

El Paso Fire Department

Fire Academy



Trainee Manual

January 2012

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Preface

The role of the firefighter in today's world is continually changing and becoming more complex and challenging. It is the firefighter's responsibility to serve the public twenty-four hours a day, seven days a week, professionally and effectively. The Academy of the El Paso Fire Department is committed to maintain its recognized standard of excellence by graduating firefighters who are prepared to serve the El Paso Community and the El Paso Fire Department in the tradition of those who have served before them.

The Academy's goal is to conduct training that is second to none. It is the Instructor's job to help, guide and to provide an atmosphere that is conducive to learning and allowing each trainee to reach his or her academic potential. For these reasons we place emphasis on character, attitude, discipline, professionalism, physical fitness, knowledge, skills and abilities.

The El Paso Fire Department encourages and takes pride in the academic accomplishments of its trainees. The success of the Academy is greatly due to a collection of quality instructors made up of representatives from the El Paso Fire Department, Fort Bliss, Airport ARFF personnel, private consultants, and the Academy staff.

The training curriculum consists of academic and skills development. The trainee demonstrates their knowledge by written examinations as well as practical application through competency evaluations and simulated field emergencies.

While academic achievement and skills performed are stressed at the Academy, another important fire service trait is Character. Character is the way that you communicate your values to others. It is the collection of actions that others appraise to determine if you can be trusted to do the right thing. Hence, character is the most valuable resource a person has, and a person without it cannot effectively lead and influence others. The ability to get along with co-workers, supervisors, and most importantly the public is essential. Because your behavior reveals your character everyday, it is impossible to hide. You cannot fool your team. They assess your character everyday. They know if you are open and honest. They see if you are indecisive, lazy or selfish. If your team believes you are a person with character, they can accept weaknesses and help

you compensate for them. While at the Academy the trainees will be held accountable for their actions.

Discipline is vital to the fire service, and is strongly emphasized by the Academy. Discipline has been defined as "Training that develops self-control and efficiency". It is founded upon respect for, and loyalty to, properly constituted authority. The trainee is expected to conduct themselves in a professional and self-disciplined manner at all times.

Physical fitness is recognized by the El Paso Fire Department as being of utmost importance to the safety and well being of all firefighters. The scheduled physical fitness program at the Academy is intended to improve the overall fitness of each trainee. The Academy staff, as needed, will develop a personal program of physical fitness for each trainee.

It is the Academy staff's responsibility to prepare trainees for active participation in the fire service. The training curriculum is designed to accomplish that. Courses will be presented and Academy staff will be available to answer questions and assist in its comprehension. It is the trainee's responsibility to be prepared, complete assignments and to actively participate.

Dedication, Desire and Determination are the characteristics require for success.

Letter from the Training Chief

The El Paso Fire Training Academy is located at 6800 Delta Dr. inside Ascarate Park.

The El Paso Fire Department was organized in 1882 and became a fully paid department in February 1909. We provide fire suppression, rescue and emergency medical services to the City of El Paso which encompasses 260 square miles of territory and boasts a population of over 700,000 residents.

To be an El Paso Firefighter, you must be properly trained, highly skilled and motivated. There are many subjects taught at the Academy, all of which are designed to prepare you to work as an intricate part of a firefighting crew. Your training will deal with incidents ranging from medical emergencies to structure fires. The classroom and practical training is intense. The time spent at the Academy is a short period of time in which to prepare you to function in a safe, efficient manner; so dedication and focus are necessary for success.

After successfully completing the Academy, you will be assigned to a Shift and Fire Battalion where you will be expected to contribute to your assigned crew and effectively work in any situation as a team member.

Each probationary firefighter must be punctual, self-disciplined, motivated, and eager to learn how to become an El Paso Firefighter. The El Paso Fire Department is organized in a military fashion. This means all firefighter are expected to wear the proper uniform, observe the rank structure and military courtesy, and adhere to strict discipline. At the Academy, you will be issued a set of class rules and work schedule. It is your responsibility to comply with all rules. Failure to do so will result in disciplinary action leading up to possible dismissal.

In fiscal year 2011, the El Paso Fire Department responded to over 71,000 incidents. Fire crews are expected to respond immediately and safely to all emergency calls. Each incident presents a new problem which must be solved by the fire crew on scene; anything from first aid or respiratory difficulty call, to an electrical short, chemical spill, vehicle extrication, or structure fire.

In an effort towards self improvement, the El Paso Fire Department is seeking accreditation through the Center for Public Safety Excellence. We are proud of our accomplishments. Hard work, diligent study, and motivation are the keys which will help us achieve accreditation and improved service to the public, and are the same key characteristics which will help you pass the Academy course and assign you a place in the firefighting force.

Good Luck to you,

Sam Pena, Training Chief
El Paso Fire Department

Training Academy Staff

	Rank	Name	Contact Number
1	Training Chief	Sam Peña	240-3188
2	Training Captain	Kevin Mende	472-6316
3	Training Captain	Carlos Calvillo	240-1460
4	Lieutenant	Joe Ortiz	241-5620
5	Lieutenant	Sergio Cardenas	588-7977
6	Lieutenant	Jose G. Hernandez	594-2773
7	Lieutenant	Jesus Salmeron	203-0728
8	FPM	Rogelio Razo	422-5987
9	FPM	Edmundo Vega	383-3794
10	FST	Richard Carpio	328-9836
11	Fire Fighter	James Gunther	526-1823
12	Secretary	Norma Ledesma	775-7300 Main Number
Special Operations Division			
13	Battalion Chief	Matt Hiett	240-3301
14	FST	Daniel P. Gonzales	203-3640
15	FST	Efrain Robles	373-4409
Safety Division			
16	Battalion Chief	Steve Mathewson	240-3185

A Brief History of Firefighting and the Maltese Cross

Firefighting has a long and distinguished history dating back to almost the beginning of recorded time. The Egyptians used hand operated pumps to extinguish fires, and the Roman Caesar Augustus organized Vigiles with the express purpose of watching for and fighting fires in all Roman cities.

