



# KITSAP FIRE ACADEMY PROGRAM MANUAL



## TABLE OF CONTENTS

SECTION 1 - FIREFIGHTER RECRUIT ACADEMY .....	1
SECTION 2 - TUITION & FEES.....	3
SECTION 3 – KFA ORGANIZATIONAL STRUCTURE .....	5
SECTION 4 - DESCRIPTION .....	6
SECTION 5 - ORGANIZATIONAL STRUCTURE .....	10
SECTION 6 - RECOGNITION.....	13
SECTION 7 – ATTENDANCE.....	17
SECTION 8 - INJURY REPORTING.....	19
SECTION 9 - PERSONAL HYGIENE AND GROOMING STANDARDS .....	20
SECTION 10 - DRESS CODE AND PERSONAL PROTECTIVE EQUIPMENT.....	21
SECTION 11 - CODE OF CONDUCT .....	22
SECTION 12 - MILITARY BEARING AND COURTESY .....	24
SECTION 13 - GRADING STANDARDS.....	25
SECTION 14 - CLASSROOM PROCEDURES.....	28
SECTION 15 - CLEANING & MAINTENANCE RESPONSIBILITIES .....	29
SECTION 16 - GENERAL RULES AND GUIDELINES .....	30

## **SECTION 1 - FIREFIGHTER RECRUIT ACADEMY**

The Kitsap Fire Academy is located at 5151 Linden St in Bremerton, Washington and is a Regional Fire Training facility providing the most realistic fire training possible. The Academy shares a 75-acre training ground with the Washington State Youth Academy, Kitsap County Law Enforcement, the National Guard, and is located adjacent to our 911 center and county medical examiner's office.

The Kitsap Fire Academy provides both fire and EMT courses, culminating in State and National Certifications. Whether a recruit will attend one of the courses or both, our goal is to meet your agency's needs and provide the highest quality training for your people.

The Fire Recruit Academy is a demanding 15-week program that provides comprehensive training in all aspects of basic firefighting skills, meeting all NFPA 1001 and 472 requirements for Firefighter 1 & 2 through the International Fire Service Accreditation Congress (IFSAC) process. Kitsap's Fire Academy meets hiring standards established by fire departments for entry-level firefighters.

Recruits will participate in approximately 600 hours of fire training, which is scheduled and delivered for optimal skills performance and retention. The 15-week Fire Academy operates Monday through Friday (except State and National Holidays), from 0700-1600 with a 1-hour lunch daily.

The student to instructor ratio will be no more than 6:1 on the training grounds (5:1 for live fire training). The Fire Academy will provide recruits the firefighter training and testing needed to become certified in the following national accredited certifications:

- National Registry EMT - B
- IFSAC Firefighter 1
- IFSAC Firefighter 2
- IFSAC Hazardous Materials Awareness
- IFSAC Hazardous Materials Operations

The National Registry EMT-B (NREMT) Class is an equally demanding 8-week program, providing comprehensive training in all aspects of basic emergency medical care for sick and injured patients. This hands-on course prepares students to take the National Registry Emergency Medical Technician (EMT B) test.

The EMT Academy is conducted weekly, Monday-Friday 0800-1600 for eight (8) weeks. Recruits will participate in over 250 hours of emergency medical training provided by experts who are nationally certified, and state qualified to teach in the field, including practicing medical doctors. Student-to-instructor ratio will be no more than 6:1 during labs.

### **Recruit Academy Class Selection**

To apply for either course, all applicants must submit a completed registration form located on the KCFTC website. <https://www.kcftc.org/fireacademy>

- Billing information must be completed and signed by an authorized department designee.
- Maximum class size for Fire Fighter Academy is **32** recruits.
- Maximum class size for EMT Course is **24** recruits.
- The following selection priorities will be used to sort registrations received:
  - Firefighters Sponsored by a Kitsap County Fire Agency
  - Firefighters Sponsored by a Washington State Fire Agency

## SECTION 2 - TUITION & FEES

### 2024 Tuition

Firefighter \$7,500.00

EMT- B \$2,550.00

### Payment Deadlines

Tuition and fees are due in full by the first day of class. Late payment may result in cancellation of enrollment.

The sponsoring fire agency will be invoiced for each recruit by the Kitsap County Fire Training Consortium unless indicated otherwise.

### Academic Calendar

Firefighter: Monday through Friday (Except State Designated Holidays)  
0700 to 1600 with 1-hour lunch

<u>Class</u>	<u>Start Date</u>	<u>End Date</u>
2024-01	March 11	June 21
2024-02	September 3	December 13

EMT-B: Monday through Friday (Except State Designated Holidays)  
0800 to 1600 with 1-hour lunch.

<u>Class</u>	<u>Start Date</u>	<u>End Date</u>
2024-01	January 12	July 8
2024-02	March 8	August 3

### Refunds

Should it become necessary for a recruit to withdraw from the Recruit Academy training program, the Kitsap County Fire Training Chief should be notified in writing at least one day prior to the recruit leaving. If applicable, a recruit must complete the official withdrawal procedure to receive a refund. Refunds will be made according to the following guidelines:

- Recruits who need to withdraw because of family reasons during the course will be enrolled in the next available course, if requested. The entity or individual will be invoiced for the prorated number of training days attended in the course.
- Recruits who need to withdraw because of illness or injury reasons will be enrolled in the next available course, if requested. The entity or individual will be invoiced for the prorated number of training days attended in the course.

**Refund Schedule**

- Recruit Academy canceled by the Fire Training Academy - 100%
- Withdrawal occurs prior to start of the Recruit Academy - 100%
- Withdrawal occurs during the first week of training - 80%
- Withdrawal occurs during the second week of training - 40%
- Withdrawal occurs after the second week of training - 0%
- A recruit dismissed from the Recruit Academy for a policy violation is not eligible for a refund.
- A recruit dismissed from the Recruit Academy for performance reasons may be eligible for a prorated refund.
- Appeals for extenuating circumstances will be directed to the Fire Training Academy Commander in writing for consideration.

