



**SFFMA  
FIREFIGHTER  
CERTIFICATION  
PROGRAM**





## State Firemen's and Fire Marshals' Association of Texas

Texas Volunteer Firefighters' and Fire Marshals' Certification Board

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TO: Texas Fire Chiefs and Certification Coordinators

FROM: Texas Volunteer Firefighters' and Fire Marshals' Certification Board

RE: SFFMA Firefighter Certification Program

Enclosed is a copy of the Certification Program for Volunteer Firefighters. Included in this packet are the necessary forms and required training for Introductory to Fire Fighting, Basic Firefighter, Intermediate Firefighter, Advanced Firefighter, Master Firefighter, Certification Coordinator, and Instructor Level I and Level II. Additionally you will find the breakdown for various schools at A&M as well as some common questions and answers regarding the State Firemen's and Fire Marshals' Association (SFFMA) Certification Program.

An information packet on the Specialized Certification Programs is available upon request from the Austin office or from the Certification page of the SFFMA website ([www.sffma.org/certification.html](http://www.sffma.org/certification.html)).

**WE ARE SENDING ONLY ONE COPY OF EACH FORM AND SUGGEST THAT YOU REPRODUCE THE NUMBER YOU NEED.** If you have no means of reproducing these forms, please contact the Austin office and we will supply the number of forms you need.

The forms for any and all certifications should be returned to the Austin office upon completion along with the proper processing fees and appropriate documentation.

The Texas Volunteer Firefighters' and Fire Marshals' Certification Board recommends that your department initiate this program and join the volunteer firefighters of Texas in upgrading our training standards. In order to maintain the integrity of this program, it is strongly recommended that the Chief attend a Certification Workshop once every three years.

Each of the Association's member departments has access to the SFFMA Online program which enables the department to: maintain current contact information and membership rosters; track and report training hours; generate dues invoices and certification applications. Access information can be obtained by contacting the Austin office.

If you have any questions regarding any of these programs, contact your Area Board Member or the Austin office at the above address.



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## **I. RECOMMENDATION**

That Certification Programs for volunteer firefighters be established in the State of Texas on a voluntary basis and said programs be administered through the State Firemen's and Fire Marshals' Association office: Basic program effective January 1, 1975; Intermediate and Advanced programs effective February 24, 1979; Master program effective July 1, 1990; Introductory Fire Fighting effective March 19, 1994; Volunteer Fire Prevention and Investigation Personnel programs updated effective January 1, 2000; Driver/Operator program effective August 1, 2000; Fire Officer, Public Fire Educator and Public Information Officer programs implemented January 28, 2006. Additional programs will be implemented as deemed necessary by the Certification Board.

Descriptions and requirements of the Specialized Programs are available upon request or can be downloaded from the Certification page of the Association website.

## **II. BOARD MEMBERS**

That a Board of no more than twenty (20) members, appointed by the President of the State Firemen's and Fire Marshals' Association of Texas and known as the Texas Volunteer Firefighters' and Fire Marshals' Certification Board, administer the program.

- A. Board Members will be appointed to serve four-year terms on the board.
- B. Vacancies of the Board will be filled by the President of the State Association to fill unexpired terms caused by any reason.
- C. No two Board Members are to be from the same zone area.
- D. Board Member must be an active member of a regularly organized volunteer or combination fire department that holds current membership in the State Firemen's and Fire Marshals' Association.
- E. Board Member must maintain a current individual membership in the State Firemen's and Fire Marshals' Association.
- F. Board Member must have at least eight (8) years experience with a recognized fire department or combination of recognized fire departments and meet the criteria for Certification Coordinator.
- G. Board Member must reside in the zone that is to be represented.
- H. Prospective new Board Member's name and resume must be submitted in writing by the SFFMA District to the President and Executive Director of the State Association.
- I. There may be up to two (2) assistants per zone, designated by the Board Member from that zone. Assistants will be non-voting members.

## **III. PROCEDURES OF THE BOARD**

- A. Meetings
  1. The Board shall meet at such times and places in the State of Texas as it deems necessary.
  2. Meetings shall be called by the Chairman upon his own motion, or upon the written request of five members.
- B. Quorum – A majority of members shall constitute a quorum.
- C. Orders of Business – Robert's Rules of Order shall prevail for all meetings.
- D. Officers:
  1. Officers of the Board shall consist of a Chairman, Vice Chairman, Secretary and Assistant Secretary.
  2. The Board shall elect its officers from the appointed members at its first meeting succeeding the June State Convention.

## IV. CERTIFICATION IMPLEMENTATION METHOD

### A. General Statement

1. It shall be understood that the suggested minimum standards herein described are designated as minimum programs. Participating Fire Departments are encouraged to exceed the minimum programs wherever possible. Continuous training beyond the minimum standards and testing on a regular basis for volunteer firefighters is strongly recommended. Nothing in these regulations shall limit or be construed as limiting the powers of the fire department or other agency or department of any Texas city, town, county, or municipal corporation to enact rules and regulations which establish a higher standard of training above the minimum.

Although the Board strongly endorses and supports adequate physical ability and good moral character as entrance requirements into a fire department, the matter of establishing entrance requirements is left to the respective local department.

2. Each participating fire department must have a current set of books from the library of any of the approved publishers, and must maintain current editions as they become available. Contact the SFFMA office for a current list of manuals required, or refer to our website at [www.sffma.org](http://www.sffma.org).

Lesson plans, binders and all approved training manuals, slides, VHS video tapes and current prices are available from the State Firemen's and Fire Marshals' Association office in Austin at discounted prices. Purchase programs may be arranged on an individual need basis.

3. Training provided under this certification program should include facilities, apparatus, equipment, reference materials and records to support a quality volunteer firefighter education and training program. The resources should provide for classroom instruction, demonstrations and practical exercises for the firefighter to develop the knowledge and skills required for volunteer firefighter certification.
4. Forms to apply for certification or to maintain progress of each member will be furnished upon request and are available online ([www.sffma.org/certification.html](http://www.sffma.org/certification.html)). Forms shall be returned to the Association office in Austin for processing.

### B. Objectives

1. The objective of the Board is to raise the level of competence of volunteer fire fighting and prevention personnel by establishing minimum standards.
2. The Board has the authority to certify volunteer fire protection training and educational programs as having attained the minimum required standards suggested by the Board.

### C. Definitions

1. Certain definitions are used in describing the minimum standards and related requirements as suggested by the Board.
2. Definitions used include the following:
  - a. Board – is the Texas Volunteer Firefighters' and Fire Marshals' Certification Board.
  - b. Chairman – is the presiding officer of the Board.
  - c. Fire Chief – is the head of the fire department.
  - d. Active Firefighter – is 18 years of age or older who participates in a minimum of 40% of the drills, 25% of the fire/emergency calls, and the certification program approved by the State Firemen's and Fire Marshals' Association of Texas by the submission of an annual progress report of training hours earned.
  - e. Certification Coordinator – is the official person in charge of setting up, maintaining and validating all of the certification records.
  - f. Trainee – is a member of the fire department who has not satisfied the requirements of Basic Certification.

- g. Department – is a fire department that utilizes fire suppression and prevention personnel.
- h. School – is any school, college, university, academy or local training program which offers fire service training and includes within its meaning the combination of course curriculum, instructors, and facilities.
- i. Requirement – is a description of a provision, which relates to suggested minimum standards.
- j. Specification – is a description of a requirement supplementing a section of the regulations.
- k. Examination – is a Board approved test administered by the Board and/or a Board approved examiner, which an individual must pass as one of the requirements for accredited certification.
- l. Curriculum – The objectives established by the Board as a minimum requirement for certification as an SFFMA approved Basic, Intermediate, and Advanced Volunteer Firefighter.
- m. Objective – The criteria required for mastery of each numbered statement.
- n. Eligibility – A determination of whether or not an individual has met the requirements set by the Board and would therefore be allowed to take a Board examination.
- o. Endorsement of Eligibility – A signed statement testifying to the fact that an individual has met the training hour requirements and objectives of specific levels of the Board approved curriculum and is qualified to take a Board approved examination of such level.
- p. Examinee – An individual who has met the Board requirements and therefore qualifies to take a Board approved examination.
- q. Examiner – An individual appointed and/or approved by the Board or Board member to administer a Board approved examination.
- r. Certificate of Successful Completion – A document supplied by the SFFMA which identifies and shall be used as proof that an individual has completed the required training hours and has successfully passed the Board approved examination(s) for a specific level of the SFFMA Volunteer Firefighter Curriculum.

## **V. PARTICIPATING REQUIREMENTS**

- A. Any individual participating in this program must be a member in good standing of a regularly organized Fire Department; must have and maintain a current individual membership status in the State Firemen's and Fire Marshals' Association of Texas; and said Fire Department must maintain a current membership in the State Firemen's and Fire Marshals' Association of Texas. Participation in district association is strongly encouraged.
- B. The participating department MUST submit to the State Firemen's and Fire Marshals' Association office an annual progress report, showing the number of training hours received by participating members in each category. This report is to be submitted to the Austin office by January 31<sup>st</sup> of each year for the training received through the previous year. A twenty-five dollar (\$25.00) late fee will be assessed on all reports received after the due date.  
  
All participating members of the department should be included in the annual progress report and hours of training for the previous year(s) shown for each individual. In order to show proficiency in an area of certification, it is necessary to include hours for levels individuals have already certified.
- C. All training must be certified by the Fire Chief and the Certification Coordinator who must meet the criteria of the Texas Volunteer Firefighters' and Fire Marshals' Certification Board and who has been either elected by his or her department or appointed by the Fire Chief of that department.

- D. A completed Certification Coordinator's application, signed by the Chief and applicant, and accompanied by the ten dollar (\$10.00) processing fee, must be sent directly to the Austin office for approval and final processing.
- E. A personnel change in the Certification Coordinator's position will require a new application be completed. If a Certification Coordinator either resigns or is replaced by a new Certification Coordinator and then at a later date returns to said Coordinator position, he/she must submit a letter signed by the Chief notifying the Austin office of his/her reinstatement to said position.
- F. The Board has the power to revoke any certificate issued in the certification program, if the Board determines that:
  - 1. the program is not being conducted properly;
  - 2. the program is being abused in the department;
  - 3. a certificate was wrongly issued or fraudulently obtained; or
  - 4. a person's criminal conviction of a felony or misdemeanor directly relates to the duties and responsibilities of the holder of a certificate issued by the Texas Volunteer Firefighters' and Fire Marshals' Certification Board.

The Board may:

- 1. deny to a person the opportunity to be examined for a certificate;
- 2. deny the application for a certificate;
- 3. suspend or revoke an existing certificate; or
- 4. limit the terms or practice of a certificate to areas prescribed by the Board.

The methods and procedures for any revocation herein shall be established at the discretion of the Board.

- G. Upon achievement of all objectives and/or hours required for a particular level and after the appropriate amount of hours for certification have been met, the individual should:
  - 1. complete and sign the proper form;
  - 2. have it signed by the Certification Coordinator and the Fire Chief of his/her department;
  - 3. attach a record of all hours achieved; and
  - 4. send it along with the required processing fee to the SFFMA Austin office.

The Austin office will issue the appropriate certificate, ID card and shoulder patch. Note: As of September 1, 1995, the approved examination is optional.

- H. Certified volunteer firefighters may purchase additional shoulder patches from the State Firemen's and Fire Marshals' Association office in Austin.

## **VI. MINIMUM STANDARDS FOR CERTIFICATION COORDINATOR & INSTRUCTORS**

### **A. Certification Coordinator**

The Certification Coordinator must be a member in good standing in the regularly organized fire department, which is a member of the State Firemen's and Fire Marshals' Association of Texas and have and maintain a current individual membership status in the State Firemen's and Fire Marshals' Association of Texas.

- 1. The Certification Coordinator must have successfully completed one of the following:
  - a. Methods of Teaching Course for the Fire Service;
  - b. Instructional Techniques for Company Officers; or
  - c. Any Board approved comparable educational instructional course
- 2. The Certification Coordinator MUST attend at least one (1) Certification Board Workshop every two (2) years.
- 3. The Certification Coordinator must hold SFFMA Basic Firefighter Certification.

