	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Mandatory Training Requirements</p>	<p>Page 1 of 2  Document ID: SOG # 302  Issue No: 2  Issued 07/01/2007  Reviewed 01/19/2021  Approved by: District Fire Chief  Board of Fire Commissioners</p>
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**1. Purpose and Scope**

1.1 The Mantua Township Fire Department will facilitate the training and other requirements to maintain certain skill sets and stay in compliance with applicable regulations. It is incumbent upon each of the members to obtain this mandatory and other training within the established time guidelines. Noncompliance is unacceptable and will not be tolerated.

**2. Mandatory Training Topics and Certifications**

2.1 New Members shall receive the following training (shall be enrolled within one year of membership unless they already have that certification):

- 2.1.1 Firefighter 1
- 2.1.2 Hazardous Materials Awareness Level
- 2.1.3 Hazardous Materials Operations Level
- 2.1.4 Hazard Communication & Right To Know
- 2.1.5 I-100
- 2.1.6 I-700
- 2.1.7 Respiratory Protection
- 2.1.8 Review of Policies, Procedures and Standard Operating Guideline Manual
- 2.1.9 Confined Space Awareness

2.2 Active Members shall receive the following annually:

- 2.2.1 Respiratory Protection
- 2.2.2 Bloodborne Pathogens
- 2.2.3 Hazardous Materials Awareness Level refresher
- 2.2.4 Review of Policies, Procedures and Standard Operating Guideline Manual

2.3 Active Members shall receive the following every two years:

- 2.3.1 Hazard Communication & Right to Know
- 2.3.2 CPR/AED/First Aid (unless the member maintains a higher medical certification)
- 2.3.3 Coaching the Emergency Vehicle Operator – Fire

2.4 Reserve members shall receive training commensurate with the duties that they are expected to perform.


2.5 Junior Members shall receive training within the limitations of the written Junior Program.

**3. Completion of Mandatory Training**

3.1 All mandatory training will be facilitated by the Department during the first quarter of each calendar year.

3.2 Mandatory training that is hosted by other agencies may be accepted as long as the course content is reviewed and accepted by the Training Coordinator.

3.3 The Training Coordinator will complete the training matrix, which includes the mandatory training topics, and will make reasonable attempts to coach members

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in the completion of the required training. The matrix data will be made available to all of the Department Officers.

- 3.4 Active Members that have not completed the mandatory training by the end of the first quarter will have their fire bunker gear put into storage and will not be permitted to respond to calls until they have fulfilled their obligations.
- 3.5 Active Members that have not completed the mandatory training requirements by the end of the second quarter will receive a letter reminding them of their obligation to complete the mandatory training requirements.
- 3.6 Active Members that have not completed the mandatory training requirements by the end of the third quarter will be dropped from the membership roster and notified via letter.