**Contact/Registration Information**

Administrative staff:

Registration Form: <https://www.kcftc.org/fireacademy>

## **SECTION 3 – KFA ORGANIZATIONAL STRUCTURE**

The KFA staff has the responsibility for the supervision and administrative coordination of all Academy affairs. The use of the Chain of Command is critical during the academy.

### **Chief of Training Consortium**

The Training Chief is responsible for all phases of the Fire Service Training program, which includes all KFA programs.

### **Academy Director**

The director is responsible for the overall administration of the Academy including all phases of the program.

### **Academy Operations and Logistics Manager**

The operations manager is responsible for the day-to-day operations and logistical needs of the academy program and reports directly to the Academy Director. The instructional cadre reports directly to the Operations manager on a day to day needs basis and communicated with the director long term needs.

### **Fire Academy Lead Instructor**

The lead instructor is responsible for the day-to-day administration of the Academy schedule and acts as a lead for the full time and part time instructional staff.

### **Academy Instructors**

KFA instructors are selected for their expertise in specific fields and their willingness to participate. They are responsible for the instruction in their areas and for the conduct of their classes.

### **Subject Matter Experts (SME)**

The SME's assists the instructors with the day-to-day activities of the individual recruits and can teach to their specific expertise.

## SECTION 4 - DESCRIPTION

The Academy prepares recruits to meet the job performance requirements for career and volunteer firefighters whose duties are primarily structural in nature as described in *NFPA 1001 Standard for Fire Fighter Professional Qualifications*. Additional instruction is provided to meet the requirements of *Washington Administrative Code (WAC) 296-305 Vertical Safety Standards for Fire Fighters* and *NFPA 1500 Fire Department Occupational Safety and Health Program*. The Recruit Academy emphasizes manipulative skills, team building, physical fitness, and wellness concepts. Classroom and training ground instruction includes firefighter skills, fire behavior, fire control techniques, fire ground operations, salvage, hazardous materials, and incident command. Training ground activities allow the recruits to apply their knowledge and emphasize the mastery of basic manipulative firefighter activities and skills needed to perform tasks successfully and safely.

### Duration

- Firefighter I & II  
15-week Recruit Academy includes 600 Hours of Lecture, Manipulative Skills, and Certification Testing.
- EMT-B  
8-weekend Recruit Academy includes 320 Hours of Lecture, Manipulative Skills, and Certification Testing.

### Recruit Academy Prerequisites

- 18 years of age by the first day of class
- Valid state driver's license
- High School Graduate or GED certificate
- Medically certified as per NFPA 1582 (Standard on Comprehensive Occupational Medical Program for Fire Departments) or by the authority having jurisdiction (sponsoring department) medical evaluation requirements.
- Completed physical agility assessment or Candidate Physical Abilities Test (CPAT) evaluation.
- The physical ability and dexterity to lift and carry heavy objects and endure working conditions and environmental hazards in which firefighting tasks are performed.<sup>1</sup>
- Medical Insurance

### Course Content

- General Goals  
At the conclusion of the Recruit Academy, the recruit will be tested to meet the State of Washington Accreditation and Standards as well as certification requirements for IFSAC Fire Fighter 1, Fire Fighter 2 (per program), and Hazardous Materials Awareness and Operations. In addition, recruits will receive a Certificate of Completion for completing their applicable Recruit Academy program, denoting completed hours of training.

---

<sup>1</sup> Firefighter candidates that identify a medical condition that may limit involvement and participation in the training program shall submit a letter from the sponsor's medical physician stating that the individual meets the medical requirements in NFPA 1582.



In addition, the recruit will receive training in the Incident Command System (IS) 100, 200 and 700 and 800 National Incident Command System.

- General Directives
  - Provide an approved curriculum that combines basic course work with enhanced instruction that meets and/or exceeds the requirements for IFSAC Fire Fighter I, Fire Fighter II and Hazardous Materials Awareness and Operations.
  - Ensure that the recruit can successfully perform tasks that combine manipulative and technical competency required for IFSAC Fire Fighter I & II certification and Hazardous Materials Awareness and Operation.
  - Build strength and stamina during the Recruit Academy by participating in a physical fitness training program.
  - Cultivate an attitude of teamwork and a mindset of leadership, prevention, and positive customer service.

**Class Titles, Applicable Standards**

Class Titles	Applicable Standards
Orientation to Fire Service Organization	NFPA 1001-4.1.1
Protective Clothing and Equipment.	NFPA 1001-4.1.2 WAC 296-305-02001 WAC 296-305-02004
Fitness and Disablers, Physical Fitness Training	NFPA 1500
Health & Safety	NFPA 1001-4.1.1.1
Respiratory Protection/ Breathing Apparatus	NFPA 1001-4. 3.1; 4.5.1 WAC 296-305-04001
Ladders	NFPA 1001-4.3.6; 4.3.9; 4.3.12; 4.5.1
Ropes and Knots	NFPA 1001-4.1.2; 4. 3.20; 4.5.1
Hose	NFPA 1001-4.3.10; 4. 3.13; 4.5.2
Search and Rescue	NFPA 1001-4.3.9
Ventilation	NFPA 1001-4.3.11; 4. 3.12; 4.5.1
Fire Extinguishers and Agents	NFPA 1001-4.3.16
Salvage and Overhaul	NFPA 1001-4.3.13
Fire Behavior Science	NFPA 1001-4.3.10; 4.3.11; 4.3.12
Forcible Entry and Rescue Tools	NFPA 1001-4.3.4
Arson	NFPA 1001-4. 3.13; 4.3.18
Inspection	NFPA 1001-4.3.12
Hazardous Materials (Awareness & Operations Levels)	NFPA 1072-4.2.1; 4.3.1; 4.4.1; 5.2.1; 5.3.1; NFPA 472 5.4.1; 5.5.1; 5.6.1; 6.6.1; 5.2.1(b); 6.2.1; 6.6.1. WAC 296-62, Part P,Q & WAC 296-824
Fire Ground Operations <sup>2</sup>	NFPA 1001-5.3.1; 5. 3.2; 5.3.3