4. Personnel who have been certified as the Certification Coordinator and who have left that position only to return at a later date to same said position **MUST submit in writing** to the Austin office verification from the Fire Chief that they have returned to the position of Certification Coordinator. Re-application is not necessary if the letter is signed by the Chief and can be verified as such.
5. The Certification Coordinator and the Fire Chief **CANNOT** be one in the same person and there can be only one Certification Coordinator per department.
6. Applications with the necessary supporting information and data must be submitted along with the ten dollar (\$10.00) application processing fee to the Austin office for review and approval.
7. Personnel who have not met the requirements as set forth for Certification Coordinator, but who have either been elected or appointed to that position by their department or Fire Chief, may apply for Certification Coordinator as follows:
  - a. Application must be completed, signed by the Fire Chief and returned to the Austin office with the proper application processing fee.
  - b. A **Provisional** certificate will then be issued to personnel on the basis that he/she will complete **ALL** of the required training within three (3) years of the issuance of the provisional certificate.
  - c. Provisional Certification Coordinator certificate holders shall attend a Certification Board workshop **every year** of their provisional status.
  - d. **If the requirements for Certification Coordinator have not been met by the end of the three (3) year period, a new individual must be named to the position.**
8. Upon completion of the required training, personnel **MUST** submit copies of documented training to the Austin office. This documented training will then become part of the individuals' permanent record and shall be attached to the original application.
9. After completion of required training has been duly verified, a new Certification Coordinator certificate will be issued by the Austin office to said personnel. This certificate will replace the Provisional certificate previously issued.

#### B. Instructor Certification

The Certification Program offers two levels of Instructor Certifications.

1. Level I Instructor
  - a. Level I Instructor certification may be awarded to individuals recommended and approved by his/her Fire Chief and Certification Coordinator.
  - b. Applicants must have served a minimum of two (2) years in a fire department, state or federal agency, educational institute, public or private entity devoted to the fire service, emergency medical care agency, or law enforcement agency relating to the subject matter to be taught.
  - c. Applicants must submit evidence (diplomas, certificates, or documented training hours) that he/she possesses adequate knowledge of the subject area he/she proposes to teach. Applications with necessary supporting information and data must be submitted along with the appropriate application fee to the Austin office for review and approval.
  - d. Upon completion of said training and approval of application, the Austin office will issue a Level I Instructor certificate, ID card and shoulder patch, and a permanent record of the Level I Instructor certification will be maintained in the Austin office.
  - e. Level I Instructor is certified to instruct within the certifying department at the **Basic level ONLY**.

2. Level II Instructor
  - a. The applicant MUST hold SFFMA Basic Firefighter Certification.
  - b. Applicant must have served a minimum of three (3) years in a fire department, state or federal agency, educational institute, or a public or private entity devoted to fire service training and related responsibilities.
  - c. Applicant must possess a high school degree or GED certificate.
  - d. The applicant must be recommended and approved by his/her Fire Chief and Certification Coordinator.
  - e. The applicant MUST have completed one of the following:
    1. Methods of Teaching Course for the Fire Service;
    2. Instructional Techniques for Company Officers; or
    3. Any Board approved comparable educational instructional course
  - f. The application with the necessary supporting information and data must be submitted along with the appropriate application processing fee to the Austin office for review and approval.
  - g. Upon completion of said training and approval of application, the Austin office will issue a Level II Instructor certificate, ID card and shoulder patch, and a permanent record of the Level II Instructor certification will be maintained in the Austin office.
  - h. Level II Instructors are certified to teach other departments' personnel as well as within the certifying department.

## VII. CREDIT FOR VOLUNTEER CERTIFICATION TRAINING

- A. Any course taught by a local fire department, an accredited College, University, or other agency is acceptable provided that the Certification Coordinator and the Fire Chief attest that the course meets the minimum requirements as set forth by the Certification Board.
- B. *In no case shall fire scene or response to actual alarms apply towards volunteer certification.* All training shall be in a controlled environment.
- C. A course taught by a commercial (for profit) company to firefighters must abide by the following:
  1. Instructor(s) must hold a Level II Instructor certificate;
  2. The course outline must be submitted to the Volunteer Certification Board through its designee, the Executive Director of the State Firemen's and Fire Marshals' Association of Texas AND be approved prior to teaching the class;
  3. The commercial company must be a sustaining member of the State Firemen's and Fire Marshals' Association of Texas.
- D. Any course taught by means of electronic media may be approved on the following basis:
  1. Each training program topic must receive the approval of the Fire Chief and Certification Coordinator for the fire department utilizing the program.
  2. The responsibility of documentation, review and testing of the program topics will be that of the Fire Chief and Certification Coordinator of said department. All courses must be taught in a controlled classroom environment.
  3. Approval of training credit will be based on the Fire Chief's and Certification Coordinator's assessment of each program topic, review and testing as well as the SFFMA Austin office Certification Administrator's assessment of the program topic.
- E. The State Firemen's and Fire Marshals' Association of Texas recognizes any training conducted by an individual possessing an instructor's certificate granted by the Texas Commission on Fire Protection (TCFP) and its approved programs.

### VIII. MINIMUM STANDARDS FOR INTRODUCTORY CERTIFICATION

This level of certification was established to meet or exceed minimum requirements under the 1992 edition of NFPA 1403 for the novice firefighter, and to ensure training objectives for “Live Fire Training”.

- A. Training, meeting all requirements of this program, from January 1, 1975 to the present, will be accepted towards certification with the proper verification and if that department’s dues to the State Association have been paid for the years in question. Training hours for this certification will be accepted only for the year in which a department filed a yearly progress report.
- B. All Participating Requirements of the Certification Program must be met.
- C. Upon completion of the required objectives and/or hours for Introductory Fire Fighting, the application for Introductory Fire Fighting should be completed, signed by the applicant, Certification Coordinator and Fire Chief, accompanied by the ten dollar (\$10.00) application processing fee and sent to the Austin office. The Austin office will issue the appropriate certificate. A permanent record of the Introductory Fire Fighting certification will be maintained in the Austin office.

#### TRAINING REQUIREMENTS FOR INTRODUCTORY CERTIFICATION

SECTION	SUBJECT	HOURS	OBJECTIVES
1	Fire Department Organization	2	1-01.01, 1-01.02, 1-01.03
2	Forcible Entry	2	2-01.01, 2-01.02
3	Ladder Practices	6	3-01.01, 3-01.06, 3-01.07, 3-01.08 (a-c), 3-01.09
4	Fire Hose Practices	12	4-01.01, 4-01.02, 4-01.03, 4-01.04, 4-01.05, 4-01.06, 4-01.07, 4-01.08, 4-01.09, 4-01.10, 4-01.11, 4-01.13
6	Fire Streams	4	6-01.01, 6-01.02, 6-01.03, 6-01.04
8	Ventilation Practices	7	8-01.01, 8-01.02, 8-01.03, 8-01.04, 8-01.05, 8-01.07
9	Rescue Operations	8	9-01.01, 9-01.02, 9-01.04, 9-01.06
10	First Aid	4	10-01.01, 10-01.02, 10-01.03, 10-01.04, 10-01.05, 10-01.06, 10-01.07, 10-01.10, 10-01.12, 10-01.13, 10-01.14, 10-01.15, 10-01.19, 10-01.20, 10-03.11, 10-03.16
15	Fire Behavior (Fire Science)	8	15-01.01, 15-01.02, 15-01.03, 15-01.04, 15-01.05, 15-01.06, 15-01.07, 15-01.08, 15-01.09, 15-01.10, 15-01.11
23	Safety & Protective Clothing	4	23-01.06, 23-01.08, 23-01.09, 23-01.10, 23-01.11, 23-01.12
25	Ground Cover	3	25-01.01 (a-o), 25-01.02
27	SCBA	10	27-01.01, 27-01.02, 27-01.03, 27-01.04, 27-01.05, 27-01.06
		<b>* 70</b>	<b>HOURS RECEIVED</b>

\* Minimum Hours Required

## **IX. MINIMUM STANDARDS FOR BASIC/INTERMEDIATE/ADVANCED CERTIFICATION**

The very nature of a firefighter's actions is hazardous and extremely exhausting physically while on the fire scene. In order to render proper service to his/her department, and in keeping with this concept, a firefighter must be physically sound and free from any defect which may adversely affect his/her performance of duty. His/her personal safety and the lives of others will be endangered if the firefighter lacks the necessary physical abilities.

- A. Training, meeting all requirements of this program, from January 1, 1975 to the present, will be accepted towards certification with the proper verification and if that department's dues to the State Association have been paid for the years in question. Training will be accepted only for the year in which a department has paid State Association membership dues.
- B. All Participating Requirements of the Certification Program must be met.
- C. Upon completion of the required objectives and/or hours, an application should be completed, signed by the applicant, Certification Coordinator and Fire Chief, including a record of all hours achieved to date, and sent to the Austin office along with the appropriate application processing fee.
- D. Applicants requesting Intermediate certification must hold an SFFMA Basic certification. Those requesting Advanced certification must hold an SFFMA Intermediate certification.
- E. Processing fees are set at ten dollars (\$10.00) for Basic, twenty dollars (\$20.00) for Intermediate, and thirty dollars (\$30.00) for Advanced Firefighter Certification.
- F. The Austin office will issue the appropriate certificate, ID card and shoulder patch. A permanent record of the certification will be maintained in the Austin office.
- G. An Endorsement of Eligibility will be provided to the member department which will enable the applicant to take the Accredited examination. Upon successful completion of the approved examination, the Austin office will issue the Accredited certificate, ID card and shoulder patch.

**TRAINING REQUIREMENTS FOR BASIC/INTERMEDIATE/ADVANCED CERTIFICATION**

<b>SECTION</b>	<b>TITLE</b>	<b>BASIC</b>	<b>INTER</b>	<b>ADV</b>	<b>TOTAL</b>
1	Fire Department Organization	2	16	0	18
2	Forcible Entry	2	4	4	10
3	Ladder Practices	12	8	12	32
4	Hose Practices	12	10	10	32
5	Salvage and Overhaul	6	6	4	16
6	Fire Streams	8	8	8	24
7	Apparatus Familiarization	6	0	0	6
8	Ventilation Practices	8	8	8	24
9	Rescue Operations	12	18	14	44
10	First Aid	12	12	16	40
11	Inspection Practices	4	8	12	24
12	Water Supplies	2	4	6	12
13	Fire Protection Systems	2	6	8	16
14	Transportation Emergencies	2	6	8	16
15	Fire Behavior (Fire Science)	8	2	6	16
16	Fire Alarms & Communications	4	2	2	8
17	Public Relations	2	0	2	4
18	Records & Reports	2	0	0	2
19	Emergency Vehicle Operations	6	0	0	6
20	Emergency Management	0	0	2	2
21	Fire Cause and Origin	4	0	4	8
22	Live Fire Training	4	20	0	24
23	Firefighter Safety/Personal Protective Clothing	8	8	12	28
24	Pump Operations / Hydraulics	8	8	8	24
25	Ground Cover Fire Fighting	3	6	0	9
26	Hazardous Materials	8	8	8	24
27	SCBA	12	12	8	32
28	Ropes	4	6	6	16
29	Portable Extinguishers	2	2	4	8
30	Building Construction	0	0	12	12
31	Public Fire Education	2	3	3	8



**SECTION 1 FIRE DEPARTMENT ORGANIZATION - 18 HOURS****BASIC - 2 Hours**

- 1-01.01 The firefighter shall identify the organization of the fire department.
- 1-01.02 The firefighter shall identify the size of the fire department, the scope of its operation, and the Standard Operational Procedures (SOP's).
- 1-01.03 The firefighter shall identify the fire department rules and regulations as they apply to all members of the department.

**INTERMEDIATE - 16 Hours - INCIDENT COMMAND SYSTEM**

- 1-02.01 The firefighter shall define the incident command system (ICS).
- 1-02.02 The firefighter shall list the seven (7) reasons for an ICS.
- 1-02.03 The firefighter shall list the five (5) functional areas of the ICS organizational structure.
- 1-02.04 The firefighter shall list the basic responsibilities of the Incident Commander.
- 1-02.05 The firefighter shall define the following terms:
- |               |              |
|---------------|--------------|
| A. operations | C. logistics |
| B. planning   | D. finance   |
- 1-02.06 The firefighter shall define, demonstrate and apply the command staff functions of an ICS system.

**ADVANCED - 0 Hours**



**SECTION 2                    FORCIBLE ENTRY - 10 HOURS****BASIC - 2 Hours**

**2-01.01** The firefighter shall identify and demonstrate the use of various types of forcible entry tools:

- |                   |          |
|-------------------|----------|
| A. prybar         | D. axe   |
| B. halligan tools | E. other |
| C. spanner wrench |          |

**2-01.02** The firefighter shall identify the method and procedure of proper cleaning, maintenance and inspection of various types of forcible entry tools and equipment.