During the crusades of the 11th and 12th centuries a group of knights distinguished themselves for their selfless bravery in the face of fire. The Saracens introduced a new weapon during the crusades, glass bottles filled with naphtha which they rained upon the crusaders attacking their walls. Once the crusaders were covered with the flammable liquid, a torch would be tossed into the midst of them. Hundreds died a fiery death, but others of the knights risked their own lives to rescue their fellow brothers-in-arms. Their heroic efforts were recognized by fellow crusaders, and were awarded a badge of honor. This badge of honor was the eight pointed cross used by the Hopitaller Order of Saint John of Jerusalem. This order had been founded to provide care to both pilgrims and crusaders to Jerusalem, and was known as the Knights of St. John.

At the loss of Jerusalem to the Saracens, the knights moved to the island of Malta eventually coming to be known as the Knights of Malta. Because of their expressed purpose of providing aid to their fellow man, the Cross of Malta was adopted by the fire service in the United States. Over the years the shape of the cross has changed, but the core values that those knights represented by the eight points of the cross have never changed: loyalty, integrity, charity, courage, devotion, compassion, respect, and honor. Today's firefighters still hold to these values.

In the 1200s, King St. Louis of France created the *guet bourgeois*, civilian groups given the responsibility of preventing and stopping crimes and fires. King Charles IX later moved this responsibility to a military command.

The Great Fire of London in 1666 started in a baker's shop on Pudding Lane and consumed about two square miles of the city, leaving tens of thousands homeless. Prior to this fire, London had no organized fire protection system. Afterwards, insurance companies formed private fire brigades to protect their clients' property. Insurance brigades would only fight fires at buildings the company insured. These buildings were identified by fire insurance marks. Several other European nations followed suit.

The key breakthrough in firefighting arrived in the 17th century with the first fire engines. Manual pumps, rediscovered in Europe after 1500 were only force pumps and had a very short range due to the lack of hoses. German inventor Hans Hautsh improved the manual pump by creating the first suction and force pump and adding some flexible hoses to the pump. In 1672, Dutch inventor Jan Van der Heiden invented the fire hose. Constructed of flexible leather and coupled every 50 feet with brass fittings, the length remains the standard to this day. The fire engine was further developed by Richard Newsham of London in 1725. Pulled as a cart to the fire, these manual pumps were manned by teams of men and could deliver up to 160 gallons per minute at up to 120 feet.

Meanwhile, in the American colonies efforts were being made in the area of fire prevention. In 1631 Boston's Governor John Winthrop outlawed wooden chimneys and thatched roofs. In 1648, the New Amsterdam governor Peter Stuyvesant appointed four men to act as fire wardens. They were empowered to inspect all chimneys and to fine any violators of the rules. The city burghers later appointed eight prominent citizens to the "Rattle Watch" - these men volunteered to patrol the streets at night carrying large wooden rattles. If a fire was seen, the men spun the rattles, then directed the responding citizens to form bucket brigades. On January 27, 1678 the first fire engine company went into service with its Captain Thomas Atkins. In 1736 Benjamin Franklin established the Union Fire Company in Philadelphia.

George Washington was a volunteer firefighter in Alexandria, Virginia. In 1774, as a member of the Friendship Veterans Fire Engine Company, he bought a new fire engine and gave it to the town, which was its very first. However the United States did not have government-run fire departments until around the time of the American Civil War. Prior to this time, private fire brigades would compete with one another to be the first to respond to a fire because insurance companies paid brigades to save buildings. Underwriters also employed their own Salvage Corps in some cities. The first known female firefighter Molly Williams took her place with the men on the dragropes during the blizzard of 1818 and pulled the pumper to the fire through the deep snow.

Fire houses were a sort of social gathering place rather than a place where professionals would meet, and the money paid to the brigade went into the house's fund rather than to individual members. It was not all that uncommon to see someone "squatting" on a fire hydrant by placing a barrel over it so other fire brigades could not use it.

The first fire brigades in the modern sense were created in France in the early 18th century. In 1699, a man with bold commercial ideas, François du Mouriez du Périer, solicited an audience with King Louis XIV. Greatly interested in Jan Van der Heiden's invention, he successfully demonstrated the new pumps and managed to convince the king to grant him the monopoly of making and selling "fire-preventing portable pumps"

throughout the kingdom of France. François du Mouriez du Périer offered 12 pumps to the City of Paris, and the first Paris Fire Brigade, known as the *Compagnie des gardes-pompes* (literally the "Company of Pump Guards"), was created in 1716. François du Mouriez du Périer was appointed *directeur des pompes de la Ville de Paris* ("director of the City of Paris's pumps"), i.e. chief of the Paris Fire Brigade, and the position stayed in his family until 1760. In the following years, other fire brigades were created in the large French cities. It is around that time that appeared the current French word *pompier* ("firefighter"), whose literal meaning is "pumper". The French government decided that the interventions of the fire brigades would be free of charge. This was decided because people always waited until the last moment to call the fire brigades to avoid paying the fee, and it was often too late to stop fires. From 1750 on, the French fire brigades became para-military units and received uniforms. In 1756 the use of a protective helmet for firefighters was recommended by King Louis XV, but it took many more years before the measure was actually enforced on the ground.