---

<sup>2</sup> Firefighter II requirement

<b>Class Titles</b>	<b>Applicable Standards</b>
Incident Command <sup>2</sup>	NFPA 1001-5.1.2
Building Construction	NFPA 1001-5.3.2
Sprinkler Systems	NFPA 1001-4.3.14
Public Education Delivery <sup>2</sup>	NFPA 1001-4.3.12
Ground Cover Fires	NFPA 1001-4.3.19
Live Fire Training	NFPA 1001-4.3.7; 4. 3.8; 4.3.10
Foam Application <sup>2</sup>	NFPA 1001-5.3.1
General Firefighter II Qualifications <sup>2</sup>	NFPA 1001-5.1.2
Fire Department Communications	NFPA 1001-4.2.2; 4.2.3; 4.2.4
Fire Ground Operations <sup>2</sup>	NFPA 1001-5.3.1; 5. 3.2; 5.3.3
Rescue Operations <sup>2</sup>	NFPA 1001-5. 4.1; 5.4.2
Prevention, Preparedness and Maintenance <sup>2</sup>	NFPA 1001-5. 5.4; 5.5.5

### **Methods of Instruction**

- Lecture
- Demonstration
- Hands-on Training
- Application
- Visual Aids

### **Methods of Evaluation**

- Written and Oral Exams  
Class rating is based on examination questions correctly answered. Academy academic standard is 80%. The final written IFSAC exams require a minimum passing score of 70% for IFSAC Certification.
- Task Performance  
Ratings based on Company Officer and instructor observations of student performance. Task and behavioral performance will be rated on: Attitude, Effort, Performance and Teamwork.
- Skills Testing  
Follows Washington State Fire Fighter 1, Fire Fighter 2, and Hazardous Materials Operations IFSAC Task Sheets. The final skills IFSAC exams require a passing score of 100% for IFSAC Certification.

### **Materials of Instruction**

- Texts
  - Essentials of Firefighting 7<sup>th</sup> Edition IFSTA
  - Hazardous Materials for First Responders 5<sup>th</sup> Edition IFSTA
  - Safety Standards for Fire Firefighters, Chapter 296-305 WAC
  - Federal Department of Transportation (DOT) Emergency Response Guidebook (ERG)
  - National Incident Management System (NIMS) ICS 100,200 ICS 700 & 800
  - Federal Emergency Management Agency (FEMA)
- Supplementary Skills Manual
  - Washington State Fire Marshal's Office, Fire Protection Bureau, Standards and Accreditation:

- Fire Fighter 1 - Skill Sheets
- Fire Fighter 2 - Skill Sheets
- Hazardous Materials Awareness - Skill Sheets
- Hazardous Materials Operations - Skill Sheets

### Time Allotments

UNIT	TOPIC	D
4	Academy Orientation	Lecture
2	Fire Service Organization	Lecture
6	Firefighter Safety (General)	Lecture
4	Personal Protective Equipment	Lecture
18	Breathing Apparatus	Lecture/Lab
78	Fire Service Ladders	Lecture/Lab
20	Ropes and Knots	Lecture/Lab
48	Fire Control	Lecture
80	Hose Handling Techniques	Lecture/Lab
24	Search and Rescue	Lecture/Lab
32	Ventilation	Lecture/Lab
8	Fire Extinguishers and Agents	Lecture/Lab
16	Salvage and Overhaul	Lecture/Lab
16	Fire Behavior	Lecture
16	Forcible Entry and Rescue Tools	Lecture/Lab
6	Fire Prevention	Lecture/Lab
8	Fire Department Communications	Lecture/Lab
8	Firefighter Survival	Lab
4	Arson Investigation	Lecture
8	Building Construction	Lecture
8	Sprinkler Systems	Lecture
48	Hazardous Materials	Lecture
32	Live Fire Exercise	Lecture/Lab
8	Maintenance	Lecture/Lab
16	NIMS/ICS/Leadership	Lecture
8	Physical Fitness Training	Lab
6	Electricity & National Gas Emergencies	Lecture/Lab
4	Drill and Ceremonies	Lab
30	Written & Practical Exams	Evaluation
24	Auto Extrication	Lecture/Lab
6	Hydrant/Hose Testing	Lecture/Lab
4	Tech Rescue	Lecture/Lab

## **SECTION 5 - ORGANIZATIONAL STRUCTURE**

### **Recruit Academy Organizational Structure**

The Fire Service typically uses a paramilitary organizational model when establishing a command and rank structure that functions through a delegation of responsibility with some command authority. However, the military model and the Fire Service management model differ considerably in application. To provide a structure that models Fire Service organizations we have established an accountability model and assigned responsibilities in each recruit class at the FTA.

### **Company Officer**

Company Officer is responsible for providing direction to the Class Leader for the day-to-day movements and activities of the recruits. Company Officers work closely with the Program Chief to ensure the daily training objectives are met, and FTA policies are being adhered to. Company Officer duties are as follows:

- Assist the Program Chief in all assigned duties.
- Report attendance to the Program Chief.
- Direct the Class Leader to the assigned location in proper uniform with the required equipment to train.
- Complete individual recruit weekly progress evaluations and provide those in a timely manner to the Program Chief.
- Ensure all other documentation is in order and transferred to the Program Chief in a timely manner.

### **Class Leader**

The Recruit Academy is organized into companies led by a Class Commander. The Class Commander is directly responsible for the day-to-day movements of the class. The Class Commander reports to the Instructor Cadre, and/or Lead Instructor. Class Commander duties are as follows:

- Assist the Company Officer in all assigned duties.
- Report attendance to the Company Officer.
- Ensure that the Companies report to the assigned location in proper uniform with the required training equipment.
- Ensure that all documents, assignments, absence memos, evaluation forms, or any other document is completed as expected and submitted on time to the Company Officer.