**INTERMEDIATE - 4 Hours**

**2-02.01** The firefighter shall identify materials and construction features of doors, windows, roof, floors and vertical barriers and shall define the dangers associated with each in an emergency situation.

**ADVANCED - 4 Hours**

**2-03.01** The firefighter shall identify the method and technique of forcible entry through any door, window, ceiling, roof, floor and vertical barrier.



## SECTION 3 FIRE SERVICE LADDER PRACTICES - 32 HOURS

### BASIC - 12 Hours

- 3-01.01** The firefighter shall identify each type of ladder and define its use.
- 3-01.02** The firefighter shall identify and name the parts of various fire service ladders.
- 3-01.03** The firefighter shall identify the safety aspects of handling, raising, and climbing ladders:
- A. Carrying
    - 1. moving/guiding
    - 2. other personnel
    - 3. obstacles
  - B. Location and Footing
    - 1. location of fire
    - 2. stability of building
    - 3. firm, slippery, uneven surfaces
    - 4. Overhead:
      - a. electricity
      - b. windows
      - c. falling debris
      - d. overhangs
  - C. Raising and Climbing
    - 1. full protective equipment
    - 2. proper lifting methods
    - 3. ladder angle and spacing
    - 4. pawls locked and halyard tied
    - 5. heel person and tying ladder
    - 6. hand placement and positioning
    - 7. climbing with same hand and foot
  - D. Working from ladder
    - 1. safety belts
    - 2. leg locks
    - 3. climbing with and using hoses
  - E. Aerial Ladders
    - 1. overhead obstacles
    - 2. zone of collapse
    - 3. proper placement
- 3-01.04** The firefighter shall identify how to select the proper ladder for the job to be done, and the maximum working heights for fire service ladders.
- 3-01.05** The firefighter shall identify the proper placement and positioning of each type of fire service ladder for different types of jobs.
- 3-01.06** The firefighter, operating as an individual and as a member of a team, shall demonstrate or explain knowledge of the following ladder carries:
- A. one-man
  - B. two-man
  - C. three-man
  - D. four-man
  - E. five-man
  - F. six-man
- 3-01.07** The firefighter, operating as an individual and as a member of a team, shall raise each type and size of ground ladder, available to the local jurisdiction having authority, using several different raises for each.

- 3-01.08** The firefighter shall, with or without a life belt, climb the full length of each type of ground and aerial ladder available to the authority having jurisdiction and demonstrate:
- A. climbing the full length of each type of ground and aerial ladder carrying fire fighting tools or equipment while ascending and descending
  - B. climbing the full length of each type of ground and aerial ladder and bring an injured person down.
  - C. the techniques of working from ground and aerial ladders with tools and appliances.
- 3-01.09** The firefighter shall demonstrate the technique of cleaning ladders.

**INTERMEDIATE - 8 Hours**

- 3-02.01** The firefighter shall identify the materials used in ladder construction and list the advantages and disadvantages of each type of material.
- 3-02.02** The firefighter shall identify the load safety features of all ground and aerial ladders.
- 3-02.03** The firefighter shall demonstrate inspection and maintenance techniques for different types of ground and aerial ladders available to the local authority having jurisdiction.

**ADVANCED - 12 Hours**

- 3-03.01** The firefighter shall identify and explain the several special uses for ground ladders.
- 3-03.02** The firefighter shall identify and explain the annual service test for ground ladders.
- 3-03.03** The firefighter, operating as an individual and as a member of a team, shall demonstrate the following ladder carries:
- A. one-man
  - B. two-man
  - C. three-man
  - D. four-man
  - E. five-man
  - F. six-man

The ladder shall be positioned flat on the ground during this demonstration.

- 3-03.04** The firefighter, operating as an individual and as a member of a team, shall raise each type and size of ground ladder using several different raises for each.
- 3-03.05** The firefighter shall, with or without a life belt, climb the full length of each type of ground and aerial ladder and demonstrate:
- A. climbing the full length of each type of ground and aerial ladder, carrying fire fighting tools or equipment, while ascending or descending.
  - B. climbing the full length of each type of ground and aerial ladder and bring an injured person down.
  - C. the techniques of working from ground and aerial ladders with tools and appliances.

**SECTION 4 FIRE HOSE PRACTICES - 32 HOURS****BASIC - 12 Hours**

- 4-01.01 The firefighter shall identify the sizes, types, amounts, and use of hose carried on fire apparatus.
- 4-01.02 The firefighter shall demonstrate the use of nozzles, hose adapters, and hose appliances carried on the local fire apparatus.
- 4-01.03 The firefighter, given the necessary equipment and operating as an individual and as a member of a team, shall advance dry hose lines of two different sizes, both of which shall be 1½ inches or larger, from fire apparatus:
- A. into a structure
  - B. up a ladder into an upper floor window
  - C. up an inside stairway to an upper floor
  - D. up an outside stairway to an upper floor
  - E. down an inside stairway to a lower floor
  - F. down an outside stairway to a lower floor
  - G. to an upper floor by hoisting
- 4-01.04 The firefighter, given the necessary equipment and operating as an individual and as a member of a team, shall advance charged attack line of two different sizes, both of which shall be 1½ inches or larger, from fire apparatus:
- A. into a structure
  - B. up a ladder into an upper floor window
  - C. up an inside stairway to an upper floor
  - D. up an outside stairway to an upper floor
  - E. down an inside stairway to a lower floor
  - F. down an outside stairway to a lower floor
  - G. to an upper floor by hoisting
- 4-01.05 The firefighter shall demonstrate the techniques for cleaning fire hose, couplings, and nozzles; and inspecting for damage.
- 4-01.06 The firefighter shall connect a fire hose to a hydrant, and fully open and close the hydrant.
- 4-01.07 The firefighter shall demonstrate the loading of fire hose on fire apparatus and identify the purpose of at least three types of hose loads and finishes.
- 4-01.08 The firefighter shall demonstrate three types of hose rolls.
- 4-01.09 The firefighter shall demonstrate two types of hose carries.
- 4-01.10 The firefighter shall demonstrate coupling and uncoupling fire hose.
- 4-01.11 The firefighter shall work from a ladder with a charged attack line, which shall be 1½ inches or larger.
- 4-01.12 The firefighter shall demonstrate the techniques of carrying hose into a building to be connected to a standpipe, and of advancing a hose line from a standpipe.
- 4-01.13 The firefighter shall demonstrate the method for extending a hose line.
- 4-01.14 The firefighter shall demonstrate replacing a burst section of hose line.

### **INTERMEDIATE - 10 Hours**

- 4-02.01 The firefighter shall identify, select, and demonstrate the use of any nozzle.
- 4-02.02 The firefighter shall demonstrate all hand hose lays.
- 4-02.03 The firefighter shall demonstrate inspection and maintenance of fire hose, couplings, and nozzles, and recommend replacement or repair as needed.
- 4-02.04 The firefighter shall demonstrate all hydrant to fire apparatus hose connections.
- 4-02.05 The firefighter shall select adapters and appliances to be used in a specific fireground operation.

### **ADVANCED - 10 Hours**

- 4-03.01 The firefighter shall conduct an annual service test for fire hose.
- 4-03.02 The firefighter shall identify hose classifications by use and construction.
- 4-03.03 The firefighter shall identify types of fire hose couplings.
- 4-03.04 The firefighter shall identify the methods of constructing fire hose couplings.
- 4-03.05 The firefighter shall identify the methods of attaching couplings to fire hose.

**SECTION 5 SALVAGE AND OVERHAUL - 16 HOURS****BASIC - 6 Hours**

- 5-01.01 The firefighter shall identify the purpose of salvage, and its value to the public and the fire department.
- 5-01.02 The firefighter, as an individual and as a member of a team, shall demonstrate folds and rolls of salvage covers.
- 5-01.03 The firefighter, as an individual and as a member of a team, shall demonstrate salvage cover throws.
- 5-01.04 The firefighter shall demonstrate the techniques of inspection, cleaning, and maintaining salvage equipment.
- 5-01.05 The firefighter shall identify the purpose of overhaul.
- 5-01.06 The firefighter shall demonstrate searching for hidden fires.
- 5-01.07 The firefighter shall demonstrate exposure of hidden fires by opening ceilings, walls, floors, and pulling apart burned materials.
- 5-01.08 The firefighter shall demonstrate how to separate and remove charred material from unburned material.
- 5-01.09 The firefighter shall define duties of firefighters left at the scene for fire and security surveillance.

**INTERMEDIATE - 6 Hours**

- 5-02.01 The firefighter, given salvage equipment, operating as an individual and as a member of a team, shall demonstrate the construction and use of a water chute and a water catchall.
- 5-02.02 The firefighter, given salvage equipment except salvage covers, shall demonstrate the removal of debris, and removal and routing of water from a structure.
- 5-02.03 The firefighter shall demonstrate the covering or closing of openings made during fire fighting operations.
- 5-02.04 The firefighter shall list the procedures to follow during overhaul.
- 5-02.05 The firefighter shall identify the safety precautions necessary during overhaul.

**ADVANCED - 4 Hours**

- 5-03.01 The firefighter shall list five (5) indicators of structural instability.
- 5-03.02 The firefighter shall identify precautions to be followed when overhauling targeted hazards.
- 5-03.03 The firefighter shall list four (4) indicators of fire in walls or ceilings.
- 5-03.04 The firefighter shall demonstrate recognition and preservation of evidence of arson.
- 5-03.05 The firefighter shall demonstrate restoration of a premises after a fire.



## SECTION 6 FIRE STREAMS - 24 HOURS

### BASIC - 8 Hours

- 6-01.01 The firefighter shall define a fire stream.
- 6-01.02 The firefighter shall manipulate a nozzle so as to attack a Class A and a Class B fire.
- 6-01.03 The firefighter shall define water hammer and at least one method for its prevention.
- 6-01.04 The firefighter shall demonstrate how to open and close a nozzle.
- 6-01.05 The firefighter shall define the following methods of water application:
  - A. direct
  - B. indirect
  - C. combination
- 6-01.06 The firefighter, given specific fire situations, shall select the proper nozzle and hose size for each.
- 6-01.07 The firefighter shall identify characteristics of all types of fire streams.
- 6-01.08 The firefighter shall identify precautions to be followed while advancing hose lines to a fire.
- 6-01.09 The firefighter shall identify three (3) conditions that result in pressure losses in a hose line.

### INTERMEDIATE - 8 Hours

- 6-02.01 The firefighter shall describe the operating principles of fog and smooth bore nozzles.
- 6-02.02 The firefighter shall describe the advantages and disadvantages of solid and fog streams.
- 6-02.03 The firefighter shall identify four (4) special stream nozzles and demonstrate at least two (2) uses or applications for each.
- 6-02.04 The firefighter shall identify and define foam making appliances and shall demonstrate a foam stream from each.
- 6-02.05 The firefighter shall identify three (3) observable results that are obtained when proper application of a fire stream is accomplished.
- 6-02.06 The firefighter shall identify and define those items required to develop three (3) types of fire streams and shall demonstrate each.

### ADVANCED - 8 Hours

- 6-03.01 The firefighter shall define the methods by which foam prevents or controls a hazard.
- 6-03.02 The firefighter shall define the principle by which foam is generated.
- 6-03.03 The firefighter shall define common causes for the poor generation of foam and identify the procedures for correcting each.
- 6-03.04 The firefighter shall define the difference between hydrocarbon and polar solvent fuels and identify the type of foam concentrate required for each fuel.
- 6-03.05 The firefighter shall define the advantages, characteristics, and precautions for use of the following types of foam:
 

A. protein	E. hazardous materials vapor mitigating foam
B. fluoroprotein	F. medium- and high-expansion foam
C. film forming fluoroprotein (FFFP)	G. Class A foams
D. aqueous film forming foam (AFFF)	H. Alcohol Type Concentrate (ATC)
- 6-03.06 The firefighter, given the size of the fuel surface, the types of fuel involved, and the type of foam concentrate being used, shall determine the minimum application rate necessary for extinguishment of a fire.

- 6-03.07** The firefighter shall define the precautions that must be taken when using high expansion foam to attack structural fires.
- 6-03.08** The firefighter shall diagram the types of fog nozzles, identify the major parts, and trace water flow through each.
- 6-03.09** The firefighter, given a selection of nozzles and tips, shall identify the type, design, operation, nozzle pressure, and flow of each.
- 6-03.10** The firefighter shall identify the rate of water flow necessary to control fire in a room of specified volume.