There were no full-time paid firefighters in America until 1850. Even after the formation of paid fire companies in the United States, there were disagreements and often fights over territory. New York City companies were famous for sending runners out to fires with a large barrel to cover the hydrant closest to the fire in advance of the engines. Often fights would break out between the runners and even the responding fire companies for the right to fight the fire and receive the insurance money that would be paid to the company that fought it. Interestingly, during the 1800s and early 1900s volunteer fire companies served not only as fire protection but as political machines. The most famous volunteer firefighter-cum-politician is Boss Tweed, head of the notorious Tammany Hall political machine, who got his start in politics as a member of the Americus Engine Company Number 6 ("The Big Six") in New York City.

On April 1, 1853, the Cincinnati, Ohio (USA) Fire Department became the first full-time paid professional fire department in the United States, and the first in the world to use steam fire engines.

The first horse-drawn steam engine for fighting fires was invented in 1829, but not accepted in structural firefighting until 1860, and ignored for another two years afterwards. Internal combustion engine fire engines arrived in 1907, built in the United States, leading to the decline and disappearance of steam engines by 1925.

El Paso Fire Department Organizational Statements

Our Vision

In fulfilling its' mission, the El Paso Fire Department will relate to all people it serves as a customer friendly entity. The citizens and the firefighters will know that the department is here to respond effectively and efficiently to emergency calls, and also to serve all in any way possible. The citizen and the firefighter will feel comfortable in asking the department for any kind of help. When and where we can help, we will. This is the customers' department.

Our Mission

As El Paso's Fire Department, our mission is to save lives, protect property and provide all hazards crisis intervention. We will deliver a prompt, efficient and professional service in providing for the health and welfare of our community at all times.

Our Values

Professionalism
I will be proficient in accomplishing my job. I will be calm, confident and composed. I will be mindful of my appearance to my citizens.
Respect
I will respect: Myself, my family and my citizens, My El Paso Fire Department family, and Our traditions, and will embrace change.
Integrity
I will hold myself to the highest moral and ethical standards. I will be honorable and trustworthy. I will hold myself and others accountable.
Duty
I will seek responsibility. I will be fit for duty. I will build and maintain the team.
Excellence
I will lead by example. I will seek self improvement. I will encourage and inspire those around me.

The Fire Academy Organizational Statements

Our Vision

The El Paso Fire Training Academy is staffed with a corps of dedicated, knowledgeable professionals committed to providing the highest standards of instruction and training in the fire service. The Academy is committed to providing the most competent, capable and professional firefighters to meet the needs of the local, national and international communities.

Our Mission

The mission of the El Paso Fire Department Recruit Academy is to provide leadership, education and mentorship in graduating well qualified, well trained and physically able public servants to the community.

Our Values & Principles

Integrity	Honesty and commitment in all our affairs with our superiors, our peers, and our subordinates.
Respect	Recognizing and respecting individuals regardless of race, color, creed, or culture.
Duty	Commitment to complete the mission of the Academy through all of our actions.

Forging the Future

**11/1/2011****El Paso****Fire Department**

Training Objectives

The goal of the El Paso Fire Recruit Academy is to assist the firefighter trainee in achieving the following objectives:

1. Learn the fundamental principles and basic evolutions that will form the foundations of trainee's development as an El Paso firefighter
2. Learn safe and proper work methods and habits
3. Develop the proper behavior towards the duties of public service, fellow members, officers and citizens
4. Develop an understanding of the firefighter's role and responsibility as a public servant
5. Present a neat uniform and a professional appearance at all times
6. Obtain and maintain a high state of physical and mental readiness
7. Receive a Basic Firefighter certification from the Texas Commission on Fire Protection
8. Receive a certification of Emergency Medical Technician - Basic from the Department of State Health Services
9. Pass the Emergency Medical Technician National Registry written and practical skills exams

**11/1/2011****El Paso****Fire Department****01 Trainee Performance Expectations**

- 01.01 Duty Trainees shall be self motivated and guided by a strong sense of ethical responsibility.
- 01.02 Judgment Trainees should make reasonable and safe decisions when attempting to accomplish a task or solve a problem.
- 01.03 Communication Trainees will use appropriate tone of voice when addressing others. They will speak in a clear, logical and understandable manner. Their speech should display confidence, be persuasive and make a positive impression. Trainees will demonstrate appropriate non-verbal communication techniques.
- 01.04 Teamwork Trainees will learn to effectively work with others in order to accomplish tasks or solve problems. They will offer help to team members when needed and will consistently demonstrate safety practices for self and others.
- 01.05 Problem Solving Trainees should approach problems safely, methodically and proactively.
- 01.06 Initiative and Motivation Trainees should possess the initiative to accomplish tasks or goals without being ordered. They should demonstrate the desire for personal and professional development. Trainees will accomplish tasks or goals with a "safety first" attitude. Trainees should willingly assume additional tasks or duties.
- 01.07 Work Ethic Trainees should actively seek academic and technical knowledge for self improvement. They will be consistent in following safety practices in all situations.

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01.08 Adaptability Trainees should remain calm in all stressful situations and develop adaptive behavior to safely deal with changing situations. They will adapt behavior to accomplish individual and organizational goals. They will recognize the symptoms of stress and use methods to deal with stress.

01.09 Integrity Trainees will be sincere and honest in dealing with others. They are expected to keep commitments and respect the personal property of others. They will portray a professional image in speech, actions and appearance. They will obey all policies and procedures of the City of El Paso, the El Paso Fire Department, and the Fire Academy.

01.10 Community Awareness Trainees will exercise compassion and show a willingness to help others in various situations. They should be sensitive to individual and cultural differences.

01.11 Interpersonal Skills Trainees should relate to a wide variety of individuals in a positive and effective manner. They should handle interpersonal conflicts effectively and be courteous and respectful.

