topics and events. While every effort will be made to adhere to the programs provided in the following pages, it should be noted that a reasonable amount of flexibility and subsequent revision should be anticipated as additional events and training opportunities develop throughout the year.



ALIGNMENT WITH THE STRATEGIC PLAN

Approved by the City of Williston Board of City Commissioners on January 25th, 2022, *the Williston Fire Department [WFD] 2022-2027 Strategic Plan* is a 5-year road map that establishes department goals and objectives and a plan for achieving them.

The WFD strategic planning process was used to understand the department's perceived strengths and weaknesses, and to evaluate the department's provided services via feedback from external and internal stakeholders.

WFD elected to establish commitments over the course of the 5-year strategic plan to represent the commitment WFD must have toward not only its members, but also the community it serves.

Five [5] Commitments were expanded and finalized by WFD administrative staff and were assigned Champions to oversee the Commitment's success and to hold the department accountable toward the overall mission, vision, and values of WFD.

The *WFD 2023 Annual Training Plan* reflects action toward *Commitments 3, 4, and 5*. This plan is also another step in a self-evaluation process to improve and better serve the Williston Community and to pursue the department's overall goal of accreditation through the Commission on Fire Accreditation International [CFAI].

COMMITMENT 1

Develop improved financial organization, structure, & utilization of the WFD annual Budget

COMMITMENT 2

Enhance department communications to both community & internal stakeholders.

COMMITMENT 3

Improve integration of EMS & Fire training while adapting to the community's growing needs.

COMMITMENT 4

Establish mutual aid agreements &/or automatic aid agreements, along with enhanced inter-agency training.

COMMITMENT 5

Develop a mentorship program for interdepartmental growth.

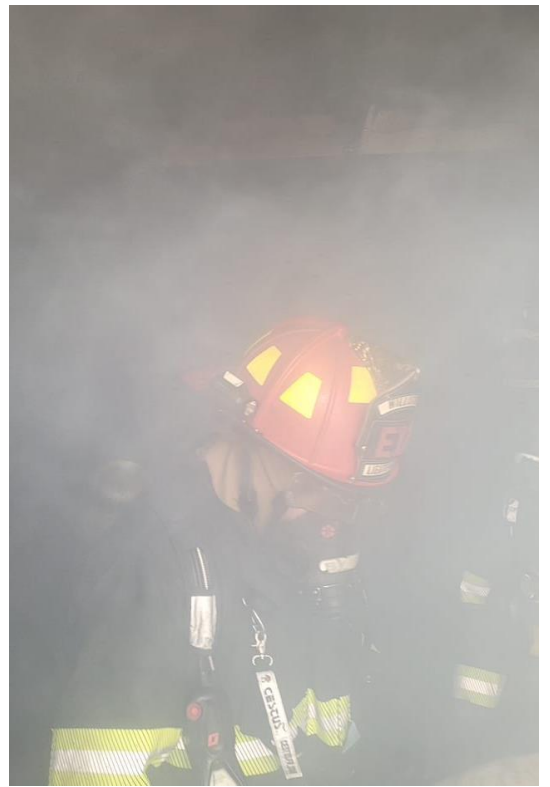
TRAINING REQUIREMENTS

COMPANY & INDIVIDUAL MINIMUM TRAINING HOURS

Company Officers are responsible for ensuring staff members continuously train on multiple disciplines each month. Company-level training and individual training will be entered into FireAcademy1 and tracked by the Training Division. Each Company Officer and individual will complete a Training Log Form [paper form or online] that is submitted to the Training Division for tracking purposes.

Each month during the *Performance Status Report*, the Training Division will provide a breakdown of that month's training performances. The following shows the breakdown of the required training per month and the yearly total for each position.