**SECTION 7                    APPARATUS FAMILIARIZATION - 6 HOURS****BASIC - 6 Hours**

- 7-01.01 The firefighter shall be able to identify various types of automotive fire apparatus.
- 7-01.02 The firefighter shall identify various types of fire apparatus pumps and pumps components, and their functions.
- 7-01.03 The firefighter shall identify various types of aerial apparatus components and their functions.
- 7-01.04 The firefighter shall identify various types of tools and appliances, and their location on the fire department apparatus.

**INTERMEDIATE - 0 Hours****ADVANCED - 0 Hours**



**SECTION 8 VENTILATION PRACTICES - 24 HOURS****BASIC - 8 Hours**

- 8-01.01 The firefighter shall define the principles of ventilation, and identify the advantages and effects of ventilation.
- 8-01.02 The firefighter shall identify the dangers present, and the precautions to be taken in performing ventilation.
- 8-01.03 The firefighter shall demonstrate opening various types of windows from inside and outside, with and without fire department tools.
- 8-01.04 The firefighter shall demonstrate breaking window or door glass, and removing obstructions.
- 8-01.05 The firefighter, using an axe, shall demonstrate the ventilation of a roof and a floor.
- 8-01.06 The firefighter shall demonstrate ventilation using a water fog.
- 8-01.07 The firefighter shall define theory of a back draft explosion.
- 8-01.08 The firefighter shall identify signs of a potential flashover.

**INTERMEDIATE - 8 Hours**

- 8-02.01 The firefighter shall demonstrate the use of different types of power saws and jack hammers.
- 8-02.02 The firefighter shall identify the different types of roofs, demonstrate the techniques used to ventilate each type, and identify the necessary precautions.
- 8-02.03 The firefighter shall identify the size and location of an opening for ventilation, and the precautions to be taken during ventilation.
- 8-02.04 The firefighter shall demonstrate the removal of skylights, scuttle covers, and other covers on rooftops.
- 8-02.05 The firefighter shall demonstrate the types of equipment used for forced mechanical ventilation.

**ADVANCED - 8 Hours**

- 8-03.01 The firefighter shall identify and demonstrate natural and mechanical methods for horizontal ventilation of a structure.
- 8-03.02 The firefighter shall identify and demonstrate natural and mechanical methods for vertical ventilation of a structure.
- 8-03.03 The firefighter shall identify the location of the opening, the method to be used, and the precautions to be taken when ventilating a basement.



## SECTION 9 RESCUE OPERATIONS - 44 HOURS

### BASIC - 12 Hours

- 9-01.01** The firefighter shall define safety procedures as they apply to rescue.
- 9-01.02** The firefighter shall define the uses of a lifeline.
- 9-01.03** The firefighter, given the proper information, shall list the life threatening injuries that need to be observed in the proper order of priority.
- 9-01.04** The firefighter shall, given victims and the proper equipment, demonstrate the proper techniques for removal of injured person(s) from hazards by the use of the following carries, drags and stretchers:
- |                                   |                       |
|-----------------------------------|-----------------------|
| A. one/two person victim standing | E. three-person carry |
| B. seat carry                     | F. lift and carry     |
| C. extremities carry              | G. blanket drag       |
| D. chair carry                    |                       |
- 9-01.05** The firefighter shall demonstrate the techniques of packaging a victim for emergency transportation by:
- given a short/long spine board and wrapping materials, demonstrate the stabilizing of a victims spine and cervical area of the body, and
  - given a packaged victim and stretcher, demonstrate the transfer procedures of victims from their rescue scene.
- 9-01.06** The firefighter shall demonstrate searching for victims in burning, smoke-filled buildings, or other hostile environments:
- given the proper information, shall list two (2) objectives to be achieved while searching for victims in a building on fire and
  - given a small one story building filled with simulated smoke, shall demonstrate the establishing of a search pattern for the building and multiple rooms that are involved.
- 9-01.07** The firefighter shall explain search and rescue procedures for safe rescue of open water and swift water victims.
- 9-01.08** The firefighter shall describe or demonstrate the use of water rescue tools including:
- |                               |                     |
|-------------------------------|---------------------|
| A. personal flotation devices | E. rescue tube      |
| B. pike poles                 | F. towel reach      |
| C. shepherd's hook            | G. ladders          |
| D. ring buoy                  | H. dragging devices |
- 9-01.09** The firefighter shall identify and explain low water crossings and their hazards, low head dams and their hazards.

## **INTERMEDIATE - 18 Hours**

- 9-02.01** The firefighter shall describe the techniques and safety procedures as they apply to the following rescue activities:
- A. structural collapses
  - B. trench collapses
  - C. caves and tunnels
  - D. water and ice emergencies
  - E. elevators and escalators
  - F. emergencies involving energized electrical lines
  - G. industrial accidents
  - H. motor vehicle accidents
  - I. other hazards particular to the local jurisdiction
- 9-02.02** The firefighter shall demonstrate the use of the following rescue tools:
- A. cribbing and shoring material
  - B. block and tackle
  - C. hydraulic devices
  - D. pneumatic devices
  - E. trench jacks
  - F. water rescue devices
- 9-02.03** The firefighter shall raise and lower a simulated victim 20 vertical feet (6m) using a rope rescue system.

## **ADVANCED - 14 Hours**

- 9-03.01** The firefighter, operating as a member of a team, shall demonstrate the proper techniques and safety procedures as they apply to the following rescue activities:
- A. structural collapses
  - B. trench collapses
  - C. caves and tunnels
  - D. water and ice emergencies
  - E. elevators and escalators
  - F. emergencies involving energized electrical lines
  - G. industrial accidents
  - H. motor vehicle accidents
  - I. other hazards particular to the local jurisdiction
- 9-03.02** The firefighter, given a 20' tubular webbing, shall demonstrate the proper tying of a Swiss seat.
- 9-03.03** The firefighter, given the proper information, shall list the equipment needed to complete rappelling procedure.
- 9-03.04** The firefighter, given a 20' length of ½ inch rope, shall demonstrate the following knots: as used in repelling:
- A. figure-eight
  - B. figure-eight follow through
  - C. bowline
  - D. clove hitch
  - E. half-hitch
- 9-03.05** The firefighter shall identify the techniques of removing debris, rubble, and other materials found at a cave-in and list the precautions to be taken when constructing rescue shafts and tunnels where large debris is involved.
- 9-03.06** The firefighter, given the proper information, shall define the following:
- A. lean-to collapse
  - B. pancake floor collapse
  - C. v-floor collapse
- 9-03.07** The firefighter shall assume command of a simulated rescue operation in the absence of a company officer.

## SECTION 10 FIRST AID - 40 HOURS

### **BASIC- 12 HOURS**

- 10-01.01 The firefighter shall list the three (3) major roles and responsibilities of the first responder.
- 10-01.02 The firefighter shall describe all applicable legal aspects related to providing emergency care as a first responder.
- 10-01.03 The firefighter, given each vital sign, shall describe its normal and abnormal states and how he would check for the sign.
- 10-01.04 The firefighter shall identify the medical identification symbol.
- 10-01.05 The firefighter shall state the time in which brain cells will die without oxygen.
- 10-01.06 The firefighter shall identify a primary survey for life-threatening injuries.
- 10-01.07 The firefighter shall describe the signs of adequate and inadequate breathing.
- 10-01.08 The firefighter shall describe variations in design of the respiratory system for partial and total laryngectomies.
- 10-01.09 The firefighter shall describe airway care and resuscitation procedures for the laryngectomy.
- 10-01.10 The firefighter shall demonstrate mouth-to-mouth and mouth-to-nose resuscitation.
- 10-01.11 The firefighter shall demonstrate oronasal ventilation.
- 10-01.12 The firefighter shall list the signs of cardiac arrest.
- 10-01.13 The firefighter, given a diagram of the heart and its related organs, shall identify these organs and complications if CPR is performed incorrectly.
- 10-01.14 The firefighter shall list the signs of effective CPR.
- 10-01.15 The firefighter shall demonstrate one and two person cardiopulmonary resuscitation.
- 10-01.16 The firefighter, given a description of a type of bleeding, shall identify it as arterial, venous or capillary.
- 10-01.17 The firefighter shall describe why tourniquets are a last resort for controlling bleeding.
- 10-01.18 The firefighter shall demonstrate techniques for controlling external bleeding.
- 10-01.19 The firefighter shall demonstrate the proper technique for prevention and/or spread of infectious diseases and occupational exposure to bloodborne pathogens associated with emergency medical care.
- 10-01.20 The firefighter shall demonstrate the use, decontamination, disinfecting, and proper disposal of personal protective equipment used for protection from infectious diseases.
- 10-01.21 The firefighter shall identify major signs of, distinctions between, and initial treatment for heat cramps, heat exhaustion, and heatstroke.
- 10-01.22 The firefighter shall identify major signs of hypothermia.
- 10-01.23 The firefighter, given a description of patients exposed to heat and cold, shall identify the condition and describe emergency care procedures.
- 10-01.24 The firefighter shall describe the meaning of shock.
- 10-01.25 The firefighter, given a list of signs and symptoms, shall identify those associated with shock.
- 10-01.26 The firefighter shall describe anaphylactic shock.
- 10-01.27 The firefighter shall identify the treatment for anaphylactic shock.
- 10-01.28 The firefighter shall define the functions of the skeletal system.
- 10-01.29 The firefighter shall define and identify types of fractures, dislocations and sprains.
- 10-01.30 The firefighter, given a list of symptoms, shall identify those associated with fractures and dislocations.
- 10-01.31 The firefighter shall list the primary reason for splinting.

- 10-01.32** The firefighter, given descriptions of "patients" with injuries of the skull, spine and chest, shall identify the condition and describe appropriate emergency care.
- 10-01.33** The firefighter, given "patients", shall describe appropriate emergency care for any injuries to the spine.
- 10-01.34** The firefighter, given a specific situation, shall indicate:
- A. whether or not a patient should be moved,
  - B. why the patient should or should not be moved, and
  - C. if a move is necessary, how the move should be accomplished.
- 10-01.35** The firefighter, given descriptions of accident scenes, shall describe procedures for gaining access to patients:
- A. in closed upright vehicles
  - B. in closed overturned vehicles
  - C. pinned beneath vehicle
  - D. pinned inside vehicle
  - E. in vehicle with electrical hazards

**INTERMEDIATE - 12 Hours**

- 10-02.01** The firefighter, given a description of patients, shall identify priority for triage purposes.
- 10-02.02** The firefighter shall demonstrate the emergency care for a person with known or suspected internal bleeding.
- 10-02.03** The firefighter, given specific situations and patients, shall perform a complete assessment for illnesses and injuries and describe appropriate emergency care procedures.
- 10-02.04** The firefighter, given a specific situation and patient, shall demonstrate and define the sequential emergency medical care indicated.
- 10-02.05** The firefighter shall describe safe procedures in use of oxygen.
- 10-02.06** The firefighter shall identify the two (2) main parts of the skull and describe their functions.
- 10-02.07** The firefighter shall define the following:
- A. heart attack
  - B. angina
  - C. heart failure
  - D. stroke
  - E. diabetic coma
  - F. insulin shock
  - G. grand mal seizures
  - H. petite mal seizures
- 10-02.08** The firefighter, given patients simulating heart attacks, angina, heart failure, stroke, and diabetic and epileptic conditions, shall identify the condition, note appropriate signs and describe appropriate care.
- 10-02.09** The firefighter, given descriptions of patients suffering from ingested poisons, inhaled poisons, bites and stings, alcohol abuse and drugs, shall identify the condition and describe appropriate emergency care.
- 10-02.10** The firefighter, given a list of statements, shall select general rules for splinting.
- 10-02.11** The firefighter, given descriptions of "patients" with injuries of the extremities, shall identify the injury and describe appropriate emergency care.
- 10-02.12** The firefighter shall identify and describe procedures for obtaining blood pressure by palpation and auscultation.
- 10-02.13** The firefighter shall identify the control center for breathing.

- 10-02.14** The firefighter, given a description of a wound type, shall describe management procedures and special considerations. Wound types will include:
- |                          |                                       |
|--------------------------|---------------------------------------|
| A. avulsed parts         | H. eye with penetrating object        |
| B. impaled objects       | I. extruded eyeball                   |
| C. protruding organs     | J. arterial bleeding in the neck      |
| D. face and scalp wounds | K. severe venous bleeding in the neck |
| E. cheek wounds          | L. abdominal injuries                 |
| F. nosebleeds            | M. genitalia injuries                 |
| G. lacerated eye         |                                       |
- 10-02.15** The firefighter, given an identified fracture, shall demonstrate the emergency medical care necessary to transport the victim.