02 Standards of Conduct

02.01 Obedience to Laws Trainees shall abide by all laws, Federal, State and Municipal. Special attention to traffic laws within Ascarate Park is required.

02.02 Obedience to Rules and Regulations Trainees are required to adhere to all rules, procedures and directions of the El Paso Fire Department and the Academy. Trainees shall follow all orders issued by staff members, instructors, or company officers.

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- 02.03 Obedience to Cooperating Agencies Trainees are required to adhere to all rules, procedures and directions of cooperating agencies involved in off-site training. These agencies include but are not limited to: University Medical Center, El Paso International Airport, Western Refining and Fort Bliss.
- 02.04 Respect Courtesy is tantamount to good discipline. Trainees shall extend courtesy and respect to all instructors, supervisors, staff personnel, fire personnel and the public. Fire personnel will be addressed according to their title and rank, all others will be addressed as "Sir" or "Ma'am". The trainee shall stand at attention when asking or answering a question. Trainees shall respect the rights of others and shall not engage in discrimination, cruelty or favoritism. No trainee shall engage in speech or expression that could be construed as a racial, sexual, or religious slur. Trainees shall not display any type of behavior that could be construed as disrespectful or inappropriate to any individual.
- 02.05 Detrimental Conduct Trainees shall not engage in conduct detrimental to the order and discipline of the Academy or the El Paso Fire Department. Professional behavior is required at all times. Trainees shall exercise safety conscious behavior. Willful misconduct such as profane or abusive language, harassment, violence, or excessive noise is prohibited. Literature of an obscene or offensive nature is prohibited by the El Paso Fire Department and the Academy.
- 02.06 Alcohol/Controlled Substances Unauthorized use, sale, purchase, or possession of alcohol or controlled substances at the Academy or other site used by the Academy is prohibited and shall be grounds for termination. Reporting for work under the influence of alcohol, drugs, or any substance, which impairs a trainee's mental or physical capacity, will not be tolerated. When there exists reasonable grounds that the trainee is under the influence of alcohol or drugs, the Fire Chief or their designee may direct the trainee to submit to drug screening and blood alcohol tests. Refusal to submit to such tests will result in disciplinary action up to and

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- including termination. Under no circumstance will a trainee be allowed to operate equipment or drive a motor vehicle when it appears that their ability to do so has been impaired. If the trainee is required to take any medication, the Training Captain shall be informed.
- 02.07 Attention to Duty Trainees shall be attentive to their duties at all times and shall perform all duties assigned to them. Trainees shall move to and complete their assignments briskly.
- 02.08 Dishonesty and Theft Trainees will not lie, cheat, steal nor tolerate any other trainee that does. Witnessing or knowing of lying, cheating or stealing without reporting it makes that individual a party to the infraction. Any trainee found to be dishonest or stealing will be immediately terminated from the Academy.
- 02.09 Academic Dishonesty Cheating is considered dishonesty, and includes but is not limited to: copying or buying the work of another person; attempting to look at another trainee's test material during an examination; obtaining or attempting to obtain all or part of an examination; receiving or distributing copies or reproductions of test questions to members of the class; bringing hidden notes to an examination; passing information concerning any type of examination, quiz, test or exercise to fellow classmates or members of other training classes; falsifying or misrepresenting themselves during the application process. Theft is not tolerated. Anyone caught stealing any item, regardless of value, will be immediately terminated from the Academy.
- 02.10 Insubordination Trainees shall promptly follow all lawful orders and directions given to them by their superiors. The failure or deliberate refusal of a trainee to obey such orders will be deemed insubordination. Obvious disrespect of a superior or disputing orders will be deemed insubordination. Insubordination will be grounds for disciplinary action up to and including termination.

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- 02.11 Outside Employment Trainees are prohibited from any outside employment during recruit training for the El Paso Fire Department.
- 02.12 Threats or Acts of Violence Any threat or act of violence on Academy or El Paso Fire Department property is grounds for termination.
- 02.13 Lockers Trainees will be assigned a locker for uniforms, work out clothing, books and training materials. Valuables, money and jewelry are not to be kept in the lockers. Firearms, weapons, alcoholic beverages and illegal drugs are prohibited at the Academy, or in any vehicle located on El Paso Fire Department property. Lockers may be searched, for cause, in the presence of two El Paso Fire Department Officers.
- 02.14 Driver Safety Standards Civil Service Commission Rule 25 "Driver Safety Standards" (Addendum A) will be enforced. Trainees shall be familiar with these rules, as violating them may result in the trainee being removed from the eligibility list and their training terminated.
- 02.15 Uniforms Off-Duty Trainee's uniforms will not be worn off duty.

03 Directives

- 03.01 Restricted Areas Trainees are not permitted in staff offices, burn building, tower or shed areas without permission. Trainees needing to speak to an instructor in their office will knock and wait for an acknowledgement before entering.
- 03.02 Personal Phone Calls Personal phone calls may only be received for emergency communications. Outgoing calls may be made from the break room during break periods. Office phones may be used only with the approval of the immediate officer. Personal matters will be attended to while off duty. Use of personal cell phones is prohibited while on Academy grounds.