- Perform all tasks as assigned by the Lead Instructor, and/or Instructor Cadre.
  - Maintains control over all companies to ensure recruits comply with all rules and regulations.
  - Ensure completion of equipment inventory and vehicle maintenance checks.
  - If necessary, lead physical fitness training with Company Leaders' assistance.
  - Improve the company's drill and order.

### **Company Leaders**

Company Leaders are directly responsible for the day-to-day operation of their Companies. Company Leaders report directly to the Class Commander. Company Leader duties are as follows:

- Assist the Class Commander in all assigned duties as necessary.
- Report attendance to the Class Commander prior to physical fitness training or the start of class.
- Ensures that all written assignments, absence memos, evaluation forms, or other documents are properly completed and turned in on time to the Class Commander.
- Perform all other duties or tasks assigned by the training staff.
- Maintains control over Company to ensure proper conduct and compliance with Recruit Academy rules and regulations.
- Assure that Company is at the assigned area on time and in the proper uniform with all required tools and equipment.
- Manages equipment inventory and fluid level check of vehicles.
- Makes certain daily cleaning assignments are carried out.

### **Firefighter Recruit**

Firefighter Recruit is responsible for being a contributing member of their companies. Firefighter Recruit reports directly to the Company Leader. Firefighter Recruit duties are as follows:

- Assist the Company Leader in all assigned duties as necessary.
- Perform all duties as instructed to the best of their abilities.
- Be punctual for all assignments and in proper uniform.
- Be physically and mentally prepared for training.
- Always maintain military bearing and courtesies.

**Selection of Class Leader and Company Leaders**

The Lead Instructor and the Company Officer(s) will select the Class Leader and the Company Leaders. Eventually, every recruit can expect to be placed in a leadership role.

## **SECTION 6 - RECOGNITION**

### **The Academy Values**

- Teamwork
  - Class sets goals and objectives and creates a plan with timelines to achieve them.
  - Recruits give their best effort in accomplishing tasks or assignments.
  - Able to carry out tasks or assignments with little supervision.
  - Show initiative and correct problems before being instructed to do so.
  
- Attitude
  - The class demonstrates a caring and polite attitude.
  - Recruits avoid conflict and/or have disagreements resolved mutually.
  - Behavior is professional; class demonstrates military courtesy and bearing.
  - Recruits avoid irritating habits or behavior.
  
- Performance
  - Recruits take responsibility for behavior and actions and make no excuses for mistakes.
  - Do not cover up a mistake or negligent act.
  - Do not lie, cheat, or steal.
  - Assignments turned in on time.
  - Class reports to assigned location(s) on time and with the proper equipment and ready to learn.
  
- Teamwork
  - Recruits watch out for one another. A buddy system is setup so that all recruits support one another.
  - Show support for one another by helping others to achieve success.
  - Team members do not use others as stepping-stones to success.
  - Individuals do not glorify their egos but give credit to those who have earned it.
  - Drill and order performed in a professional manner.
  
- Firefighting Skills
  - Recruits work together to complete the task; companies work together as a team and the team works as a company.
  - Recruits take criticism positively and learn from mistakes.
  - Recruits practice skills to improve performance.
  - Team continuously shows improvement and does not regress. Entire class is meeting minimum academic and manipulative skill standards.
  - Maintain equipment in a ready state.

### **Leader of the Pack**

The recipient of this award is chosen by fellow recruit firefighters. The recipient of this award will have demonstrated quality characteristics that inspire classmates to prevail during challenging times or a personal crisis.

This recruit demonstrates:

- Integrity
  - Awareness of the choices they make and take responsibility for the course of action they have chosen.
- Teamwork
  - Supports others and helps them perform at their best. Takes advantage of personal strengths to improve the team's performance. Motivates fellow recruits to contribute, makes the team stronger and more competent, and carries the team to the next level.
- Empathy
  - Most importantly, the award recipient is a friend and is sensitive to the feelings and needs of others.

### **Wolf Award**

The Wolf Award is a firefighter that shows aggressiveness, never gives up, and can rise above difficulty and challenge. The Wolf Award is at the top of their class and demonstrates the following seven characteristics:

- Observation
  - To constantly be aware. Be aware of your surroundings on calls, be aware of who you're talking to, be aware of what you're saying, be aware of who's behind door #2...etc
- Courage
  - Demonstrates confidence in their abilities; does the right thing for the company or fellow recruit despite personal hardship or sacrifice and stands up for unpopular ideas when it is the right thing to do. Set the example of commitment and dedication.
- Perseverance
  - Doesn't ever give up. Follows through, keeps commitments, meets deadlines, takes, and accepts responsibility for actions, admits mistakes, and works effectively with little or no direction from superiors.
- Dexterity
  - Is versatile and ready to pivot mentally and physically. Be a jack of all your tools assigned to you. Know them in and out. Be able to adapt and overcome challenges and think outside the box.
- Explicitness
  - Communicate clearly. A few words speak volumes. Brevity is a subtle art. There is no room for assumptions on the fire-ground.
- Sympathy
  - Treat other humans gently. Where empathy and compassion collide. Be sympathetic to someone's call for help, and without judgment.



- Loyalty  
Have each other's back. A team should be able to always count on one another in the fire service. Don't let a disagreement or a different perspective turn you away. This job is all about the relationships you make in the time you're here. It ends with loyalty.
- Tact  
Be professional in your speech. What you say can be the most impactful thing ever in someone's life. Learn how to be tactful in your speech.