**ADVANCED-16 Hours**

- 10-03.01** The firefighter, starting with the head and working to the feet, shall identify the major body components, cavities and organs.
- 10-03.02** The firefighter, given the name of each body system, shall identify its function.
- 10-03.03** The firefighter, given two or more body parts, shall describe their relationship using the terminology of topographic anatomy.
- 10-03.04** The firefighter shall identify and describe the function of each of the components of the respiratory system, and describe how air travels through the system to exchange oxygen and waste gases with the body.
- 10-03.05** The firefighter shall explain how the diaphragm, rib muscles and pleura operate to permit breathing.
- 10-03.06** The firefighter, given a diagram of the heart showing left and right chambers, shall indicate the flow of blood from the lungs, through the heart, and to the body.
- 10-03.07** The firefighter shall describe the composition and functions of blood.
- 10-03.08** The firefighter, given descriptions of “patients” burned by heat, shall indicate the degree and criticality of the burn and describe emergency care procedures.
- 10-03.09** The firefighter, given descriptions of “patients” burned by chemical and electricity, shall describe emergency care procedures.
- 10-03.10** The firefighter shall describe function, need, and safe procedures for use of:
- |                           |
|---------------------------|
| A. suctioning             |
| B. oropharyngeal airway   |
| C. bag-mask resuscitation |
- 10-03.11** The firefighter shall demonstrate the use of breathing aid equipment.
- 10-03.12** The firefighter shall demonstrate emergency medical care of traumatic shock.
- 10-03.13** The firefighter shall describe procedures to follow in preparing for and assisting in normal and abnormal childbirth including caring for the mother and newborn.
- 10-03.14** The firefighter shall define breech birth and prolapsed cord.
- 10-03.15** The firefighter shall describe procedures to follow in the event of excessive bleeding and miscarriage.
- 10-03.16** The firefighter shall have knowledge of the general steps for use of an automated external defibrillator.
- |   |
|---|
| A. The firefighter should know the abnormal heart rhythms commonly present during cardiac arrest. |
| B. The firefighter should know what defibrillation is and how it works.                           |
| C. The firefighter should know precautions for the use of an AED.                                 |
| D. The firefighter shall demonstrate the use of the AED.  |

***COMPLETION OF THESE OBJECTIVES OR A TEXAS DEPARTMENT OF HEALTH ECA COURSE WILL SATISFY ALL OBJECTIVES AS LISTED IN THIS SECTION.***



**SECTION 11            INSPECTION PRACTICES - 24 HOURS****BASIC - 4 Hours**

- 11-01.01 The firefighter shall identify the five (5) common causes of fires and their prevention.
- 11-01.02 The firefighter shall identify the fire inspection procedures.
- 11-01.03 The firefighter shall define the importance of public relations relative to inspection programs.
- 11-01.04 The firefighter shall define dwelling inspection procedures.

**INTERMEDIATE - 8 Hours**

- 11-02.01 The firefighter shall prepare diagrams or sketches of buildings to record the locations of items of concern during pre-fire planning operations.
- 11-02.02 The firefighter shall collect and record in writing, information required for the purpose of preparing a report on a building inspection or survey.
- 11-02.03 The firefighter shall identify school exit drill procedures.
- 11-02.04 The firefighter shall identify life safety programs for the home.
- 11-02.05 The firefighter shall identify common fire hazards and make recommendations for correction.

**ADVANCED - 12 Hours**

- 11-03.01 The firefighter shall write a building inspection report.
- 11-03.02 The firefighter shall identify that the fire extinguishers in an inspected premises conform to the fire prevention requirements.
- 11-03.03 The firefighter shall identify the procedures to be used whenever fire hazards, or suspected fire hazards, are encountered during inspections.
- 11-03.04 The firefighter shall identify the procedure for preparing a pre-fire plan.
- 11-03.05 The firefighter shall identify the duties and responsibilities of a firefighter assigned to a fire prevention detail in place of public assembly.
- 11-03.06 The firefighter shall identify the fire exit requirements for different types of occupancies.
- 11-03.07 The firefighter shall identify the use and operation of various roof vents, both manual and automatic.
- 11-03.08 The firefighter shall inspect standpipe systems for fire protection, including visual inspection of hose (where provided), nozzles, hose outlet threads, and fire department connections.
- 11-03.09 The firefighter shall identify a private water system for fire protection, including fire pumps, yard hydrants, hose houses, gravity and pressure types of water storage tanks, reservoirs, and draft sources.
- 11-03.10 The firefighter shall identify smoke, flame, and heat-detection alarm systems.
- 11-03.11 The firefighter shall identify local and state fire codes concerning subjects to be noted in the fire company inspection.
- 11-03.12 The firefighter shall identify the area of responsibility of other municipal and state inspection agencies.
- 11-03.13 The firefighter shall identify the fire hazards commonly found in manufacturing, commercial, residential, and public assembly occupancies.
- 11-03.14 The firefighter shall identify common deficiencies in electrical services and equipment.
- 11-03.15 The firefighter shall identify standard types of chimneys and flues, and recognize deficiencies likely to cause fires.
- 11-03.16 The firefighter shall identify and define fire spread through air conditioning and utility ducts, and the functions of automatic and manual controls of these systems.
- 11-03.17 The firefighter shall identify local code requirements covering the proper storage and use of flammable liquids and gases.

- 11-03.18** The firefighter shall identify storage codes and practices contributing to fire safety in buildings, including proper piling, aisles, clearances, access to fire equipment and exits.
- 11-03.19** The firefighter shall identify proper outside storage and how it affects fire fighting, including aisles, roadways, access to hydrants, access to buildings, and exposure hazards.
- 11-03.20** The firefighter shall identify water and smoke damage potential to goods, to office and manufacturing machinery, and other valuable objects.
- 11-03.21** The firefighter shall identify legal issues concerning fire service inspections.

**SECTION 12 WATER SUPPLIES - 12 HOURS****BASIC - 2 Hours**

- 12-01.01** The firefighter shall identify the water distribution system, and other alternate water sources in the area of responsibility.
- 12-01.02** The firefighter shall identify the following parts of a water distribution system:
- A. distributors
  - B. primary feeders
  - C. secondary feeders
- 12-01.03** The firefighter shall identify a:
- A. dry-barrel hydrant
  - B. wet-barrel hydrant
- 12-01.04** The firefighter shall identify the following:
- A. normal operating pressure of a water distribution system
  - B. residual pressure of a water distribution system
  - C. the flow pressure from an opening that is flowing water
- 12-01.05** The firefighter shall demonstrate hydrant to pumper hose connections for forward and reverse hose lays.

**INTERMEDIATE - 4 Hours**

- 12-02.01** The firefighter shall identify the following types of water main valves:
- A. indicating
  - B. non-indicating
  - C. post indicators
  - D. outside screw and yoke
- 12-02.02** The firefighter shall identify hydrant usability by:
- A. obstruction to use of hydrant
  - B. direction of hydrant outlets to suitability of use
  - C. mechanical aboveground damage
  - D. condition of paint for rust and corrosion
  - E. the flow by fully operating the hydrant
  - F. the ability to drain
- 12-02.03** The firefighter shall define, explain, and demonstrate where applicable, the use of a rural dry fire hydrant system and static water supply source.
- 12-02.04** The firefighter shall define a tanker shuttle.
- 12-02.05** The firefighter shall identify the apparatus, equipment, and appliances required to provide water at rural locations by relay pumping, large diameter hose, or a tanker shuttle.
- 12-02.06** The firefighter shall demonstrate deployment of a portable water tank.

**ADVANCED - 6 Hours**

- 12-03.01** The firefighter shall identify and explain the four (4) fundamental components of a modern water system.
- 12-03.02** The firefighter, given a pitot tube and gauge, shall use, read, and record several flow pressures.
- 12-03.03** The firefighter, given a chart, size of openings, and flow pressures, shall determine the quantity of water flowing from the openings.
- 12-03.04** The firefighter, given a chart, shall identify the approximate discharge capacities of various water pipe sizes.
- 12-03.05** The firefighter shall identify the pipe sizes used in water distribution systems for residential, business, and industrial districts.
- 12-03.06** The firefighter shall identify two (2) causes of increased resistance or friction loss in water mains.

**SECTION 13 FIRE PROTECTION SYSTEMS - 16 HOURS****BASIC - 2 Hours**

- 13-01.01 The firefighter shall identify a fire department sprinkler connection and water motor alarm.
- 13-01.02 The firefighter shall connect hose line(s) to a fire department connection of a sprinkler or standpipe system.
- 13-01.03 The firefighter shall define how the automatic sprinkler heads open and release water.
- 13-01.04 The firefighter shall temporarily stop the flow of water from a sprinkler head.

**INTERMEDIATE - 6 Hours**

- 13-02.01 The firefighter shall identify the main drain valve on the system.
- 13-02.02 The firefighter shall open and close a main drain valve on the system.
- 13-02.03 The firefighter shall identify the main control valve on the system.
- 13-02.04 The firefighter shall operate a main control valve on the system from open to closed and back to open.
- 13-02.05 The firefighter shall define the value of automatic sprinklers in providing safety to the occupants in a structure.
- 13-02.06 The firefighter shall identify and define the dangers of premature closure of sprinkler main control valve, and of using hydrants to supply hose streams when the same water system is supplying the automatic sprinkler system.
- 13-02.07 The firefighter shall identify the difference between an automatic sprinkler system that provides complete coverage and a partial sprinkler system.
- 13-02.08 The firefighter shall identify at least three sources of water for supply to an automatic sprinkler system.
- 13-02.09 The firefighter shall identify the following:
- |                         |                                 |
|-------------------------|---------------------------------|
| A. wet sprinkler system | C. deluge sprinkler system      |
| B. dry sprinkler system | D. residential sprinkler system |
- 13-02.10 The firefighter shall demonstrate removing one head from a sprinkler system and replacing it with a head of the same type.

**ADVANCED - 8 Hours**

- 13-03.01 The firefighter, given an alarm valve of an automatic sprinkler system, shall identify the operation of the valve.
- 13-03.02 The firefighter, given twelve various sprinkler heads, shall identify each of them correctly as to:
- |                       |
|-----------------------|
| A. temperature rating |
| B. pendant or upright |
| C. special types      |
- 13-03.03 The firefighter shall identify the alarm test valve on the system.
- 13-03.04 The firefighter, given an automatic sprinkler system, shall operate the alarm test valve.
- 13-03.05 The firefighter, given a velocity drain valve or ball drip valve on the fire department connection of an automatic sprinkler system, shall demonstrate that the valve is operational and the pipe is drained.
- 13-03.06 The firefighter, given a check valve on the fire department connection to an automatic sprinkler system, shall identify the direction of flow of water through the valve.
- 13-03.07 The firefighter shall read and record the indicated pressures on all gauges provided on both a standard wet and standard dry system, and identify each gauge.

- 13-03.08** The firefighter shall define the reliability of automatic sprinkler systems, and give eight (8) reasons for unsatisfactory performance.
- 13-03.09** The firefighter, by inspection of an automatic sprinkler system in a building, shall identify obstructions to sprinkler heads and the required clearance.
- 13-03.10** The firefighter shall identify the types, components and operation of standpipe systems.
- 13-03.11** The firefighter shall identify various types of special extinguishing systems.
- 13-03.12** The firefighter shall identify various types of supervisory circuits.
- 13-03.13** The firefighter shall identify the function of a fire annunciator panel.
- 13-03.14** The firefighter shall identify various alarm initiating devices.

**SECTION 14            TRANSPORTATION EMERGENCIES - 16 HOURS****BASIC - 2 Hours**

- 14-01.01** The firefighter shall identify the modes of public transportation which operate within the jurisdiction having authority:
- |                                     |                           |
|-------------------------------------|---------------------------|
| A. aircraft                         | D. trams                  |
| B. trains                           | E. monorails              |
| C. over road buses and school buses | F. high speed rail system |
- 14-01.02** The firefighter shall identify the established procedures for control of movement for each of the identified transportation modes used within the local authority having jurisdiction:
- color code system for airport airfield lighting
  - established procedures and verbal communication as used by Air Traffic Control, to control vehicle movements on taxiways and runways
  - color code light system used for control and speed of trains
  - verbal communications for movement of trains
- 14-01.03** The firefighter, given a map of the municipality or airport, shall identify the traffic routes and traffic flow patterns including the parking and storage areas for the vehicles.
- 14-01.04** The firefighter, given a specific location in a municipality, shall identify the shortest route to a transportation incident.