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- 03.03 Preparation for Instruction Trainees shall have assigned equipment and training materials available during training sessions.
- 03.04 Smoking Smoking will not be tolerated on Academy grounds.
- 03.05 Riding Apparatus Trainees will not ride El Paso Fire Department apparatus except as directed by the Academy staff. Seatbelts will be worn at all times while riding on an apparatus. Sitting or lounging on apparatus is not permitted.
- 03.06 Parking Parking for all recruits will be outside the Training Complex as designated by the Training Chief.
- 03.07 Snacks Chewing gum, chewing tobacco, soft drinks or snacks will not be allowed during class or while a field lecture is in session.
- 03.08 Answering Phones Trainees will be courteous in dealing with the public, whether in person or over the telephone. Academy telephones shall be answered by trainees as follows: "Fire Academy, Trainee (last name) speaking, how may I help you."
- 03.09 Vehicle Requirements Trainees are required to have a dependable method of transportation.
- 03.10 Telephone and Address Requirements Trainees are required to have a dependable method of telephone communication. The Academy must be updated of any telephone number or address change.

**11/1/2011****El Paso****Fire Department****04 Schedule and Attendance**

- 04.01 Hours of Instruction Instruction will be during an eight or ten hour day, excluding lunch. Roll call will be held at 0730 hrs. Trainees must be properly uniformed and prepared for inspection. All books, lunch, etc., should have already been put inside the building. Training hours are subject to change at the discretion of the Training Chief, not to exceed forty hours per week.
- 04.02 Entering Building Trainees shall not enter the building, with the exception of placing their gear in the locker room. Trainees shall not conduct work assignments prior to 0715. Trainees shall not utilize the front door for entering/exiting the building.
- 04.03 Leaving Academy Grounds Trainees shall not leave Academy grounds during work hours, to include lunch break, without the permission of their shift officer or Training Captain. Any trainee leaving without permission shall be considered AWOL (Absent With Out Leave). AWOL status will require a Counseling Record which may result in disciplinary action up to and including termination.
- 04.04 Break Time During breaks from class Trainees are allowed to use restrooms, the library, or the cafeteria. The lobby and the hallways will not be used to congregate and lounge. Trainees are to remain quiet at all times while passing though the hallways.
- 04.05 Attendance Any absence will require a Counseling Record which may result in disciplinary action up to and including termination. Certain classes and training evolutions cannot be rescheduled and failure to participate could result in termination from the training program.

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04.06 Holiday Week Time Trainees will not accumulate and are not eligible for leave. Training will not be conducted on the following holidays:

Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King's Day
July Fourth
Memorial Day
Labor Day

05 Reporting Responsibilities

05.01 Training Chief The Training Chief is in charge of all fire personnel assigned to the Academy. Trainees are assigned to the Training Division under the direct command of the Training Chief and staff officers.

05.02 Chain Of Command Trainees will strictly adhere to the chain of command. All concerns regarding the El Paso Fire Department shall be taken up with the shift officer or a designated officer in their absence.

05.03 Reporting Late Reporting late to the Academy without prior notification and approval will be documented with a Counseling Record which may result in disciplinary action up to and including termination. If a trainee is going to be late they must contact their shift officer, immediate officer or Training Captain who will make the determination to approve or disapprove the tardiness. Staff members may be designated immediate officers for specific activities in the absence of a shift officer. Returning to duty late from lunch or other break will be considered the same as being late for work.

05.04 Injuries All injuries shall be reported immediately to the trainee's officer or Training Captain.



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05.05 Jury Summons Should the trainee receive a jury summons while attending the Academy, the trainee shall notify their shift officer the following work day and bring the summons for processing.

05.06 Damaged or Lost Equipment The Trainee should immediately report any damage or loss of assigned equipment to their shift officer.

05.07 Traffic Accidents/Traffic Citations A Trainee involved in a traffic accident or receiving any traffic citation is to report such to their shift officer.

05.08 Police Reports A Trainee shall report involvement in any activity in which a police report may have been filed to their shift officer.

05.09 Court Conviction If a Trainee receives a court conviction after their interview board appointment date, but before graduation, they shall report this information to their shift officer immediately.

Phase Review: Each Training Academy Class will be divided into 3 equal phases. A recruit's performance will be evaluated at the end of each phase by an Academic Review Board (ARB). The Academic Review will be conducted to determine if a trainee should be allowed to continue with training or be recommended for termination. The determination will be based on established quantitative and qualitative dimensions.

The ARB will be convened at the discretion of the Training Chief to discuss the progress of individual recruits who have failed more than 1 written or skills exam, or are not meeting any other performance requirement prior to the end of each phase. The purpose of this review will be to discuss a remediation plan for a recruit who may benefit from such a plan.

**11/1/2011****El Paso****Fire Department****06 Academic Performance Standards**

06.01 Pre-Class Objectives Written pre-class learning objectives are distributed in advance of most training sessions. The Trainee shall submit objectives for review prior to class. Pre-class objectives are intended to assist the trainee in understanding the materials to be presented and in studying for weekly examinations. Additionally, staff review of objectives, class notes and examination grades may identify areas for scholastic improvement. Training sessions are posted in advance and the Trainee is required to have objectives and reading assignments completed before each session.

06.02 Minimum Passing Score The minimum passing score for any exam is 75%. If a Trainee fails to pass an exam, he/she will be permitted to retake one test, one (1) additional time within 10 working days of the original exam date. The Trainee shall not retest on the same day. A passing score on a retake exam will override the initial failing score for which the retake was given. Failure to obtain a minimum score of 75% within the allotted test retake opportunity will count as two (2) exam failures; one for the initial exam and another for the retake. Failure of three (3) exams will subject the Trainee to dismissal from the Academy.

06.02a. Group Exam Retake At the discretion of the Training Chief, any exam may be disregarded and the entire group retested if less than 50% of the group obtain a passing grade on the initial exam. In this instance, the retake exam will be given within 3 working days and will cover the same material as covered in the initial exam for which the retake is given. The training Staff will count the higher of the two grades for recruits testing under this section.