### **First Due Engine Award**

At the end of the Recruit Academy, up to four recruits will be selected as members of the 1<sup>st</sup> Due Engine Award. A recruit selected for this honor has demonstrated throughout the Recruit Academy the following traits and values:

- Desire
  - Motivated to be a firefighter and to help others and their community.
  - Is looked upon by others as a role model, a recruit whose actions speak louder than their words.
- Discipline
  - Sets or has a plan to become a firefighter.
  - Willing to make necessary sacrifices to achieve goals and objectives.
  - Does not let adversity diminish the desire to help others.
- Honesty
  - Does not lie, cheat, or steal.
  - Will not cover up a mistake or negligent act; will bring matters to the attention of the training staff.
  - Does not take credit for good deeds, acts or actions completed by others.
  - If a mistake is made, offers no excuse, and does not blame others.
- Accountability
  - Carries out directions and orders as expected.
  - Accepts leadership role and works with others to get the mission accomplished.
  - Is a good follower and helps leaders carry out and complete assignments.
- Respect
  - Considers others as equals.
  - Willingly helps other recruits when asked.
  - Never gives any advice that can be detrimental to another.
  - Praises others for accomplishments and performance.
  - Lives up to promises made to others and considers a handshake as a bond.
- Academic and Manipulative Skills
  - Individual's written exam scores are consistently in the top 30<sup>th</sup> percentile of the class.
  - Recruit completes manipulative skills with minimal errors.
  - Carries out firefighting (Engine Company) tasks safely and efficiently.

### **1<sup>st</sup> Due Truck Award (Firefighter 1 & 2 Academy)**

At the end of the Recruit Academy, up to three recruits will be selected as members of the 1<sup>st</sup> Due Truck Award. A recruit selected for this honor has demonstrated throughout the Academy the following traits and values:

- Desire
  - Motivated to be a firefighter and to help others and their community.
  - Is looked upon by others as a role model.
  - A recruit whose actions speak louder than their words.
  
- Discipline
  - Sets or has a plan to become a firefighter.
  - Willing to make necessary sacrifices to achieve goals and objectives.
  - Does not let adversity diminish desire to help others.
  
- Honesty
  - Does not lie, cheat or steal.
  - Will not cover up a mistake or negligent act; will bring matters to the attention of the training staff.
  - Does not take credit for good deeds, acts or actions completed by others.
  - If a mistake is made, offers no excuse and does not blame others.
  
- Accountability
  - Calls out directions and orders as expected.
  - Accepts leadership role and works with others to get the mission accomplished.
  - Is a good follower and helps leaders call out and complete assignments.
  
- Respect
  - Considers others as equals.
  - Willingly helps other recruits when asked.
  - Never gives any advice that can be detrimental to another.
  - Praises others for accomplishments and performance.
  - Lives up to promises made to others and considers a handshake as a bond.
  
- Academic and Manipulative Skills
  - Individual's written examination scores are consistently in the upper 30<sup>th</sup> percentile of class.
  - Recruit completes manipulative skills with minimal errors.
  - Calls out firefighting (Truck Company) tasks safely and efficiently.

## SECTION 7 – ATTENDANCE

A schedule of training activities shall be posted in the classroom area.

### **Class Attendance**

All recruits shall be required to attend orientation on the scheduled week before class begins. During orientation, the FTA and Recruit Academy rules and procedures will be read and explained.

Recruits shall be required to attend all training sessions provided by the FTA. The training schedule during the Recruit Academy does not provide room for absences. **Recruits who miss more than three days of the Recruit Academy may be dismissed from the Academy.** The Program Chief and the Chief of Instruction shall review exceptions on a case-by-case basis. Therefore, it is the responsibility of each recruit to know and understand the following rules.

### **Attendance Criteria**

- Recruits may not graduate from the program if they:
  - Miss any of the mandatory subjects in the Recruit Academy.
  - Miss any of the manipulative skills training or testing that is offered on a single cycle in the Recruit Academy.
- Absences
  - Excused
    - Any family emergency that prevents a person from attending or actively participating in training sessions.
    - Any medical illness or injury which may harm or impact the recruit's performance or the performance of others.
    - Sponsoring organization request to meet with the recruit.
  - Unexcused

Any absence from training, which is not due to a medical cause, family emergency, or department request, shall be considered unexcused.
  - Procedure for Reporting Any Absence
    - Any recruit unable to report for training at the start of the week shall use their chain of command for proper notification.
    - The recruit shall notify either the Company Leader or the Class Leader of any absence from training as a result of illness or injury. The Class Leader will inform the Program Chief of the recruit's illness or injury.
    - Any recruit absent from training must submit a memo utilizing the chain of command to the Program Chief at least two days prior. The memo shall describe the justification for missing training.
    - In all cases, the Program Chief will notify the recruit's agency and inform them of the absence, illness, or injury.

**Withdrawals**

Should it become necessary for a recruit to withdraw from the Recruit Academy the FTA Commander shall be notified. All equipment and supplies issued to the recruit must be returned before departing. A letter of withdrawal, signed by the recruit shall be given to the Academy Director.

When a recruit withdraws for emergency reasons during a course the KFA will enroll them in the next available course if requested.

When a recruit withdraws from the course due to illness or injury the Academy will enroll them in the next available course if requested. Meals consumed and nights spent in housing will be deducted from the account.

When a recruit withdraws from the course for any other reason, all fees will be forfeited.

## **SECTION 8 - INJURY REPORTING**

### **Insurance**

The KFA does not provide medical insurance coverage for recruits. Recruits or their sponsoring agency shall provide medical insurance coverage prior to attending the Academy.

### **Illness or Injury**

Recruits who become ill or injured must report the condition immediately to a Company Officer or Instructor so proper medical care may be provided, and a MANDATORY injury report is completed. All injuries or illnesses, no matter how minor, shall be reported.

### **Training Ground Injuries**

- All training ground injuries, regardless of severity, shall be reported to the Academy Director as soon as possible.
- Injuries that require immediate emergency medical treatment will be reported at once to an instructor, Company Officer, or the Academy Director.
- Any non-life-threatening injury that demands medical care by a doctor will necessitate the recruit to be transported to a hospital or Emergent Care Clinic for treatment.
- The injured recruit shall complete the Injury/Exposure report and turn it in prior to the start of class the next day.
- An injury report form shall also be accompanied with witness statement(s).