**INTERMEDIATE - 6 Hours**

- 14-02.01** The firefighter shall identify the locations of the specialized fuel storage facilities and distribution systems for the transportation vehicles:
- distribution pipelines supplying the storage facilities and emergency shut-off valves or pumping stations
  - supplier of the fuel and contact methods to supplier for emergency shut down
  - construction and design of the storage tanks and built-in protection which may apply
- 14-02.02** The firefighter shall identify and locate hazardous materials which may be carried by the various types of transportation vehicles:
- the hazards associated with fuels and chemicals used aboard the transportation vehicles
  - using a diagram of appropriate vehicle, location where fuels and chemicals are located on the vehicles
- 14-02.03** The firefighter shall identify the various openings available to emergency personnel for evacuating passengers and operators of the vehicles:
- identify on a diagram, the appropriate openings for egress and ingress.
  - identify on a diagram, the location of area(s) where emergency cuts are to be made to effect rescue of personnel.
- 14-02.04** The firefighter shall identify the procedures, appropriate equipment and supplies for evacuation, removal and care of person(s) from the hazard area(s) of the vehicles.

**ADVANCED - 8 Hours**

- 14-03.01** The firefighter, as an individual, shall demonstrate the operation of all normal exits, and emergency exits and escape devices on each mode of transportation available in the local authority having jurisdiction, accomplishing all critical factors within the time frame required by the department.
- 14-03.02** The firefighter, as an individual, shall demonstrate the shutdown of the following systems on transportation vehicles:
- A. power plant
  - B. electrical system
  - C. hydraulic system, accomplishing all critical factors within the time frame required by the department
- 14-03.03** The firefighter, as an individual or member of a team, shall demonstrate the procedures of evacuation, removal and care of person(s) from each type of vehicle within the local authority having jurisdiction.

**SECTION 15 FIRE BEHAVIOR (FIRE SCIENCE) - 16 HOURS****BASIC - 8 Hours**

- 15-01.01 The firefighter shall define heat and fire.
- 15-01.02 The firefighter shall define the fire triangle and tetrahedron.
- 15-01.03 The firefighter shall identify two (2) chemical, mechanical, and electrical energy heat sources.
- 15-01.04 The firefighter shall define the following stages of fire:
- |                   |                          |
|-------------------|--------------------------|
| A. incipient      | E. steady state          |
| B. flame spread   | F. clear or free burning |
| C. hot smoldering | G. back draft explosion  |
| D. flashover      |                          |
- 15-01.05 The firefighter shall define the three (3) methods of heat transfer.
- 15-01.06 The firefighter shall define the three (3) physical states of matter in which fuels are commonly found.
- 15-01.07 The firefighter shall define the hazard of finely divided fuels as they relate to the combustion process.
- 15-01.08 The firefighter shall define:
- |                |                                     |
|----------------|-------------------------------------|
| A. flash point | C. ignition temperature             |
| B. fire point  | D. upper and lower explosive limits |
- 15-01.09 The firefighter shall define concentrations of oxygen in air as it affects combustion.
- 15-01.10 The firefighter shall identify three products of combustion commonly found in structural fires which create a life hazard.
- 15-01.11 The firefighter shall identify characteristics of water as it relates to its fire extinguishing potential.

**INTERMEDIATE - 2 Hours**

- 15-02.01 The firefighter shall define the following units of measurements:
- |                               |                                  |
|-------------------------------|----------------------------------|
| A. British Thermal Unit (BTU) | D. Calorie (C)                   |
| B. Fahrenheit (F°)            | E. Joule, the SI unit for energy |
| C. Celsius (C°)               |                                  |
- 15-02.02 The firefighter shall define thermal balance and imbalance.

**ADVANCED - 6 Hours**

- 15-03.01 The firefighter shall identify chemical by-products of combustion.
- 15-03.02 The firefighter shall define the diffusion flame process.
- 15-03.03 The firefighter shall define the fire extinguishment theory.
- 15-03.04 The firefighter shall identify pressure and velocity.



**SECTION 16 FIRE ALARMS AND COMMUNICATION – 8 HOURS****BASIC – 4 Hours**

- 16-01.01** The firefighter shall define the procedure for a citizen to report a fire or other emergency.
- 16-01.02** The firefighter shall demonstrate receiving an alarm or a report of an emergency, and initiate action.
- 16-01.03** The firefighter shall define the purpose and function of all alarm-receiving instruments and personnel-alerting equipment provided in the fire station.
- 16-01.04** The firefighter shall identify traffic control devices installed in the fire station to facilitate the response of apparatus.
- 16-01.05** The firefighter shall identify procedures required for receipt and processing of business and personal calls.
- 16-01.06** The firefighter shall define and demonstrate prescribed fire department radio procedures including:
- A. routine traffic
  - B. emergency traffic
  - C. emergency evacuation signals
- 16-01.07** The firefighter shall define policy and procedures concerning the ordering and transmitting of multiple alarms of fire and calls for special assistance from the emergency scene.
- 16-01.08** The firefighter shall define all fire alarm signals, including multiple alarms and special signals, governing the movements of fire apparatus, and the action to be taken upon the receipt of each signal.

**INTERMEDIATE - 2 Hours**

- 16-02.01** The firefighter shall identify areas assigned for first-alarm response.
- 16-02.02** The firefighter shall demonstrate both mobile and portable radio equipment.
- 16-02.03** The firefighter shall identify supervisory alarm equipment provided in the fire station and the prescribed action to be taken upon receipt of designated signals.
- 16-02.04** The firefighter shall identify fire location indicators provided to direct firefighters to specific locations in protected public or private properties.

**ADVANCED - 2 Hours**

- 16-03.01** The firefighter shall demonstrate the rewinding, resetting, or both, of any fire alarm boxes or devices on the public fire alarm system.
- 16-03.02** The firefighter shall demonstrate the ordering of multiple alarms and other calls for assistance from the fireground, (i.e. mutual aid).
- 16-03.03** The firefighter shall identify the types of supervisory alarm systems.



**SECTION 17 PUBLIC RELATIONS - 4 HOURS****BASIC - 2 Hours**

**17-01.1** The firefighter shall identify the individual(s) responsible for public relations within the fire department or local authority having jurisdiction.

**17-01.2** The firefighter shall identify rules and regulations regarding public relations and statements to the news media.

**INTERMEDIATE - 0****ADVANCED - 2 Hours**

**17-03.01** The firefighter shall describe proper relations with the news media.

**17-03.02** The firefighter shall describe various public views of firefighters by adults and by children.

**17-03.03** The firefighter shall identify activities that may not reflect a positive image of the fire service or fire service professional.



**SECTION 18            RECORDS AND REPORTS - 2 HOURS****BASIC - 2 Hours**

**18-01.01** The firefighter shall identify the fire incident reporting systems: NFIRS and TEXFIRS.

**18-01.02** The firefighter shall identify the scope, purpose and benefits of the Texas and National Fire Incident Reporting Systems.

**18-01.03** The firefighter shall identify the three (3) elements of a fire reporting system.

**18-01.04** The firefighter shall identify report forms used by the local authority having jurisdiction: incident report form and casualty report form.

**INTERMEDIATE - 0****ADVANCED - 0**



**SECTION 19****EMERGENCY VEHICLE OPERATIONS - 6 HOURS****BASIC - 6 Hours**

- 19-01.01** The firefighter shall define and demonstrate the departmental policy and prescribed procedures for emergency vehicle response.
- 19-01.02** The firefighter shall define and explain the authority and responsibility of the emergency vehicle operator.
- 19-01.03** The firefighter shall identify and explain state and local laws governing emergency vehicle response.
- 19-01.04** The firefighter shall identify the prescribed methods used in driver selection, training, testing and licensing of emergency vehicle operators.

**INTERMEDIATE - 0****ADVANCED - 0**



**SECTION 20            EMERGENCY MANAGEMENT - 2 HOURS****BASIC - 0****INTERMEDIATE - 0****ADVANCED - 2 Hours**

- 20-03.01** The firefighter shall identify activities on a national level required by the Federal Emergency Management Agency (FEMA) to meet its responsibilities to establish and maintain comprehensive and coordinated emergency management in the United States.
- 20-03.02** The firefighter shall identify, by title, the official responsible for emergency management in the State of Texas.
- 20-03.03** The firefighter shall identify, by title, the official responsible for emergency management in a Texas county and designated by the Texas Disaster Act as Emergency Management Director for the county.
- 20-03.04** The firefighter shall identify, by title, the city official who is responsible for emergency management in a city in Texas and is designated by the Texas Disaster Act as Emergency Director for the city.
- 20-03.05** The firefighter shall identify department procedures for potential disasters in the area of their response.



**SECTION 21 FIRE CAUSE AND ORIGIN - 8 HOURS****BASIC - 4 Hours**

**21-01.01** The firefighter shall identify the roles and responsibilities of a firefighter in determining point of origin.

**21-01.02** The firefighter shall identify factors indicating fire cause.

**21-01.03** The firefighter shall identify observations important to determining events of a fire.

**INTERMEDIATE - 0****ADVANCED - 4 Hours**

**21-03.01** The firefighter shall define the importance of securing a fire scene to prevent unwarranted access.

**21-03.02** The firefighter shall identify factors indicating arson.

**21-03.03** The firefighter shall identify the importance of protecting evidence at a fire scene.



**SECTION 22            LIVE FIRE TRAINING - 24 HOURS****BASIC - 4 Hours**

- 22-01.01** The firefighter shall identify the current edition of NFPA 1403, Standard on Live Fire Training Evolutions and shall:
- A. identify the purpose of NFPA 1403
  - B. define evolution
  - C. define student
  - D. define instructor
  - E. define training center burn building
  - F. identify subjects required prior to participating in live fire training
  - G. identify the minimum flow, in gallons per minute, required by each hose line used in live fire training
  - H. identify the protective equipment required during live fire training

**INTERMEDIATE - 20 Hours**

- 22-02.01** The firefighter, operating as the nozzle person and as a member of a team, shall control and/or extinguish the following live fires using appropriate protective equipment, fire fighting tools, and extinguishing agents:
- A. a one (1) room fire
  - B. a two (2) room fire
  - C. piles/stacks of class A combustible materials (exterior)
  - D. open pans of combustible materials (exterior)
  - E. vehicle fires
  - F. storage containers and
  - G. flammable gas cylinders (exterior)
- 22-02.02** The firefighter, operating as a member of a team, shall perform vertical ventilation during live fire training.
- 22-02.03** The firefighter, operating as a member of a team, shall perform horizontal ventilation during live fire training.
- 22-02.04** The firefighter, operating as an individual or a member of a team, shall carry and raise ladders during live fire training.
- 22-02.05** The firefighter shall extinguish a Class B fire with a portable fire extinguisher.

**ADVANCED - 0**

***THESE LIVE FIRE TRAINING EVOLUTIONS SHOULD CONSIST OF A COMBINATION OF VARIOUS STAGES OF HOSE HANDLING, FIRE STREAMS, VENTILATION, ETC., NECESSARY IN THE ACTUAL EXTINGUISHMENT OF A FIRE. THE TRAINING CONDUCTED UNDER THIS SECTION MUST BE CARRIED OUT AS A PREPLANNED OPERATION WITH REFERENCE TO THE STANDARDS OF NFPA 1403 "STANDARD ON LIVE FIRE TRAINING EVOLUTIONS". UNDER NO CIRCUMSTANCES SHALL RESPONSE TO ACTUAL ALARMS BE COUNTED AS TRAINING HOURS.***



**SECTION 23            FIREFIGHTER SAFETY/PERSONAL PROTECTIVE CLOTHING - 28 HOURS****BASIC - 8 Hours**

- 23-01.01** The firefighter shall identify the various types of fire service protective clothing such as structural, wildland, and ARFF. The firefighter shall also identify their components:
- |             |          |
|-------------|----------|
| A. turnouts | D. boots |
| B. helmets  | E. SCBA  |
| C. gloves   |          |
- 23-01.02** The firefighter shall identify procedures for inspecting, cleaning, and maintaining the components of a personal protective ensemble after each use.
- 23-01.03** The firefighter shall describe the limitations of personnel working in a personal protective ensemble.
- 23-01.04** The firefighter shall demonstrate the operation of a Personal Alert Safety System (PASS) device.
- 23-01.05** The firefighter shall identify the safety procedures and precautions during fire apparatus operations:
- |  |
|--|
| A. attire to be worn while riding on apparatus responding to an alarm and, |
| B. describe/list safety precautions required while riding fire apparatus.  |
- 23-01.06** The firefighter shall identify dangerous building conditions created by fire.
- 23-01.07** The firefighter shall define techniques for action when trapped or disoriented in a fire situation or in a hostile environment.
- 23-01.08** The firefighter shall define procedures to be used in electrical emergencies.
- 23-01.09** The firefighter shall define fire service lighting equipment.
- 23-01.10** The firefighter shall define safety procedures when using fire service lighting equipment.
- 23-01.11** The firefighter shall demonstrate the use of portable power plants, lights, cords, and connectors.
- 23-01.12** The firefighter shall define safety procedures as they apply to emergency operations, specifically:
- |                                 |                                  |
|---------------------------------|----------------------------------|
| A. protective equipment         | D. riding on apparatus           |
| B. team concept                 | E. hazardous materials incidents |
| C. portable tools and equipment |                                  |
- 23-01.13** The Firefighter shall identify the safety purpose of the 2 in 2 out rule per NFPA 1403.