ACTIVE PERSONNEL	COMPANY	NEW DRIVER/ OPERATOR	EXISTING DRIVER/ OPERATOR	HAZMAT	COMPANY OFFICER	RECRUIT TRAINING	EMS	FACILITY	MONTHLY TOTAL	YEARLY TOTAL
Recruit Firefighter	0	0	0	0	0	240	0	0	20	240
Firefighter	192	0	0	16	0	0	0	18	18.8	226
Firefighter/ EMT	192	0	0	16	0	0	20	18	20.5	246
Firefighter/ Medic	192	0	0	16	0	0	30	18	21.3	256
Engineer/ EMT	192	0	12	16	0	0	20	18	21.5	258
Engineer/ Medic	192	0	12	16	0	0	30	18	22.3	268
New/ Step Up Engineer/ EMT	192	60	0	16	0	0	20	18	25.5	306
New/Step Up Engineer/ Medic	192	60	0	16	0	0	30	18	26.3	316
Step Up Officer	192	0	12	16	12	0	20	18	22.5	270
Officer (Lt. Captain, BC)	192	0	12	16	12	0	30	18	23.3	280
Fire Inspector	40	0	0	0	0	0	20	0	5	60



ISO REQUIREMENTS

Listed below are the requirements dictated by the ISO:

1. FACILITIES & AIDS

- a. Drill tower
- b. Fire building [including smoke room]
- c. Combustible-liquid pit
- d. Library & training manuals
- e. Slide or overhead projectors
- f. Movie projectors or VCR
- g. Pump cutaway
- h. Hydrant cutaway

2. USE

- a. 8 per year – Half-day [3-hours] single-company drills
- b. 4 per year – Half-day [3-hours] multiple-company drills
- c. 2 per year – Night drills [3-hours]
- d. Company Training
 - i. Company training at fire stations
 - ii. 16-hours per member per month
- e. Classes for Officers
 - i. 2 days [6-hours each] per year for all officers
 - ii. Officer training should be in accordance with the general criteria of NFPA 1021, Standard for Fire Officer Professional Qualifications; NFPA 1521, Standard for Fire Department Safety Officer; and NFPA 1561, Standard on Emergency Services Incident management System.
- f. Driver & Operator Training
 - i. 4 per year – [3-hour sessions]
 - ii. Driver and Operator training should be in accordance with the general criteria of NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications, and NFPA 1451, Standard for

a Fire Service Vehicle Operations Training Program.

g. NEW-Driver & Operator Training

- i. 60-hour classes for new drivers & operators
- ii. The New Driver Operator Training Program should be accordance with the general criteria of NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications, and NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program.

h. Hazardous Materials Training

- i. 2 per year – [3-hour half-day sessions per member]
- ii. Hazardous materials training should be at a minimum awareness level in accordance with the general criteria of NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

i. Recruit Firefighter Training

- i. 240-hours per recruit within the first year of employment or tenure [or certification] in accordance with the general criteria of NFPA 1001, Standard for Firefighter Professional Qualifications.

j. Pre-Fire Planning Inspections

- i. The fire department should make building familiarization and pre-incident planning tours of each commercial, industrial, institutional, and other similar buildings at least annually.
- ii. Records of the inspections [in electronic or other formats] should include complete and up-to-date notes and sketches, which must be available to the responding incident commander.
- iii. Building familiarization and pre-incident planning should be in accordance with the general criteria of NFPA 1620, Standard for Pre-Incident Planning.

TYPES OF TRAINING

WEDNESDAY NIGHT TRAINING

Paid-On-Call [POC] staff will meet on the 1st and 3rd Wednesday of each month for approximately 3-hours for continued education training.

The month of December is slated as a make-up month for firefighters that may have missed a particular training. These trainings will be led by the POC Fire Officers and the on-duty Shift Captain.

For staff that miss training, a supplemental training will be assigned through FireAcademy1 in order to maintain required monthly/yearly training hours. POC staff will utilize the Rover Calendar to assist with estimated attendance for each training. This will allow Fire Officers to adjust training plans to accommodate. On-duty staff will also attend when applicable and/or available.

ON-DUTY SHIFT TRAINING

To ensure consistency across all shifts, on-duty crews from all stations will receive the same training offered on a weekly basis during their assigned shift days. This will be accomplished via the scheduling of shift training sessions mirroring the content and delivery model designated in the training briefing.

The Training Captain will facilitate the delivery of the session by providing the necessary lesson plans and materials to the on-duty Shift commander and/or on-duty Shift Captain.