## **SECTION 9 - PERSONAL HYGIENE AND GROOMING STANDARDS**

### **Grooming Code**

Firefighter Recruits shall conform to the following grooming standards with no exceptions:

- **Hair Length**
  - Hair shall always present a professional appearance.
  - Hair clips, ties, etc., that are similar in hair color may be used to secure the hair and bangs. The bulk or length of the hair must not interfere with the normal wearing of facepiece or helmet.
  
- **Facial Hair**

Facial hair, sideburns, and/or mustaches shall not interfere with the seal of the self-contained breathing apparatus face piece. A recruit with facial hair that impedes the proper seal of the self-contained breathing apparatus facepiece shall not be permitted to participate in training for safety reasons.

  - Mustaches shall be neatly trimmed.
  - Beards of any style shall not be worn.
  - Recruits shall be cleanly shaven prior to 0800 hours each day.
  
- **Makeup**
  - The wearing of facial make-up shall be kept to a minimum.
  - False eyelashes and/or artificial fingernails are not permitted for safety reasons.

## **SECTION 10 - DRESS CODE AND PERSONAL PROTECTIVE EQUIPMENT**

### **Dress Code**

Recruits are expected to be properly dressed while on the FTA campus. Recruits are required to wear shirts during training in all public areas of the campus.

T-shirts, sweatshirts, and caps worn during training must be academy issued or approved. 100% Cotton or Fire-Resistant clothing shall be worn during live fire training. Recruits shall wear the assigned uniform of the day, as established by the Recruit Academy Director as follows:

- Uniform
  - Green T-shirt "Recruit" (FTA Issued)
    - Department uniform pants
- Class B uniform (department uniform shirt and pants)
  - White or Blue T-shirt underneath.

### **Boots**

- Fire Department safety toe duty boots are required.
- Boots must be black in color, polishable, with non-marking soles.

### **Physical Training Clothing**

- Green Academy hooded sweatshirt
  - Navy blue or black gym shorts
  - Navy blue or black sweat pants
  - Green Academy T-Shirts
  - Athletic shoes (preferable running shoes)
  - Academy issued ballcap or knit cap (knit stocking cap)
- (Department identification and logos are acceptable on clothing.)*

**Personal Protective Clothing and Equipment** shall meet National Fire Protection Association (NFPA) Standard and Washington Administrative Code (WAC) 296-305 Firefighter Vertical Safety Standards.

### **Jewelry**

The wearing of jewelry of any type, except watches, wedding rings, and medical alert identification bracelets, will be restricted during training evolutions due to safety concerns.

## SECTION 11 - CODE OF CONDUCT

### Conduct and Discipline

During the Recruit Academy, recruits are expected to conduct themselves in a manner consistent with becoming dependable and reliable firefighters. Immoral or disorderly conduct, such as profanity, racial or sexual slurs, harassment, and use of alcohol or illegal drugs, may result in dismissal from the Recruit Academy. The lead instructor and/or the Academy Director will address all infractions. All Academy staff will ensure that harassment of any type is immediately stopped and reported to the Academy Director.

- Harassment is any unwanted verbal or nonverbal conduct that threatens, intimidates, pesters, embarrasses, annoys, degrades, or insults another person, either female or male, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal actions of a sexual nature.
- Alcohol or illegal drugs are not permitted on campus. Anyone suspected of being under the influence of alcohol or illegal drugs shall be removed from campus, and the sponsoring departments notified (prescription drugs shall be kept in the prescribed container).
- The FTA has a "Zero Tolerance Policy" related to Harassment, Sexual Harassment, and alcohol or illegal drug use.

### Demeanor

Recruits using vulgar, disrespectful, or disruptive remarks and/or engaging in other activities strictly prohibited by Academy rules and procedures will face disciplinary action.

*Disciplinary action may include dismissal.* Conduct unbecoming a professional firefighter is strictly prohibited by the FTA.

The following are personality traits you will be held accountable for and expected to display:

- Accountability
  - Recruits shall be responsible for their behavior and actions. Recruits will be judged by the choices they make.
  - Recruits will be accountable for turning in assignments as expected and policing their equipment.
  - One of the most important lessons to be learned and displayed during Recruit Academy is the ability to follow directions and orders. If an order is unclear, recruits are expected to ask for clarification. Recruits will be held accountable for following directions; not understanding the assignment is not an excuse.
- Courtesy:
  - Recruits shall always demonstrate a caring and polite attitude towards others.
  - Rude or offensive behavior will be grounds for dismissal.
  - Firefighters must adapt and develop their attitude to avoid conflict. It is important to



master courtesy while working in a close environment. Irritating habits must be reconciled, and behavior modified to avoid conflict.

- Honesty
  - Recruits shall not lie, cheat, or steal.
  - Recruits shall admit to making a mistake. If a mistake is made, the recruit will acknowledge the error and take corrective action to prevent it from happening again. "No excuse is offered."
  - Recruits shall not cover up a mistake or negligent act but shall bring it to the attention of the Training Staff.
  
- Punctuality
  - Recruits shall carry out orders and assignments as expected and to the best of their abilities.
  - When given a location to report to, recruits shall move swiftly.

## SECTION 12 - MILITARY BEARING AND COURTESY

### Conduct and Behavior

The fire service and the Recruit Academy are structured as a Para-military organization. There are certain rules of conduct and behavior that apply to the military, which are also applicable to the Recruit Academy:

- All Academy staff and guests will be addressed by their respective title or a "Sir," "Mister," "Ma'am," or "Madame."
- Greet all staff and guests with an appropriate greeting, for example, "Good morning, Sir."
- Never interrupt an instructor or fellow recruit. Wait patiently until given the opportunity to speak or comment.
- When performance or behavior is being critiqued by an instructor and/or staff, the recruit shall respond in one of the following ways:
  - "Sir, yes Sir" or "Ma'am, yes Ma'am"
  - "Sir, no Sir" or "Ma'am, no Ma'am"
  - "Sir, no excuse Sir" or "Ma'am, no excuse Ma'am"
  - "I do not understand, Sir" or "I do not understand, Ma'am."
- Make way for all superiors. Clear doorways and hallways, hold doors open and assist in any way that presents itself.
- When in contact with Academy staff, wait to be dismissed before leaving. If unsure, recruits should ask, "Is that all Ma'am" or "Is that all Sir?"