**INTERMEDIATE - 8 Hours**

- 23-02.01** The firefighter shall demonstrate techniques for action when trapped or disoriented in a fire situation or hostile environment by:
- |  |
|--|
| A. ability to read a preplan of a structure and diagram all possible escape routes prior to entry.   |
| B. exiting a smoke filled area by reversing the entry path while keeping in contact with a wall at all times, making all turns in the same direction (i.e. left or right) until out of the area.   |
| C. working with a charged line, protecting himself during flashover or falling burning ceilings, by immediately setting stream patterns to full fog, dropping to the floor, rolling onto back and using protective fog pattern to cool area directly overhead and. |
| D. demonstrating by feel, knowledge of which direction of a coupled hose line leads to the nozzle end and which leads to the water supply.   |

## **ADVANCED -12 Hours**

**23-03.01** The firefighter shall define procedures to be used in electrical emergencies by:

- A. identifying four (4) agents for extinguishing fires in electrically energized equipment,
- B. identifying minimum safe distances from which he can apply water fog pattern to electrically energized equipment as determined by the voltage,
- C. identifying safe and unsafe areas for the placement of ground ladders near electrically energized wires,
- D. identifying types of conductive vs. non-conductive ladder construction materials,
- E. explaining the safest action to be taken when aerial apparatus may come in contact with electrically energized overhead wires,
- F. defining procedures for extinguishing transformer fires on utility poles.
- G. identifying precautions to be taken with downed electrical wires and explain methods of removing a victim who has come in contact with live wires.
- H. explaining the safe procedure when interrupting residential electrical service by cutting drip loops at weather head.

**23-03.02** The firefighter shall review all Basic and Intermediate objectives and shall demonstrate proficiency in Basic and Intermediate skills.

## SECTION 24 PUMP OPERATIONS/HYDRAULICS - 24 HOURS

### BASIC - 8 Hours

**24-01.01** The firefighter shall identify the operating principles of single stage and multi-stage centrifugal fire pumps as follows:

- A. The firefighter shall list the percentages of rated capacity rated pressures and capacity in gallons per minute at the rated pressures of a fire department pump.
- B. The firefighter, given a pump model/diagram, shall identify the main components indicating pump capacity, number of discharges and number of suction inlets.
- C. The firefighter shall "explain the difference between series/parallel operations of centrifugal fire pumps.
- D. The firefighter, given the proper information, shall list three (3) advantages of a centrifugal fire pump as compared to other types of fire pumps (i.e. positive displacement, rotary vane).

**24-01.02** The firefighter shall demonstrate the use of mathematical calculations as required to solve fire department pumper hydraulic problems as follows:

- A. The firefighter shall list the mathematical orders of operation concerning addition, subtraction, multiplication, and division.
- B. The firefighter shall solve mathematical problems finding the square root, and decimal/fraction conversions.
- C. The firefighter shall list formulas used in finding GPM rates, friction loss of fire hose, engine pressure for hose layouts of nozzles, standpipe/sprinkler, master streams, and elevation operations.
- D. The firefighter, given the proper information, shall list conversion factors of fire hose that are smaller/larger than 2½ inches.
- E. The firefighter shall calculate the correct engine pressures for a specific situation.

**24-01.03** The firefighter shall set up and perform pumping operations as follows:

- A. The firefighter shall list conditions that may result in pump damage.
- B. The firefighter, given a pump model or diagram, shall demonstrate the proper test/check inspection routines required to assure operational readiness.
- C. The firefighter, given a pump panel or diagram, shall identify all gauges and valves, and demonstrate their usage.
- D. The firefighter, given a pump panel or diagram, shall identify the proper usage of valves and gauges to obtain a flow of water from the following:
  1. a 1 inch (booster line) discharge outlet
  2. a 1½ or 1¾ inch discharge outlet
  3. a 2½ inch discharge outlet
  4. master stream discharge outlet (if applicable)
- E. The firefighter, given a pump panel or diagram, shall demonstrate the proper technique of hooking up or connecting intake hoses to the pumps.
- F. The firefighter, given an engine apparatus or diagram, shall demonstrate/list the engagement procedure of the PTO (power take-off) systems for the pumping apparatus.
- G. The firefighter, given a pump panel or diagram, shall demonstrate the proper procedure of valve manipulation to produce water from:
  1. a positive water source
  2. a static water source by drafting
  3. booster tank

## **INTERMEDIATE - 8 Hours**

- 24-02.01** The firefighter shall identify the type, design, operation, nozzle pressure and flow in GPM of various types of nozzles.
- 24-02.02** The firefighter shall list the different types of fire streams.
- 24-02.03** The firefighter, given a 2½ inch straight stream nozzle, shall demonstrate the proper opening and closing techniques and line movement procedures.
- 24-02.04** The firefighter shall calculate nozzle reaction for various nozzle pressures.
- 24-02.05** The firefighter, given the proper information, shall list advantages and disadvantages of various nozzles:
- A. straight stream
  - B. fog
  - C. master stream
- 24-02.06** The firefighter shall define water hammer and list ways of preventing water hammer.
- 24-02.07** The firefighter shall calculate the water flow rate needed to control fire in a room that is 20' x 20' x 8'.
- 24-02.08** The firefighter, given a diagram of various nozzles, shall list major parts and trace flow routes through each.
- 24-02.09** The firefighter shall list factors that influence fire streams.
- 24-02.10** The firefighter shall list the proper procedures for inspection and maintenance of fire fighting nozzles.
- 24-02.11** The firefighter shall demonstrate the operations of the pumper pressure relief system and/or pressure control valve as follows:
- A. The firefighter, given a pump panel, shall identify a pressure relief system.
  - B. The firefighter shall list the reasons a pressure relief system is used.
  - C. The firefighter shall list the different types of pressure relief systems used in the fire service.
  - D. The firefighter shall list three (3) reasons of how excessive pressure develops in fire hose.

## **ADVANCED - 8 Hours**

- 24-03.01** The firefighter shall identify terms relating to the principles of fire service hydraulics as follows:
- A. The firefighter shall list the forms water takes and advantages water exhibits as an extinguishing agent.
  - B. The firefighter shall list six (6) types of pressure, which affect the properties of water in fire service hydraulics.
  - C. The firefighter, given a pump diagram and flow chart, shall explain the theory of drafting and principle component uses in a drafting operation.
  - D. The firefighter shall calculate the available water supply from a fire hydrant.
  - E. The firefighter shall demonstrate assembly and connection of the equipment necessary for drafting from a static water supply source and demonstrate drafting operations.

**SECTION 25                    GROUND COVER FIREFIGHTING - 9 HOURS****BASIC - 3 Hours**

**25-01.01** The firefighter shall correctly define wildfire terms as used in the fire service:

- |                     |                                     |
|---------------------|-------------------------------------|
| A. mop-up           | I. fire behavior                    |
| B. direct attack    | J. incident commander               |
| C. indirect attack  | K. incendiary fire                  |
| D. fuel             | L. mutual aid                       |
| E. backfire/burnout | M. fire season                      |
| F. barrier          | N. convection column                |
| G. topography       | O. tools used in ground cover fires |
| H. suppression      |                                     |

**25-01.02** The firefighter shall, given a specific wildland fire situation, describe the effect of fuel, weather and topography on wildland fire, and predict the direction and speed of the fire spread.

**INTERMEDIATE - 6 Hours**

**25-02.01** The firefighter shall, given a specific wildland fire situation, construct hand and wet fire lines using safe and effective both direct and indirect line construction techniques to control the fire within less than 10% increase in the perimeter.

**25-02.02** The firefighter shall, given a specific wildland fire situation as reported, locate the fire relative to his present location and describe the factors involved to respond safely to that location within the response time standards of the department.

**25-02.03** The firefighter shall, given a specific wildland fire situation, analyze (size up) the situation and using proper procedures, shall organize this information into a clear, concise report of conditions necessary to develop an initial plan of action to control the fire within 2 hours.

**25-02.04** The firefighter shall, given a specific wildland fire situation with control lines established, insure complete extinguishment of the fire by employing recognized mop-up techniques.

**25-02.05** The firefighter shall, given a residence within a wildland area, identify typical fire hazards and recommend corrective actions which are within his authority and ability to do.

**25-02.06** The firefighter shall, given a specific wildland fire situation, list and describe recognized safety practices and corrective actions to be taken to ensure that the department does not have any injuries due to the wildfire suppression effort.

**ADVANCED - 0**

***PLEASE NOTE: IT IS RECOMMENDED THAT THE TEXAS FOREST SERVICE COURSE "WILDLAND FIRE SUPPRESSION FOR VOLUNTEER DEPARTMENTS", OR ITS EQUIVALENT, IS USED AS REFERENCE MATERIALS IN MEETING THE OBJECTIVES OF THIS SECTION.***



**SECTION 26 HAZARDOUS MATERIALS - 24 HOURS****BASIC - 8 Hours**

- 26-01.01** The firefighter shall identify the purpose and content of the most current edition of NFPA 472, Standards for Professional Competence of First Responders to Hazardous Materials Incidents.
- 26-01.02** The firefighter shall demonstrate knowledge of what hazardous materials are, and the risks associated with them in an incident.
- 26-01.03** The firefighter shall demonstrate knowledge of the potential outcomes associated with an emergency created when hazardous materials are present.
- 26-01.04** The firefighter shall be able to recognize the presence of hazardous materials in an emergency.
- 26-01.05** The firefighter shall demonstrate knowledge of the role of the first responder awareness individual in the role of the department's emergency response plan including site and security control and the U.S. Department of Transportation (DOT) Emergency Response Guidebook.
- 26-01.06** The firefighter shall be able to recognize the need for additional resources, and have the ability to make appropriate notification to the communications center.

**INTERMEDIATE - 8 Hours**

- 26-02.01** The firefighter shall demonstrate knowledge of basic hazard and risk assessment techniques.
- 26-02.02** The firefighter shall know how to select and use proper personal protective equipment provided to the first responder operational level.
- 26-02.03** The firefighter shall demonstrate the knowledge of basic hazardous materials terms.
- 26-02.04** The firefighter shall demonstrate basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available to the local authority having jurisdiction.

**ADVANCED - 8 Hours**

- 26-03.01** The firefighter shall demonstrate knowledge of resource requirements and planning principles as related to hazardous materials response at the awareness level and operations level.
- 26-03.02** The firefighter shall demonstrate knowledge of the principles of classification, identification, and verification of hazardous materials at the awareness level and operations level.
- 26-03.03** The firefighter shall demonstrate how to implement basic decontamination procedures.
- 26-03.04** The firefighter shall demonstrate knowledge of standard operating procedures and termination procedures applicable to hazardous materials incident response.



**SECTION 27 SELF-CONTAINED BREATHING APPARATUS - 32 HOURS****BASIC - 12 Hours**

- 27-01.01** The firefighter shall identify at least four (4) hazardous respiratory environments encountered in fire fighting.
- 27-01.02** The firefighter shall demonstrate the use of self-contained breathing apparatus in conditions of obscured visibility.
- 27-01.03** The firefighter shall identify the physical requirements of the wearer, the limitations of the self-contained breathing apparatus, and the safety features of types of self-contained breathing apparatus available to local authority having jurisdiction.
- 27-01.04** The firefighter shall demonstrate donning self-contained breathing apparatus while wearing protective clothing.
- 27-01.05** The firefighter shall demonstrate that the self-contained breathing apparatus is in a safe condition for immediate use.
- 27-01.06** The firefighter shall identify the procedure for cleaning and sanitizing self-contained breathing apparatus for future use.
- 27-01.07** The firefighter shall demonstrate the use of SCBA in conditions of restricted passage.
- 27-01.08** The firefighter shall demonstrate replacement of an expended cylinder on an SCBA assembly with a full cylinder.