DRIVER/OPERATOR TRAINING

Training opportunities for all engineers have been incorporated into scheduled *Shift Training Evolutions* under this plan. All engineers are required to complete 12-hours of driver/operator training per year. New Driver/Operators are required to complete 60-hours of Driver/Operator training for the initial year. This can be accomplished by the driver/operator class and completion of the *Williston Fire Department Driver/Operator Task Book*.

COMPANY OFFICER DEVELOPMENT

Officer development training sessions will be held monthly to enhance the effectiveness of those serving at the Chief, Company Officer, and acting Company Officer level within WFD. Development training will include a review of the *Annual Training Plan* and each Officer's role in delivering and facilitating the company-based components of the plan.

Additional Trainings will include opportunities for Officers to participate in computer-based Incident Command System [ICS] scenarios incorporating the use of internal operational guidelines. The use of this system will be in coordination with Williams County/Williston Emergency Management. Company Officers will create an individual development plan to include short- and long-term professional goals.



SEMI-ANNUAL DEPARTMENT WIDE MULTI-COMPANY DRILLS

Extended training events will be held for WFD personnel to allow for additional time and labor-intensive hands-on training. Whenever possible, these drills should be coordinated and conducted with other agencies and organizations to promote increased levels of interoperability while also pooling instructor staff and equipment resources. Doing so will help ensure adequate district coverage for emergency response needs. Additionally, these drills will also serve to assess WFD's operational functionality when working with mutual aid organizations, while simultaneously helping to fulfill established ISO annual training requirements for existing Driver/Operators, as well as multi-company evolutions.

In these drills, WFD will provide personnel opportunities to apply technical rescue skills and mass casualty Emergency Medical Services [EMS] skills in a planned scenario. These scenarios could consist of active shooter, downed aircraft, or a motor vehicle accident.

This training event will reinforce basic skills required to respond to these dynamic incidents of increasing frequency, while also enhancing the department's interoperability with non-fire service response agencies.

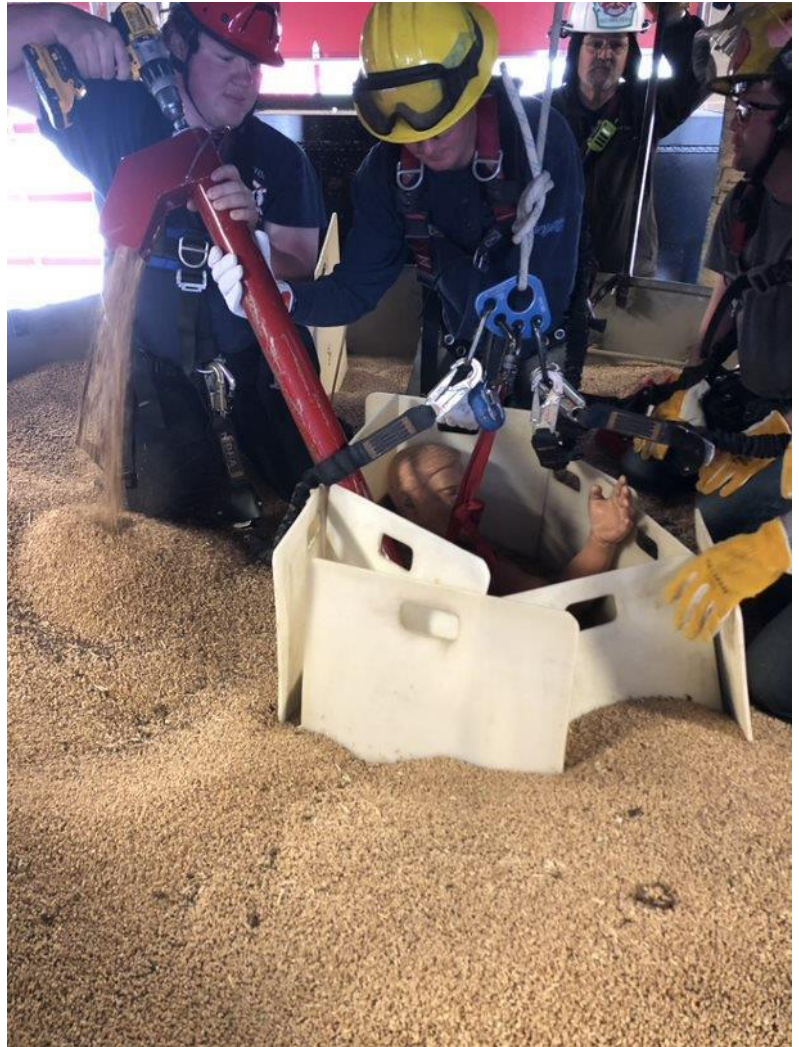
There will be a focus on structural firefighting skills, incorporating live fire training conducted in accordance with NFPA 1403, Standard on Live Fire Training Evolutions, for all personnel following the performance evaluations of select single and multi-company evolutions under non-fire conditions. The cumulative outcome of these activities will result in personnel at the Firefighter, Engineer, and Officer levels receiving diverse and applicable performance-based training standards set forth in NFPA 1001, Standard for Firefighter Professional Qualifications; NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications; and NFPA 1021, Standard for Fire Officer Professional Qualifications.



