**Comox Fire Training Center 2017/18**

**Instructor Technician Meeting**

1. **Daily schedules:**
* Classes begin at 0830 hrs.
* Staff to be at station by 0800 hrs.
* Daily classes should be completed by 1700 hrs.
* Staff day ends **after equipment is restored and station cleaned and ready for next day.**
* Equipment that requires service or replacement will be logged and reported to the lead instructor and Duty Officer
* POC staff will fill out a “Comox Fire Rescue Additional Hours Timesheet” under “Authorized Paid Hours” at the end of each training day. Ensure name, date, start and finish times, total hours, and description of work sections are completed. Rates of pay are equivalent to normal hourly call out pay scale.
1. **Station Dress and Appearance:**
* Instructor appearance is directly linked to professionalism and student perceptions.
* Staff shall wear Black station pants, black shirt (with shoulder flashes, or embroidered “Comox Fire Rescue”) black belt and steel toe shoes or boots. Embroidered “Comox Fire/Rescue long or short sleeved T shirts should be worn under bunker gear. Avoid use of screened or polyester shirts under gear.
* Comox Fire/Rescue ball caps may be worn in inclement weather.
* Staff will come to station clean shaven with a neat and tidy appearance.
1. **Training gear:**
* All training for Fire Attack or START programs will be done while wearing yellow or black “techie PPE gear”. Operational black personal protective gear **shall not** be worn to conduct training exercises in the burn building or at the old fire station.
* **Training ladders** will be used for START and RIT training. If other auxiliary ladders and equipment are required, they should be removed from the apparatus being used for training.
* If equipment is removed from in service apparatus, the duty officer will be notified and equipment returned as soon as possible after use.
* Endeavor to leave equipment on apparatus not involved in training.
* Students with inappropriate PPE for the course may be given “loaner” gear so that they may participate. It is the responsibility of the lead instructor to assure it is returned after use.
* Instructors will ensure that equipment brought for use by students is of good quality and meets standards for training use.
* All Comox Fire Equipment **and apparatus** will be returned to service in a clean and operational status.
1. **Behavior:**
* All staff will act in a **professional and respectful** manner to students and co workers at all times while working in the fire station and training areas.
* Staff will refrain from inappropriate comments/jokes/gestures on sex, race, and religion.
* All students will be afforded the same level of respect, from small department to large.
* Staff will refrain from changing down to undergarments in the bays if members of the opposite sex are on the course. Use washrooms for this if required.
* Staff will refrain from using female students as victims or for use in task demonstration procedures that require physical contact.
* Any inappropriate behavior by students must be reported to the lead instructor, and if necessary, the Duty Officer. Inappropriate behavior by staff instructors or technicians will be reported to the Duty Officer.

1. **Rehabilitation:**
* Rehabilitation procedures will be initiated on **staff and students** before class begins and continue on an ongoing basis during training and before resuming training after the lunch break.
* Rehabilitation procedures will be documented as they occur.
* Guidelines for rehabilitation procedures will be as per the incident rehabilitation flow chart. Parameters of the flow chart must be followed. Instructors, technicians and students falling outside of blood pressure, pulse and temperature parameters **will not participate** in physical training sessions unless/until parameters are met as per the flow chart. A Maximum of 2 Attempts may be administered.
* Rehydration of students and staff will be monitored and recorded.
* The rehabilitation officer position will be filled by all technicians on a rotational basis throughout the course.
* All injuries sustained during training or participants with vital signs falling outside rehab parameters that prohibit them from participating will be logged and reported to the Duty Officer.
1. **Refreshments:**
* **Coffee will not be offered** on courses where active practical duties and rehabilitation procedures are required. If students bring coffee to class they should be cautioned that it may raise their B.P. to a level where they may not be able to participate. Instructors and technicians will lead by example and not consume coffee in front of students during class and rehabilitation procedures.
* Water and 50/50 Gatorade/water will be available to students and staff throughout the duration of the course.
* 2 Energy Bars will be distributed to each student during the duration of physical course activities.
* Lunch shall be provided for staff and students. Typically, students should line up to eat before staff.
* Lunch will be ordered or pre purchased by career staff well in advance of course dates (min 3 days). When ordering #’s of plates include # of students (projected from course sign up sheets), instructors/techs (5 for “Fire Attack” and 4 for START) and staff on Duty.
1. **Fire Size**
* Class A interior fires are to be kept to a minimum size and be augmented with smoke makers to reduce visibility. Building and monitoring fire size is the responsibility of the interior Live Fire Technicians.

1. **End of Course.**
* Staff is responsible for equipment, station and site cleanup, and accounting for all equipment used.
* Any incidents/problems involving staff, students, the public, equipment or apparatus will be reported to the Duty officer ASAP after the occurrence, or if of a lesser priority, by the end of the day. All mechanical problems should be documented for action by operational staff.
* All paperwork shall be completed and passed to the duty officer at the end of the course for security and filing purposes.