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- 06.03 Grade Point Averages Class, shift and individual grade point averages are maintained and posted weekly. To maintain confidentiality, all trainees will be assigned a 4-digit identification number which will be used for posted grades. A GPA of less than 75% at the end of each course phase will be cause for recommendation of termination as determined by the ARB.
- 06.04 Skill Evaluation Skill evaluations will be done according to the current Texas Commission on Fire Protection Standards and Texas Department of State Health Services Standards. These evaluations will be conducted according to the evaluation schedule. If a Trainee fails to pass any of the skills listed in Appendix B or C, or any other skill evolution, he/she will be permitted to retake the evaluation two (2) additional times. The Trainee shall not be reevaluated on the same day. The trainee will be dismissed from the Academy for failure to obtain a passing score within the allotted test retake opportunities. Failure of three (3) skill evaluations on the first attempt may result in disciplinary action up to and including termination. Failed skills will be re-evaluated on a weekly basis until the Trainee has demonstrated skill competency. Each failed re-evaluation will result in a Counseling Record and disciplinary action up to and including termination. If the Trainee feels that they need extra practice on skills the Trainee must request assistance from the Training Captain.
- 06.05 Notes The Trainee is expected to take notes during lectures and demonstrations. The Trainee shall make all notes available for inspection on Monday morning. A loose-leaf three-ring binder will be required for note taking and handouts. A small pocket notebook is required for outside lectures and is to remain with the trainee at all times, except during physical exercise. The notebook is to be placed in a plastic bag to prevent sweat from ruining the material. Trainees are also required to have a pen at all times, except during physical exercise.

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06.06 Other Courses The Trainee will be required to complete courses in ITLS, PEPP and pass an exam on medical protocols. These courses and exam are required to gain local certification as an EMT. Failure to complete any portion of this medical training may result in termination from the training program.

06.07 Probation The Trainee will be on probation for twelve (12) months following graduation from the Academy.

07 Physical Performance Standards

07.01 Physical Standards Physical performance standards will be met by all firefighter trainees while attending the Academy. A program of physical exercise is presented to increase the physical fitness of the Trainee. The training class may be divided into separate physical fitness training groups for this purpose. Improvements in physical strength and stamina are solely the responsibility of the Trainee.

07.02 Physical Requirements The following are the physical requirements regarding the Trainee:

07.02.01 The Trainee shall be required to participate in daily physical fitness activities.

07.02.02 The Trainee is required to inform their shift officer of any physical infirmities and/or injuries immediately.

07.02.03 The Trainee is required to run 1 ½ miles in 12 minutes or less by the end of the Academy, and meet each benchmark as outlined in the 'Firefighter Recruit Physical Training Program'. Failure to meet this standard will result in a Counseling Record which may result in disciplinary action up to and including termination.

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07.02.04 The Trainee shall complete the Firefighter Challenge in 6 minutes or less by the end of the Academy. Failure to meet this time limit will result in a Counseling Record which may result in disciplinary action up to and including termination.

07.02.05 The Trainee is required to report use of any prescribed medication to the Training Captain. The Trainee shall also report the use of any over the counter medications that may alter the trainee's performance.

08 Work Assignments

08.01 Assignment to Shifts The Trainee will be assigned to a shift, and all clean up activities will be assigned by shift. A shift leader will be designated weekly. The completion of all duties assigned to that shift will be the Shift Leader's responsibility.

08.02 Shift Leader Shift assignments and Shift Leaders will be posted on the bulletin board in the classroom. It will be the responsibility of the Shift Leader to keep abreast of their shift's expected duties. Shift leaders shall assume responsibility for their shift's appearance and conduct and shall perform as leaders of their shift during all evolutions and training activities.

08.03 Team Cooperation Cooperation and the ability to work in groups are emphasized at the Academy. Demonstration of an inability to function productively in a group environment or to perform individually assigned tasks will be subject to a Counseling Record with disciplinary action up to and including termination.

**11/1/2011****El Paso****Fire Department****09 Salary, Leave and Benefits**

09.01 Salary While at the Academy the Trainee is considered a temporary employee of the City of El Paso with pay set as a Firefighter Trainee. After graduation the trainee may be hired by the El Paso Fire Department and pay will be adjusted in accordance with the current contract with the City.

09.02 Leave Accrual During recruit training, Trainees will not earn or accrue vacation leave, sick leave, holiday, or birthday.

09.03 Payroll Deductions FICA-Medicaid payroll deduction will be paid at 1.45% of gross pay from the Trainee's first day of employment.

09.04 Military Veterans The Texas Commission on Fire Protection, the Texas Education Agency, and Veterans Administration monitor and certify our training. Veterans may receive VA benefits for attending the Fire Academy. A certified copy of the DD214 obtained from the VA office at William Beaumont Army Medical Center (WBAMC) or the County Building must be submitted to your immediate officer for application.

09.05 Medical Insurance Full medical insurance benefits are provided after sixty (60) days of employment. A representative will be scheduled to explain the insurance benefits to you.

10 Uniform and Dress

10.01 Uniforms Blue work style uniform consisting of a blue 'Fire Department Trainee' T-shirt and navy blue trousers will be furnished by the Trainee. Trousers and T-shirt must be consistent with the type, style, and color required by the Training Chief. Trousers shall be of flat front style with no pleats or cargo pockets. The required T-shirt, shorts, cap, and sweatshirt will be available for purchase at Bazaar Uniforms, 2430 East Yandell, 915-544-7340.