ADDITIONAL SPECIALTY TRAINING

Additional training opportunities including Recruit Firefighter Academies and Driver/Operator classes will be scheduled and conducted by the Training Division. The intent is to hold these labor and resource-rich training programs during a consistent time frame on an annual basis. Initial training programs like these provide ample opportunities for members to assist in instructional and support capacities. Personnel are encouraged to take advantage of these instructor development opportunities as they are available.

WFD personnel are encouraged to embrace the concept of lifelong learning by pursuing outside training and educational opportunities offered through various regional, state, and local professional and fire service organizations. Requests to attend these events can be submitted to the Training Division utilizing the appropriate Training Request Form. If there is a particular interest in a course by a group of personnel, and that training is not offered within the department, the Training Division may consider bringing that specific training to WFD depending on cost.



MONTHLY TRAINING BRIEF EXAMPLE

Each month, Company Officers will receive a *Monthly Training Brief* like the sample shown below and on the following pages. In addition to the scheduled activities, the brief will provide Officers with resources to assist them in ensuring their crew is adequately prepared to engage in the topics being covered. The training brief will include the training topic, instructor, location, date(s), time, equipment needed, and the training objectives of each category.



Williston Fire Department Monthly Training Brief



Month: January Year: 2023

FIRE SUPPRESSION		
Training Topic:	Fire Behavior	
Instructor:	Station Officers	
Location:	Individual Station	
Date(s) to be conducted:	January 1 - 31, 2023	
Time to be conducted:	Officer Choice	Approximate Training Hours: 2
Equipment Needed:		
WFD Fire Behavior PowerPoint		
Training Objective(s):		
Review chemistry of fire, fire forms of energy, concept of the fire tetrahedron, by-products of combustion, review conduction, convection, and radiation, define flow path and how it influences the growth of a building fire, define Class A, B, C, D, and K fires, and conditions that lead to rollover, flashover, backdraft, and rapid-fire growth. Concept of vapor density, concept of flammable range, LEL and UEL, process of reading smoke and four key attributes of smoke.		
FIRE SUPPRESSION		
Training Topic:	Building Construction	
Instructor:	Station Officers	
Location:	Individual Station	
Date(s) to be conducted:	January 1 - 31, 2023	
Time to be conducted:	Officer Choice	Approximate Training Hours: 2
Equipment Needed:		
WFD Building Construction PowerPoint		
Training Objective(s):		
Describe the characteristics of building materials, five types of building construction, describe the characteristics and effects of fire on construction, changes associated with fighting a fire in a hybrid building, purpose of foundation in a structure, warning signs of foundation collapse, describe differences in floors and ceiling assemblies, primary types of roofs, characteristics, types, and effect of fire on trusses, interior finishes on fire suppression, factors influence building collapse.		