## SECTION 13 - GRADING STANDARDS

### Evaluation Procedures and Process

Throughout the Recruit Academy, recruits will undergo written and manipulative examinations. The evaluation system is designed to objectively measure a recruit's ability to meet the Recruit Academy's performance standards. Therefore, a recruit must demonstrate four measurable qualities to graduate:

- The mental capacity to read pertinent firefighting information, retain it, apply it, and pass a written examination. **A minimum score of 80% is required on all written exams.**
- The manipulative ability to learn vital firefighting skills needed to safely carry out firefighting tasks under adverse conditions.
- The physical strength, endurance, and dexterity to lift and carry heavy objects and endure physically demanding working conditions over an extended period.
- The characteristics and values to create a positive work environment and demonstrate a positive attitude and ability to work with others.

### Fire Training Academy Weekly Written Examinations

Throughout the Recruit Academy, recruits will be given various written examinations. Each weekly written exam tests the recruit's reading comprehension and knowledge of the various reading assignments. There are 100 questions for each of the 7 weekly exams. Recruits must score a minimum of 80% on all weekly written exams to receive a passing grade. **This differs from the minimum score of 70% for IFSAC testing.**

- Grading System: To rate each recruit in a systematic, accurate, and impartial manner, the grading procedure and terms listed below will be utilized:
  - Standard Definitions
    - Exceeds Standard: Recruit exceeds the task performance expectations. Written Exam score of 100%
    - Meets Standard: Recruit meets minimum task performance expectations. Written Exam score of 80% - 99%
    - Below Standard: Recruit did not meet the minimum task performance expectations. Written Exam score below 80%
- Any recruit scoring below 80% on a weekly written exam shall be offered one (1) opportunity to retest.
- **During the Recruit Academy, recruits that score below 80% on two separate weekly written exams shall attend a mandatory meeting between the Director of the Academy, Lead instructor, and the recruit's department to determine a course of action.**

- To graduate from the Recruit Academy, a cumulative written score of 80% on the weekly written exams is required. A retest score does not change the original cumulative score.
- Prior to a recruit taking a retest on a weekly exam, the Academy staff will provide the recruit with an organized review of the information being tested. It is the recruit's responsibility to schedule the remediation session.

### **IFSAC Written and Practical Examinations**

Each skill or task is based on IFSAC testing standards and procedures. Testing is an integral part of the Recruit Academy. Recruits must demonstrate that they possess the ability to learn vital skills and follow directions to carry out necessary emergency scene tasks. The recruit will be expected to complete each step in the process. The order of completion is not vital for certain tasks; however, certain skills have items that must be safely accomplished. A recruit unable to meet these expectations will be given an automatic failure. Written examinations are graded by the Washington State Patrol, Fire Protection Bureau, Accreditation and Certification Section. The Section will contact the candidate with their written exam score.

### **Notes About IFSAC Testing**

IFSAC's Written Test passing score is 70%.

Practical passing score is 100%

To qualify for HazMat Operations, you must first test and pass HazMat Awareness

To qualify for Fire Fighter 1, you must first test and pass HazMat Operations

To qualify for Fire Fighter 2, you must first test and pass Fire Fighter 1

### **Performance Critiques / Dismissal**

The Instructor Cadre shall complete a performance evaluation for each recruit, weekly:

- Any recruit scoring below 80% on a weekly written exam shall meet with the Academy Director, Lead Instructor, and the Agency Representative to discuss his/her performance.
  - A time and date will be scheduled for an information review and the retest.
  - The discussion with the recruit shall be documented and included in the recruit's weekly evaluation. The sponsoring department shall be notified.
- Drill performance assessment will be a coordinated effort between the instructional staff, the Company Officer(s) and the Program Chief. The instructor shall informally and briefly summarize each recruit's performance that they have had the opportunity to observe.
  - Daily overall performance of skills will be rated as per the grading standards.
  - Areas in which the recruit performed exceptionally well will be noted.
  - Areas in which the recruit performed poorly, struggled to complete the task, or did not show improvement by the end of the session will be noted and discussed with the recruit.
  - Any recruit whose manipulative skill performance is below the Recruit Academy standard or needs improvement shall meet and discuss the matter with the Program Chief at the end of the training day. The Program Chief will record the discussion and place a note in the recruit's file.

- Any recruit not meeting the academic and/or skill performance standards shall be recommended for dismissal from the training program. \*Within 24 hours, the Program Chief shall notify the sponsoring department representative of the recruit's performance deficiencies.
  - The FTA Commander shall review the documented information and decide whether the documentation supports the Program Chief's recommendation of dismissal.
  - After being advised of the FTA's recommendation, the sponsoring department representative may decide to have the recruit continue in the training program.
  - The FTA Commander reserves the right to dismiss a recruit from the program regardless of the department's decision.
  
- Any recruit who presents an imminent danger to themselves, other persons, or the educational process may be dismissed from the training program.
  - A recruit identified as presenting a risk shall be immediately removed from the activity. The issue will be discussed between the recruit and Company Officer(s). The discussion with the recruit shall be documented and included in the recruit's weekly evaluation.
  - Should the issue continue, the recruit will meet with the Program Chief and the Company Officer(s). The discussion with the recruit shall be documented and included in the recruit's weekly evaluation. The sponsoring department will be notified immediately.
  - Should the issue continue, the recruit will meet with the Program Chief, sponsoring department representative and/or the Chief of Instruction. A written Performance Improvement Plan (PIP) will be drafted and implemented. The PIP will be included in the recruit's file and noted on their weekly evaluation.
  - Failure to improve per the PIP will result in the Program Chief drafting a written recommendation for dismissal from the program. The FTA Commander and Chief of Instruction shall review the recommendation and all documentation and meet with the recruit and sponsoring department representative. The FTA Commander shall provide a decision to dismiss or retain the recruit.
  - The FTA Commander reserves the right to dismiss a recruit from the program regardless of the departments' concurrence.