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- 10.02 Footwear Work footwear shall be black leather, steel or composite toe, and lace-type high-top with rubber non-scuff soles. Footwear shall be certified under the American National Standards Institute (ANSI) Z41, "Standard for Personnel Protection Protective Footwear". Footwear meeting the standard shall be marked *ANSI Z41*. Black socks shall be worn with work footwear. Work footwear is not acceptable for physical exercise periods.
- 10.03 Belt A plain black belt (not less than 1 1/4", or more than 1 3/4" in width) with plain "D" ring silver colored buckle will be worn.
- 10.04 Physical Training The blue T-shirt and solid navy blue shorts, or solid navy blue warm-ups are required for physical training. Shoes will be athletic shoes without excessive colored stripes. Running shoes are recommended. White (knee high) tube socks, athletic supporter or athletic bra are required.
- 10.05 Extra Uniforms Extra uniforms will be maintained by each trainee in their assigned locker. Extra undergarments and socks will also be maintained. Trainees will furnish their own towel, toiletries, and shower shoes.
- 10.06 Personal Hygiene Trainees shall maintain high standards of personal hygiene while on duty. Fingernails shall be clean and neatly trimmed. Nails shall not exceed ¼ inch length from the tip of the finger.

Male Trainees

Hairstyle: Hair shall be not be longer than a #1 hair clipper blade attachment. No unusual styles or colors will be permitted.

Facial Hair: Male members shall report to their assignments clean shaven without facial hair.

Sideburns: Sideburns will not extend below the bottom of the ear and will be of even width. Sideburns will end with a clean horizontal line.



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Female Trainees

Cosmetics: Facial and eye make-up must be neat and conservatively applied. No unusual or exotic colors.

Hairstyle: Hair shall not be overly long or brushed in such a manner that it interferes with wearing of the prescribed headgear or SCBA. French Braids, Plait Braids, Twist style or Bun style (neatly worn) are permissible. All styles must be pulled away from the front of the face and hair either secured naturally or with an approved ornament. All braids must be tucked under to prevent the appearance of a ponytail.

Hair Ornaments: The following hair ornaments which are black, dark navy blue or tortoise shell in color with no designs or attachments may be worn:

- Barrettes
- Plastic banana clips and/or
- Plastics clincher combs
- Bobby-pins to match hair color may be worn

- 10.07 Jewelry Jewelry will be limited to a watch and a wedding band.
- 10.08 Structural Fire Protection Clothing The Trainee will be equipped with full protective firefighting clothing at the City's expense. The Trainee is responsible for any loss or neglect to this equipment.
- 10.09 Dress Uniform A full dress uniform including jacket and shirts, all with shoulder patches, will be required the last week prior to graduation. The City will issue this uniform to the trainee.
- 10.10 Uniform Inspection Formal uniform inspection will be conducted at 0730 hours and at the Training Captain's discretion.



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10.11 Violations Violations of uniform dress and grooming standards will result in a Counseling Record.

11 Disciplinary Actions

11.01 Progressive Discipline Progressive discipline shall be used to enforce rules and procedures and to maintain Academy standards.

11.02 Counseling Records Counseling Records regarding superior or below standard performance are documented and maintained in Academy files. Counseling Records shall be issued to the Trainee for academic deficiency, failure to comply with rules and regulations or any incident that the Training Captain, shift officer or instructor deem as warranting a Counseling Record. Examples of performance and conduct that will require a Counseling Record, which in turn may result in disciplinary action up to and including termination include, but are not limited to:

- Any criminal violation
- Cheating on an exam
- Verbal or physical assault
- Insubordination
- Flagrant or severe violations of rules and regulations
- Failure to follow orders
- Failure to report on time without prior approval
- Reporting late without proper notification
- Failure to meet physical fitness requirements
- Disrespect for instructors/supervisors
- Unexcused absence from physical training activity
- Excused absence from physical training
- Use of profane or abusive language
- On the compound, but late for formation or in classroom
- Failing any EMT or Fire written exam
- Failing any EMT or Fire skills assessment



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- Failing any EMT or Fire quiz
- Being unshaven
- Improper haircut
- Uniform unkempt or shoes not polished
- Failure to maintain license and/or insurance
- Failure to report traffic accidents or citations
- Failure to report detention or arrest
- Failure to perform station duty assignments
- Failing to report damage to City equipment
- Failure to have equipment required for training session

11.03 Flagrant/Severe Violations Flagrant or severe violations that would tend to adversely affect the safe, proper or efficient operations of the Academy or might serve to damage the reputation of the El Paso Fire Department or the City of El Paso will not be tolerated. The *Assistant Chief of Operations* with the Academy staff will decide the appropriate disciplinary action up to an including immediate termination. Flagrant or severe violations include, but are not limited to:

- Any criminal Violation
- Cheating on examinations
- Verbal or physical assault
- Insubordination

12 Termination and Resignation

12.01 Recommendation for Termination The following actions will result in a recommendation for termination to be submitted to the *Training Chief*. Upon review with the Trainee, the *Training Chief* will make his recommendation to the *Assistant Chief of Operations* for the final decision.

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12.01.01 Failing an Exam Failure to pass any exam with a minimum score of 75% will be grounds for termination review. Failure to pass the retake exam after the first unsatisfactory test score, or failure of three (3) exams on the first attempt will subject the Trainee to dismissal from the Academy

12.01.02 Failing Physical Fitness Standard Failure to complete a 1 ½ mile run in 12 minutes or less before the end of the Academy, failure to meet the established group run benchmarks, or failure to complete the Firefighter Challenge before the end of the Academy may be grounds for termination review.

12.01.03 Flagrant/Severe Violation Any flagrant or severe violation will be grounds for termination review.

12.01.04 Counseling Records Accumulation of five (5) or more Counseling Records for other than flagrant or severe violations will be grounds for termination review.