DRIVER/OPERATOR TRAINING			
Training Topic:	Calculations/Hose type & Nozzle		
Instructor:	Station Officer/Driver-Operator		
Location:	Individual Stations		
Date(s) to be conducted:	January 1 - 21, 2023		
Time to be conducted:	Officer Choice	Approximate Training Hours:	1
Equipment Needed:			
WFD Calculations PowerPoint			
Training Objective(s):			
review how to calculate for PSI and understand pressures with WFD nozzles and hose set up.			
EMERGENCY MEDICAL SERVICES/NCCR REQUIREMENTS (EMT)			
Training Topic:	Enhancements		
Instructor:	EMS Supervisors		
Location:	Station 2 Training Room		
Date(s) to be conducted:	January 1 - 31, 2023		
Time to be conducted:	EMS Sup. Choice	Approximate Training Hours:	4
Equipment Needed:			
Anaphylaxis, IV, LMA, LMTD, and Nebulized PPT		Airway Manikin and supplies	
Test and Skill Sheets		IV equipment/Nebulizer equipment	
Training Objective(s):			
Review and cover the North Dakota Department of Health EMT Enhancements for Anaphylaxis, LMTD advanced airways, Nebulized Medications, and IV Maintenance.			
EMERGENCY MEDICAL SERVICES/NCCR REQUIREMENTS (AEMT)			
Training Topic:	Stroke		
Instructor:	EMS Supervisors/Station Paramedics		
Location:	Individual Stations		
Date(s) to be conducted:	January 1 - 31, 2023		
Time to be conducted:	Instructor Choice	Approximate Training Hours:	1
Equipment Needed:			
WFD Stroke PowerPoint			
Training Objective(s):			

EMERGENCY MEDICAL SERVICES/NCCR REQUIREMENTS (Paramedic)			
Training Topic:	PALS (Online), ACLS (Online), Vent, Blood Products		
Instructor:	Assistant Chief Johnson, Erin Anderson		
Location:	Station 2 Training Room		
Date(s) to be conducted:	January 27th, 2023		
Time to be conducted:	1600	Approximate Training Hours:	1.5
Equipment Needed:			
Vent		PALS - Completed online	
Blood product set up		ACLS - Completed online	
Training Objective(s):			
Cover the use of a ventilator and switching from the hospital set up to WFD ventilator. Cover how to set up and transport patients being infused with blood.			
OFFICER DEVELOPMENT PROGRAM			
Training Topic:	Community Outreach		
Instructor:	Fire Academy 1		
Location:	Online		
Date(s) to be conducted:	January 1-31, 2023		
Time to be conducted:	Individual	Approximate Training Hours:	0.75
Equipment Needed:			
Online access			
Training Objective(s):			
This course is designed to help you understand the importance of community outreach programs and public relations.			
HAZARDOUS MATERIALS TRAINING			
Training Topic:	Recognizing and Identifying the Hazards		
Instructor:	Station Officers		
Location:	Individual Stations		
Date(s) to be conducted:	January 1-31, 2023		
Time to be conducted:	Officer Choice	Approximate Training Hours:	1
Equipment Needed:			
WFD HazMat Hazard PowerPoint		HazMat Placards	
ERG			
Training Objective(s):			
HazMat Awareness - identify and describe the types of containers that are often used to contain hazardous materials. Describe the purpose and types of various transportation and facility markings for HazMat.			

TECHNICAL RESCUE TRAINING		
Training Topic:	SOG Review	
Instructor:	Captain Miller	
Location:	Station 2 Training room	
Date(s) to be conducted:	Station 2 Training room	
Time to be conducted:	Captain Choice	Approximate Training Hours: 1
Equipment Needed:		
TRT SOGs		
Training Objective(s):		
review current Standard Operating Guidelines for the Technical Rescue Team.		
AIRCRAFT RESCUE AND FIREFIGHTING RESPONSE - ARFF SPECIFIC TRAINING		
Training Topic:	Airport Familiarization	
Instructor:	ARFF Officer	
Location:	Station 4	
Date(s) to be conducted:	January 1-31, 2023	
Time to be conducted:	Officer Choice	Approximate Training Hours: 3
Equipment Needed:		
Airport Familiarization PowerPoint		Grid Map
Crash 4/Crash 4B		Airfield Map
Training Objective(s):		
ARFF Airport familiarization, Night time operations, 3 minute drills, Crash 4 Generator SOP, Truck generator attachments, grid map and airfield map test, and review terminal suppression system.		

