



West Valley Fire Academy

Recruit Training Academy Guidelines

Purpose of course

Firefighting is a dangerous activity that can result in serious injury or death. Each recruit assumes the responsibility of participating in the activity of firefighting, and attends this academy with a full understanding of the associated risks.

The training ground has many controlled situations where lessons are learned and skills are practiced. Training may occur with live fire, and in hazardous environments where all elements of risk cannot be removed but protected.

This class will be an intense learning format with time constraints. The recruit is expected to continue practicing skills on their own time.

The academy will train each recruit to the NFPA Standard 1001, firefighter's professional qualifications which is written through the Utah Fire and Rescue Academy. These standards, if completed with passing scores, will give you Firefighter 1, Firefighter 2, Haz-Mat Awareness, and Haz-Mat Operations.

Based on the written and cognitive testing WVFA has a 98% pass rate for its students. The information and skills taught in this academy will ensure the recruit is a valuable asset to any fire department.

Our instructors are certified Fire Instructors through the Utah Fire and Rescue Academy and are experts in the field of which they will be instructing. Training in the academy will consist of theory, practical drills, and procedures from the UFRA certification standards.

Responsibility

It is the responsibility of the West Valley Fire Academy to provide and coordinate the training academy classes.

It is the responsibility of every recruit firefighter attending the course to adhere to all requirements specified in this manual and presented in WVFA Policies and Procedures. These include, but are not limited to: attendance, written scores, practical examinations and evaluations. Any deficiencies by the recruit will be dealt with on an individual basis by the class coordinator.

Code of Ethics

Recruits, firefighters, and instructors are held to the highest ethical and professional standards. As a member of the fire service we will not lie, steal or cheat or tolerate anyone who does. The expectation of the recruit is to follow the rules of WVFA. Any suspected violations shall be brought to the class coordinator for investigation.

Student Costs

Tuition includes, but is not limited to tuition, books, fees, and most of your personal protective equipment.

The recruit will incur personal cost on:

House uniforms (t-shirt and pants and black belt)

Nomex hood and firefighting gloves

Steel toed boots (black round toe) polishable

NFPA fire structure boots

Safety glasses

Leather gloves for non-firefighting functions

Any study materials needed, etc.

The recruit is required to provide proof of medical insurance coverage by the first night of class. The recruit is responsible for this cost not WVFA. There may be a high deductible on said coverage but it must cover the dates for the entire class including state testing dates. The recruit may check their syllabus for the dates.

Chain of Command

The West Valley Fire Academy is organized in a Para-military style and adheres to the chain of command structure. Each company will be assigned to a company officer chosen from the recruits in the company. This company officer position can rotate through the company during the class as needed.

There will be an assigned Battalion Chiefs (B/C) which are interns from past classes. The B/C will report concerns or questions to the Instructors. The Program Administrator will be responsible for handling the identified concerns or problems at hand.

Similarly, information will be disseminated from the Administrator/ Instructors to the recruits utilizing the chain of command. Recruits are expected to adhere to the chain of command.

Exceptions to utilizing the chain are permissible when the issue involves human dignity, harassment, and safety. In these, or any other serious concern, the recruit is free to approach anyone in the organization to address the concern. Any perceived violation of the harassment policy or WVFA policies will be dealt with immediately and taken seriously.

Academic and Practical Skills Standards and Tests

During the academy, each recruit must meet the following requirements in order to successfully complete the course and be able to take the state certification tests:

There will be a nightly quiz based on the previous night's subject. The recruit needs to pass the quiz with an 80%.

A Midterm and a Final test will also be taken during class the recruit needs to pass with an 80%. The material on these quizzes will be covered by the text book chapters and class Power point.

The practical skills will be covered nightly in class and revisited for recruit review and practice on Saturdays.

Progress reports will be available for viewing and posted with an assigned number for the recruits in the classroom

Quizzes and tests must be made up within 2 weeks of failing said test or quiz. Recruit scores will be kept confidential in the Administrators office.

The instructor to student ratio when teaching the practical skills will be 1 to 5, if safety is a concern the instructor to student ratio is 1 to 3.

College Credit

You may purchase college credit through Utah Valley University. The recruit must successfully pass the UFRA certification before being eligible for college credit. Be aware UVU will only allow 16 hours towards a college degree. Please contact an academic advisor before buying these credits.

Emergency Procedures

If any emergency situation occurs in the training classroom or training ground the emergency will be immediately reported and all activity will be stopped until the situation is handled. Report to your instructors any injury that happens regardless of size or extent of injuries.

Emergency First Aid

There is a First Aid Kit available for the recruits and staff in the staff office. WVFA will stock this kit with the necessary supplies. If the emergency can't be handled by this First Aid kit there is a fire station located two hundred feet to the south of the training site. The recruit can also call 911. All staff members are trained to handle most emergency situations. All injuries whether small or minor, shall be reported to the program coordinator as soon as possible.

Conduct

Respect for instructors and recruits are required at all times. A positive demeanor and cordial conduct is expected. The fire service is paramilitary in organization and an understanding of this responsibility will be stressed. Harassment or hostile environments will not be tolerated and it is appropriate for recruits or instructors to work outside of the chain of command for issues of this nature.

Break periods will be provided as the instructor deems necessary. There will be no smoking or chewing tobacco in the class room or on the academy training grounds. Food or drinks will be allowed in class as long as it does not interfere with the class. The recruit will be responsible for cleaning the classroom and training grounds nightly. Company assignments are made at the end of each class. The recruit is also responsible for themselves and keeping their area clean.

Insubordination or horseplay will not be tolerated in any way. Violations may lead to dismissal from the academy and no refund shall be given.

Personal protective equipment will be worn as directed by the instructor. It is the responsibility of the recruit to maintain and keep clean all PPE. Any damaged or missing equipment must be reported daily and repaired or replaced at the instructors' direction. Full PPE and the academy house uniforms shall be worn or with the recruits during all classes. No PPE (bunker gear) is allowed in the classroom without instructor approval.

Eligibility of Employment

When the recruit graduates from WVFA and obtains their certifications they will be able to apply to fire departments which accept the IFSCC or Pro Board certifications. WVFA does not guarantee in any way employment after the recruit has completed and obtained their certifications. WVFA does not track nor follow the recruits once they have graduated from their academy class.

Fire Academy Program Contents

The West Valley Fire Academy is based on the UFRA standards meeting the NFPA 1001 standard. It is the responsibility of the each individual to pass all skills 100% as per UFRA standards. If a recruit needs assistance it is the recruit's responsibility to inform the class coordinator of any assistance needed. All recruit training will be recorded on the skills training sheets with corresponding hours.

The class syllabus will be updated as needed. Any changes to the syllabus will be communicated to all students/cadets as soon as possible. Homework will be the assigned chapters and workbook listed in the class syllabus. Workbooks are due on Saturdays.

Physical Training

Physical fitness is an essential part for success as a healthy firefighter. Due to time constraints there is not enough time for a full Physical Fitness program. However, the recruit will be involved in some PT throughout the course of this academy. Demerits are used as a way to focus the recruit. Demerits are given for violations of safety, rules, not following orders, meeting expectation or not completing assignments.

At anytime the recruit feels they are not fit for the demerits or tasks given, it is their responsibility to inform the instructor.

The recruit will need to provide a written doctors release for injuries that will impede them from returning to full function in the class. It is your responsibility to consult your physician before beginning a physical training program or participating in this academy.

Text Book

The text books for the class are:

The Essentials of Firefighting Handbook and Work book, Sixth edition, by IFSTA.
IFSTA Hazardous Material for First Responders 4th Edition.

These text books are included in your tuition.