12.02 Terminated Trainees Trainees that have been terminated will not visit the Academy for any reason other than official business. If the terminated trainee finds it necessary to visit the Academy they will sign in with the secretary who will call for a shift officer or Training Captain to escort them while they are conducting their business. Current Trainees will not have any contact with trainees no longer employed by the City of El Paso nor attending the Academy while at the Academy or during any off campus training.

12.03 Resignation If a Trainee feels that they cannot continue with the training at the Academy they should immediately notify their shift officer or Training Captain. A Trainee wishing to discontinue employment must provide a signed letter stating their intent. An exit interview will be conducted at the time of resignation. Trainees who resign the Academy in good standing may be considered for reemployment at a later date.



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Appendix A

Driver Safety Standards

Section 1. Applicability.

This Rule is adopted by the Commission for all City departments except the uniformed members of the Fire and Police Department, and the commercial operators of vehicles at Sun Metro. (Amended 7/31/07)

Section 2. Applicants.

A Motor Vehicle Record check will be required of all original and promotional applicants certified to positions which require driving a vehicle on public thoroughfares as a duty.

Applicants will be rejected and removed from the eligible list, subject to Civil Service Commission appeal, if the Motor Vehicle Record reveals they:

- a. do not have a current valid driver's license issued by a state of the United States.
- b. have had three moving violations in the preceding 18 months or one DWI in the preceding 24-month period (on or off the job) which resulted in placement or acceptance into a pre-trial diversion program, court supervised probation or conviction.
- c. have had three accidents for which they received a ticket and were placed or accepted into a pre-trial diversion program, court supervised probation or convicted within the preceding 36-month period (on or off the job), or two or more within the last 12 months.

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d. any combination of b and c.

e. have an outstanding Department of Public Safety and/or Municipal Court Arrest Warrant.

f. have any driving record which is not indicative of a responsible driver as determined by the Human Resources Department.

g. All applicants for Fire, Police, Sun Metro and other departments which require driving must comply with the higher standards determined to be necessary by the department. City employees must have an unexpired certificate of defensive driving before driving a city vehicle. (Amended 07/11/06)

Applicants rejected for any of the above reasons may reapply as soon as they meet the standards or apply for positions not requiring driving duties.

Section 3. Current Employees.

Annual Motor Vehicle Record checks will be made on all current employees with driving duties. Employees may be subject to disciplinary action, including termination, if the Motor Vehicle Record reveals any of the reasons listed in Section 2 above for disqualification of applicants, exists. Current City employees with driving duties must immediately inform their supervisors if convicted, placed on probation, or placed or accepted into a pre-trial diversion program for any moving traffic violation, or if there is a change in the status of the employee's driver's license. Failure to immediately notify the supervisor may result in disciplinary action including termination. All City employees must attend a defensive driving class within 30 days of being assigned to driving duties and must repeat such training every three years. (Amended 1/5/88 and 05/26/92)



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Appendix B

FIRE SKILLS EVALUATION SCHEDULE

Academy staff may evaluate the following skills at any time during the course of the training program. All skills, with the exception of the “One Firefighter Raise of the 24’ Extension Ladder”, will be performed using the **current** Texas Commission on Fire Protection Performance Standards. The number prior to the skill title corresponds to the reference number of the skill in the Performance Standards.

Fire Service Ladders:

- #3: Low Shoulder Right Angle Raise of a 14’ or 16’ Ladder
- #5: 2 Firefighter Right Angle Beam Raise of a 24’ Extension Ladder
- #7: Carry, Hoist and Secure a Roof Ladder
- #10: 3 Firefighter Raise of a 35’ Extension Ladder
- TA1: One Firefighter Raise of a 24’ Extension Ladder

Fire Service Hose:

- #8: Advancing Attack Line up a Ladder
- #14: Advancing Charged Attack Lines

SCBA:

- #1: Operational Check
- #2: Donning Coat Method
- #3: Donning Over the Head Method

PPE: #2: Donning PPE

Salvage:



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- #4: Construction of a Catch-All
- #7: Construction of a Chute

Firefighter Safety:

- #2: Techniques when Trapped or Disoriented (SCBA restricted openings course)

Water Supply:

- #1: Supply Hose to Hydrant

Rescue:

- #3: Donning Life Safety Harness
- #4: Removing Victims from Hazardous Atmosphere (dummy drag course)

Ropes:

- #4: Bowline
- #6: Figure Eight on a Bight



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Appendix C**MEDICAL SKILLS EVALUATION SCHEDULE**

The Academy staff may evaluate the following skills at any time during the course of the training program. All skills will be performed using the Texas Department of State Health Services skills criteria.

Bandaging and Splinting

Avulsed eye	Fractured knee
Amputated hand	Fractured ankle
Burned extremity	Fractured clavicle
Impaled object	Fractured elbow
Lacerated cheek	Fractured hand
Lacerated eyeball	Fractured humerus
Lacerated joint	Fractured wrist
Lacerated neck	Fractured radius/ulna (open)
Lacerated scalp	Fractured tib/fib (open)
Lacerated arm	Traction splinting
Lacerated leg	
Dislocated shoulder	

Mechanical Aids to Breathing

- Oxygen
- Oropharyngeal Airway
- Bag Valve Mask
- Mouth-to-Mask with Supplemental Oxygen
- Suction

Patient Assessment**Cardiac Arrest Management/AED****Spinal Immobilization****Pneumatic Anti-Shock Garment (PASG)**

TRAINING



TRAINEE MANUAL

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I acknowledge that I have read and understand the standards and expectations set forth by the El Paso Fire Department Training Manual. It is imperative that I fully participate in all activities during training to prepare me in becoming a fire fighter for the El Paso Fire Department.

Failure to abide by these rules and regulations or disobeying any orders given by the Instructors could be reason for termination.

Name

Date