### **Special Accommodations**

Recruits requiring special accommodations under the Americans with Disabilities Act (ADA) shall provide sufficient documentation specific to the disability or disabilities as required by the WSFTA. The FTA staff will make all possible efforts to meet the needs of students requiring special accommodation.

### **Releasing of Test Scores and Transcripts**

Test scores and training records will be released only upon written request. For details on the request process, contact the FTA Administrative Office at 425-453-3000.

## SECTION 14 - CLASSROOM PROCEDURES

### Classroom Procedures

- When entering the classroom, recruits will remove their caps.
- The class will come to attention whenever an officer or instructor enters the classroom unless directed otherwise at the start of the training. Recruits will remain standing until told to sit.
  - *if an instructor is lecturing or the training staff is having a discussion with the class, the class will not come to attention if a superior officer walks in.*
- Gum chewing and tobacco products shall not be permitted in the classroom or on the drill ground. Smoking will only be allowed in designated areas.
- Beverages and snacks may be allowed with the instructor's permission prior to the start of class.
- During instruction, recruits will not converse with one another. They will give their undivided attention to the instructor. Should they have any questions or need information clarified, recruits may ask the instructor to elaborate on the matter.
- Personal handheld electronic devices are strictly prohibited during training activities (unless allowed by the Program Chief) and on test days.
- During instruction, should a recruit become drowsy, they are encouraged to get up and stand at the rear of the classroom.
- The instructor in charge of the class will set times for breaks.

## SECTION 15 - CLEANING & MAINTENANCE RESPONSIBILITIES

### **Recruits shall be responsible for cleaning up after themselves.**

An important responsibility of a firefighter is maintaining and cleaning equipment, vehicles, and facilities provided for them to carry out their mission. Apparatus and tools not in proper working order or condition can result in death or a serious injury.

- Firefighters demonstrate their pride by ensuring that facilities, equipment, and apparatus are clean and in good working order.
- Recruits shall inventory and inspect the equipment to ensure it is accounted for and in good working.

### **Cleaning & Maintenance Duties**

A daily cleaning schedule will be posted. Engine Companies will be assigned the following cleaning duties.

- Classroom  
At the end of each day, arrange items so that they are neat and orderly, tables cleared, carpet vacuumed, trash emptied, and water replenished.
- Bathrooms  
At the end of each day the bathrooms inside the building and the bathroom trailer on the drill ground will be cleaned and restocked.
- Apparatus Bay  
At the end of each day, the apparatus bays shall be swept clean of loose dirt and debris, and fluid puddles shall be cleaned and noted on check forms.
- Fire Apparatus & Equipment  
Recruits shall inventory the equipment and conduct a maintenance check on Apparatus assigned to the Academy.
  - Inventory equipment before the start of training for the week and at the end of each training day.
  - Wash apparatus as directed and ensure various fluid levels (oil, fuel, coolant, battery water) are within the proper ranges.
  - Complete Apparatus Check and Inventory form(s).
  - Equipment and apparatus not in proper working order or needing maintenance shall be "RED TAGGED" and turned in with a service request.
- Training Locations and Props Used: At the end of each day or use, clean up the area, arrange a neat and orderly appearance, equipment returned to its proper location, tables cleared, trash emptied, and replenish the water/rehab supply. Leave it better than it was found.

## SECTION 16 - GENERAL RULES AND GUIDELINES

### **Rules and guidelines governing recruit conduct will be strictly enforced.**

Responsibility for compliance with these rules and guidelines rests with the recruit. Any recruit not in compliance will be subject to the disciplinary process. A full report of their conduct will be submitted to the recruits' Sponsoring Department.

- **Personal Items**  
The Academy will not assume any responsibility for loss, theft, or damage of personal items.
- **General Care of the Facilities**  
Recruits are required to place all refuse in the proper containers, observe all posted signs, and avoid any abuse of the facilities. Abuse or damage of federal property may result in dismissal from the Recruit Academy.
- **Parking**  
Recruits must park their vehicles in designated lots.
- **Equipment and Supplies**  
Recruits are responsible for the care and return of all issued equipment and supplies.
- **Medications**  
The Academy does not provide medications of any kind for recruits. Recruits taking medications with side effects that might impact their ability to complete tasks safely shall not be permitted to train and must notify the training staff of such.
- **Use of Tobacco Products**  
The Academy prohibits using any tobacco products inside all buildings and on all training grounds. Containers are provided in designated areas for the disposal of cigarettes and cigars. Absolutely no smoking is allowed within 50 feet of doorways or windows that could be opened.
- **Weapons and Explosives**  
Weapons of any type and/or explosives are prohibited on campus. Any recruit found displaying and/or carrying any weapon or explosive may be subject to immediate dismissal (Commissioned law enforcement officers are exempt).
- **Gambling, Intoxicants, and Narcotics**  
Gambling in any form and/or possessing alcoholic beverages or illegal narcotics is prohibited on Campus. Violation of any of the above will result in immediate dismissal.
- **Impaired Behavior**  
Any recruit that reports for training with the odor of alcohol or exhibits impaired behavior shall not be permitted to train and his/her Sponsoring department will be immediately notified. The Academy Director and the recruit's Sponsoring Department shall determine whether the recruit is dismissed from the training program.



- **Pornography**  
Pornographic materials such as magazines, movies, posters, etc., are not permitted anywhere on campus.
- **Vehicle Safety Policies**  
Seat belts shall be worn at all times. All traffic signs and posted speed limits shall be obeyed. Riding in the back of a pick-up truck or on the tail/running board or hose bed of fire apparatus is prohibited.
- Any complaint (s) that have not been resolved through the Chain of Command may be addressed with the Kitsap County Training Consortium Program Chief directly.