WILLISTON FIRE DEPARTMENT 2023 TRAINING TOPICS

Topic	January	February	March	April	May	June	July	August	September	October	November	December
Fire/Company	Fire Behavior/ Building Construction	Forcible Entry/ WFD Run Card Updates-Response model	Water Supply Systems/ Fire Hose, Appliances, and Nozzles	Open Training Tower/ Search and Rescue/ RIT- MAYDAY	Live Burns	Multi-Company Drills	Ventilation	Night Burns/ Auto Extrication	Salvage and Overhaul	Firefighter Survival/ Fire Fighter Rehabilitation	Fire Detection, Suppression, and Smoke Control systems	Make Up
POC	ESO Training/ CPAT	Fire Behavior/ Building Construction	Forcible Entry/ WFD Run Card Updates-Response Model	Water Supply Systems/ Fire Hose, appliances, and nozzles/ Search and Rescue	Live Burns	Multi-Company Drills	Ventilation	Auto Extrication	Salvage and Overhaul	Firefighter Survival/ Fire Fighter Rehabilitation	Fire Detection, Suppression, and Smoke Control systems	Make Up
Driver/Operator	Calculations/ Hose type & Nozzle	Water and Water supply	The fire pump	Fireground Operations	Drafting and water shuttle operations	Multi-Company Drills	Relay Pump Operations	EVOC	Vehicle Maintenance	Winter Safety Tips	Foam	Make Up
EMT	Enhancements	New Protocol Review / FTO Training	Ventilation/ Oxygenation	Trauma Triage/ Hemorrhage Control	Special Healthcare Needs	OB Emergencies	Psychiatric and Behavioral Emergencies	Toxicological/ At Risk Population	Neurological Emergencies	Culture of Safety/ Crew Resource Management	EMS Research/ Evidence Based Guidelines	Make Up
AEMT	Stroke	New Protocol Review / FTO Training	Ventilation/ Oxygenation	Trauma Triage/ Hemorrhage Control/ Fluid Resuscitation	Special Healthcare Needs	OB Emergencies/ Medication Delivery/ Pain Management	Psychiatric and Behavioral Emergencies	Toxicological/ At Risk Population	Neurological Emergencies	Culture of Safety/ Crew Resource Management	EMS Research/ Evidence Based Guidelines	Make Up
Medic	PALS/ACLS / Vent/ Blood Products	New Protocol Review / FTO Training	Ventilation/ Oxygenation/ Capnography	Trauma Triage/ Hemorrhage Control/ Fluid Resuscitation	Special Healthcare Needs	OB Emergencies/ Medication Delivery/ Pain Management	Psychiatric and Behavioral Emergencies	Toxicological/ At Risk Population	Neurological Emergencies	Culture of Safety/ Crew Resource Management	EMS Research/ Evidence Based Guidelines	Make Up
Officer	Community Outreach	Firefighter Professional Development	Fire Incident Safety/ 16 Personalities & ESO PM	Fire Officer Leadership Skills	Labor Relations	Leader, Mentor, and Coach/ Emotional Intelligence & FMLA/Light Duty	Managing the Budget and Change	Officer communication	organizational Risk Management/ Succession Planning & Documentation/Di scipline	Personnel Management and Discipline	Preparing for the Promotion/ Power vs. Motivation & Recruitment	Make Up
HazMat	Recognizing and Identifying the Hazards	Properties and Effects	Responder health and safety/ PPE	Technical Decon/ Mass Decon	Victim Rescue and Recovery	Response to Illicit Laboratories	HazMat Drill	Product Control	Operating detection, monitoring, and sampling equipment	Responding to Terrorist Incidents	Evidence Preservation and Sampling	Make Up
TRT	SOG Review	High Hazard Pre- Plan	Wide-Area Search	Elevator Rescue	Man vs Machine/ Entrapment	Low Angle Ropes	High Angle Ropes	Confined Space	Breaching/ Lifting & Moving	Shoring	Flash Floods	Ice Rescue
Wildland	Safety on Wildland Fire	Basic Wildland Fire Behavior	Brush Burn	Strategy and Tactics	Wildland/Urban Interface	Hand tools and equipment	Ground and Air Equipment	Handcrew Operations	Basic Firing Operations	PACK Test	Class A Foam and Fire-Blocking Gels	Make Up
ARFF	Airport Familiarization	Aircraft Familiarization	Rescue and Firefighting Safety	Emergency Communications System	Emergency Aircraft Evacuation	Live Fire Training/ARFF	Fire Hoses, Nozzles, Turrets	Application of Extinguishing Agents	Firefighter's Duties in the AEP	Adapting and Using Structural Equipment	Aircraft Cargo Hazards	Firefighting Operations

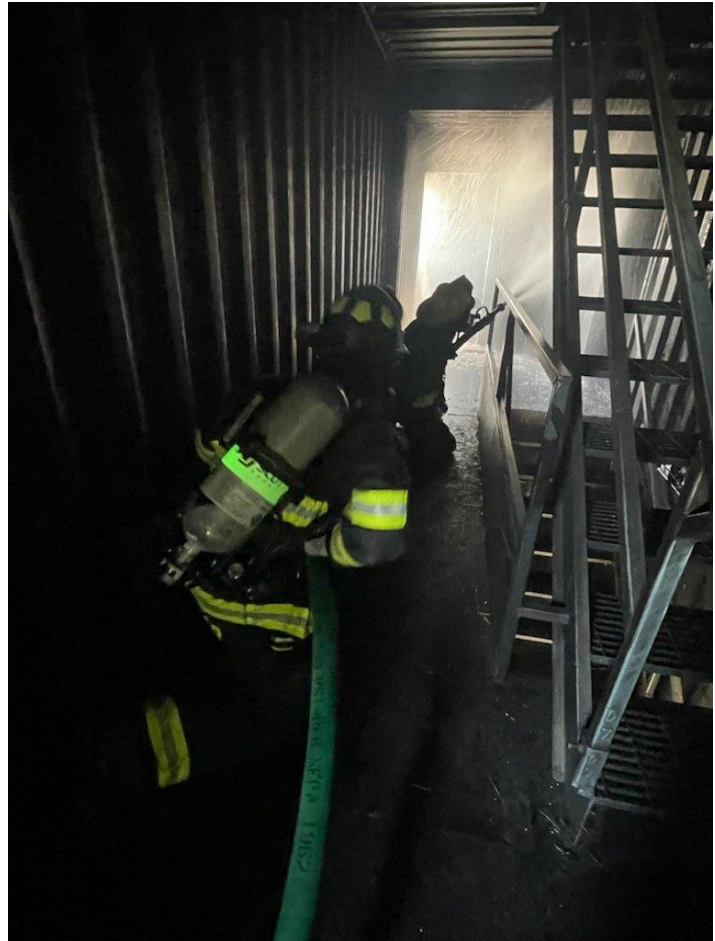
CONCLUSION

The Williston Fire Department 2023 Annual Training Plan includes topics and skills for the upcoming year and incorporates progressive Emergency Service topics intended to enhance the abilities of all members in all disciplines. Imperative to the success of the training plan is the active involvement of all personnel in attending training sessions and achieving their required performance standards.

While the 2023 training plan is the predominant influence on WFD's daily activities, during the development of this plan, great consideration was given to the time required for companies to achieve the department's objective in its Risk reduction and Field Operations.

The 2023 training calendar includes assignments from these focus areas when provided. Specific class topics and times may be adjusted with approval of the Training Division and the Assistant Chief of Operations. Starting times for training will be determined by the Training Division or Shift Commander.

As the Williston Fire Department progresses throughout the year, the training plan may be adjusted to fit the department's current needs. The Training Division may add classes throughout the year for specialized training and development for WFD personnel.



GLOSSARY

ACLS – Advanced Cardiovascular Live Support
ARFF – Aircraft Rescue & Firefighting
BLS – Basic Life Support
CFAI – Commission on Fire Accreditation International
CPAT – Candidate Physical Agility Test
EMS – Emergency Medical Services
EVOC – Emergency Vehicle Operator Course
ICS – Incident Command System
ISO – Insurance Services Office
TDA – Tractor Drawn Aerial

JPR – Job Performance Requirements
NDFFA – North Dakota Firefighter's Association
NFFPA – National Fire Protection Association
PALS – Pediatric Advanced Life Support
POC – Paid-on-Call
PPE – Personal Protective Equipment
SOG – Standard Operating Guideline
SOP – Safe Operating Procedures
XWA – Williston Basin International Airport
WFD – Williston Fire Department



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