**INTERMEDIATE - 12 Hours**

- 27-02.01** The firefighter shall identify the procedure for daily inspections and maintenance of self-contained breathing apparatus.
- 27-02.02** The firefighter, given each type of self-contained breathing apparatus, shall demonstrate the correct procedure for recharging.
- 27-02.03** The firefighter shall demonstrate the following emergency techniques using self-contained breathing apparatus to:
- A. assist other firefighters
  - B. conserve air
  - C. show restrictions in use of by-pass valves
  - D. breathing from the breathing tube or regulator in the event of a face piece failure
- 27-02.04** The firefighter shall demonstrate the procedure for cleaning and sanitizing self-contained breathing apparatus for future use.

**ADVANCED - 8 Hours**

- 27-03.01** The firefighter shall identify and define the operational components of all types of protective breathing apparatus.
- 27-03.02** The firefighter, without compromising the rescuers respiratory protection, shall demonstrate rescue procedures for the following:
- A. a firefighter with functioning respiratory protection
  - B. a firefighter without functioning respiratory protection
  - C. a civilian without respiratory protection



## SECTION 28 ROPES - 16 HOURS

### BASIC - 4 Hours

**28-01.01** The firefighter, when given name, picture, or actual knot, shall identify it and describe the purpose for which it would be used;

- |                                   |                                |
|-----------------------------------|--------------------------------|
| A. Becket (sheet) bend            | F. bowline on a bight          |
| B. bowline                        | G. half hitch                  |
| C. clove hitch                    | H. figure-eight                |
| D. half sheep shank with a safety | I. figure-eight on a bight     |
| E. chimney hitch                  | J. figure-eight follow through |

**28-01.02** The firefighter shall identify rope safety procedures.

**28-01.03** The firefighter shall identify and/or demonstrate the terms used when tying a knot or hitch:

- |   |  |
|---|--|
| A. standing part when tying a knot or hitch | D. a loop when tying a knot or hitch       |
| B. running part when tying a knot or hitch  | E. a round turn when tying a knot or hitch |
| C. a bight when tying a knot or hitch       | F. half hitch when tying a knot or hitch   |

**28-01.04** The firefighter shall identify the construction characteristics and appropriate uses of both natural and synthetic fiber ropes:

- A. Characteristics of natural fiber (manila) ropes for utility use only:
1. moisture retention
  2. floatability
  3. resistance to rot, mildew and attack by marine organisms
  4. resistance to surface abrasion
  5. resistance to acids, alkalis and solvents
  6. safe working strength of new rope: 3/8 inch manila, 1/2 inch manila, 5/8 inch manila, 3/4 inch manila
- B. Characteristics of synthetic ropes:
1. moisture retention
  2. floatability
  3. resistance to rot, mildew and attack by marine organisms
  4. resistance to surface abrasion
  5. resistance to acids, alkalis and solvents
  6. safe working strength of new rope of: 1/2 inch nylon, dacron, polypropylene, braided nylon cover with nylon core; 5/8 inch nylon, dacron, polypropylene, braided nylon cover with nylon core; 3/4 inch nylon, dacron, polypropylene, braided nylon cover with nylon core
- C. Uses of ropes:
1. hoisting tools and equipment
  2. securing tools and equipment to immovable objects
  3. rescue

**28-01.05** Define a life safety rope and one and two person life safety rope including:

- A. maximum working load
- B. safety factor
- C. minimum breaking strength

**28-01.06** The firefighter, when given the proper size and amount of rope, shall demonstrate tying the following knots:

- A. Becket (sheet) bend
- B. bowline
- C. clove hitch
- D. half sheep shank with a safety
- E. chimney hitch
- F. bowline on a bight
- G. half hitch
- H. figure-eight
- I. figure-eight on a bight
- J. figure-eight follow through

**INTERMEDIATE - 6 Hours**

**28-02.01** The firefighter, given the proper rope, shall demonstrate the bight, loop, round turn, and half hitch as used in tying knots and hitches.

**28-02.02** The firefighter, using an approved knot, shall hoist any selected forcible entry tool, ground ladder, or appliance to a height of at least 20 ft:

- A. a 1½ inch or 1¾ inch dry hose with nozzle attached
- B. a 2½ inch or 3 inch dry hose with nozzle attached
- C. a 1½ inch or 1¾ inch charged hose
- D. an axe
- E. a 6' or 8' pike pole
- F. a single 14' or 16' (wall) ladder
- G. a 10' collapsible ladder
- H. a 14' combination ladder
- I. working as a member of a team, a 24' extension ladder
- J. a 15 lb. CO<sub>2</sub> fire extinguisher
- K. a 20 lb. dry chemical fire extinguisher
- L. an electric smoke ejector
- M. a pair of bolt cutters

**28-02.03** The firefighter shall demonstrate the technique of inspection, cleaning, maintaining, storage, safety procedures, and reasons for placing a rope out of service.

**ADVANCED - 6 Hours**

**28-03.01** The firefighter, when given a simulated fire fighting or rescue task, shall select the appropriate size, strength and length of rope as follows:

- A. The firefighter shall tie a double loop figure eight on a bight and place it on a victim (the life basket).

**28-03.02** The firefighter shall use a rope to tie ladders, hose, and other equipment so as to secure them to immovable objects as follows:

- A. secure a ladder tip to a building,
- B. secure a 1 1/2 inch or larger charged line to a ladder
- C. secure a hose roller

**28-03.03** The firefighter shall select and tie a rope between two objects at least 15 ft. (4.6m) apart, which will support the weight of a firefighter on the rope.

**SECTION 29 PORTABLE EXTINGUISHERS - 8 HOURS****BASIC - 2 Hours**

**29-01.01** The firefighter shall identify the classification of types of fires as they relate to the use of portable extinguishers as follows:

A. Identify the four (4) classes of fire:

- |              |              |
|--------------|--------------|
| 1. Class "A" | 3. Class "C" |
| 2. Class "B" | 4. Class "D" |

B. Identify examples of fuels for each class of fire:

- |              |              |
|--------------|--------------|
| 1. Class "A" | 3. Class "C" |
| 2. Class "B" | 4. Class "D" |

**29-01.02** The firefighter, given a group of differing extinguishers, shall identify the appropriate extinguishers for each class of fire as follows:

A. Class A fire:

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| 1. pump tank water extinguisher | 3. foam                               |
| 2. stored-pressure water        | 4. dry chemical (multi-purpose agent) |

B. Class B fire:

- |                                     |               |
|-------------------------------------|---------------|
| 1. dry chemical (ordinary base)     | 4. foam       |
| 2. dry chemical (multi-purpose)     | 5. Halon 1211 |
| 3. CO <sub>2</sub> (carbon dioxide) |               |

C. Class C fire:

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. dry chemical (ordinary base) | 3. CO <sub>2</sub> (carbon dioxide) |
| 2. dry chemical (multi-purpose) | 4. Halon 1211                       |

D. Class D fire:

1. powder extinguishing agents for metal fires.

**29-01.03** The firefighter shall identify the portable fire extinguisher rating system (Underwriters Laboratories, Inc.):

- the basic symbols for the classes of fires,
- the picture-symbol labeling system for the selection of fire extinguishers,
- the numerical rating system for Class A & B fire extinguishers,
- the test procedure for rating Class C portable extinguishers,
- the test procedure for rating Class D portable extinguishers,
- portable extinguishers suitable for more than one class of fire

**INTERMEDIATE - 2 Hours**

**29-02.01** The firefighter shall demonstrate the use of portable extinguishers for each class of fire as follows:

- extinguish a class A fire using a pump tank water extinguisher
- extinguish a class B fire using a dry chemical extinguisher
- extinguish a class B fire using a CO<sub>2</sub> extinguisher

**ADVANCED - 4 Hours**

**29-03.01** The firefighter shall identify and explain the extinguishing effect needed for each class of fire as follows:

- A. Class A fire:
  - 1. cooling
  - 2. smothering
- B. Class B fire:
  - 1. smothering
  - 2. blanketing
- C. Class C fire:
  - 1. smothering & non-conductive
- D. Class D fire:
  - 1. must be non-reactive with burning material

**29-03.02** The firefighter shall identify and explain fire extinguisher characteristics and operations of:

- A. Pump tank water extinguishers, stored-pressure water extinguishers, aqueous film forming foam extinguishers, Halon 1211 extinguishers, carbon dioxide extinguishers, dry chemical extinguishers (ordinary base agent), and dry chemical extinguishers (multi-purpose base) as to their:
  - 1. size
  - 2. applicable to what class of fires
  - 3. stream reach under normal conditions
  - 4. discharge time under normal conditions
  - 5. protection from freezing
  - 6. methods of operation

**SECTION 30 BUILDING CONSTRUCTION - 12 HOURS****BASIC - 0****INTERMEDIATE - 0****ADVANCED - 12 Hours**

**30-03.01** The firefighter shall describe the relationship of building construction to fire behavior by:

- A. identifying the types of loads placed on a structure
- B. identifying loads as to the direction in which they are placed on structural members
- C. describing the effect of loads on various materials
- D. identifying terms associated with building construction

**30-03.02** The firefighter shall identify the various types of building construction characteristics:

- A. wood
- B. ordinary
- C. steel
- D. fire resistive
- E. heavy timber
- F. non-combustible

**30-03.03** The firefighter shall describe the various structural elements in building construction by:

- A. defining fire resistance,
- B. identifying foundation assemblies, foundation walls, floor assemblies, ceilings and ceiling assemblies, various types of wall construction, roof types, roof coverings, roof supports, and
- C. identifying potential hidden spaces in structural elements that would allow for communication of fire and smoke

**30-03.04** The firefighter shall identify the various building services for:

- A. movement of people throughout a structure; elevators and stairways,
- B. mechanical operations of a building; heating, ventilating and air conditioning systems, utility chases and vertical shafts, and
- C. emergency accessibility in buildings; windowless walls, access panels, roof hatches, smoke and heat vents, and skylights.

**30-03.05** The firefighter shall identify door and window assemblies by:

- A. various types
- B. describing fire doors and their method of operation
- C. identifying typical types of door construction
- D. identifying various window assemblies
- E. identifying types of windows

**30-03.06** The firefighter shall identify signs of potential collapse of a structure:

- A. cracks in walls
- B. sagging roof
- C. walls out of line

**30-03.07** The firefighter shall identify causes of potential collapse in buildings:

- A. deterioration
- B. forces associated with the violence of a fire
- C. structural modifications found during prefire planning

**30-03.08** The firefighter shall describe at least three (3) hazards associated with light-weight truss construction.

**30-03.09** The firefighter shall describe the effects of fire and fire suppression activities on the following building materials:

- |                                      |                        |
|--------------------------------------|------------------------|
| A. wood                              | E. reinforced concrete |
| B. masonry, i.e. brick, block, stone | F. gypsum wall board   |
| C. cast iron                         | G. glass               |
| D. steel                             | H. plaster on lathe    |

**30-03.10** The firefighter shall define the following terms as they relate to building construction:

- |                           |                                   |
|---------------------------|-----------------------------------|
| A. veneer wall (exterior) | D. partition wall                 |
| B. party wall             | E. cantilever or unsupported wall |
| C. fire wall              | F. load bearing                   |

**SECTION 31 PUBLIC FIRE EDUCATION – 8 HOURS****BASIC – 2 Hours**

- 31-01.01** The firefighter shall identify five (5) common causes of fire and their prevention.
- 31-01.02** The firefighter shall define the importance of public fire education and inspection programs as they relate to the fire department public relations and to the community.
- 31-01.03** The firefighter shall identify procedures for conducting a fire station tour.
- 31-01.04** The firefighter shall identify the “Stop, Drop and Roll” technique for extinguishing clothing fires.

**INTERMEDIATE – 3 Hours**

- 31-02.01** The firefighter shall identify and demonstrate inspection procedures for private dwellings.
- 31-02.02** The firefighter shall identify and demonstrate the proper placement, testing and maintenance of smoke detectors in private dwellings.
- 31-02.03** The firefighter shall identify the elements of a home fire escape plan.

**ADVANCED – 3 Hours**

- 31-03.01** The firefighter shall demonstrate procedures for conducting a fire station tour.
- 31-03.02** The firefighter shall demonstrate the “Stop, Drop and Roll” technique for extinguishing clothing fires.



## X. ACCREDITED CERTIFICATION

### A. Requirements

1. In order to be certified by the SFFMA Board as a Basic, Intermediate, or Advanced Volunteer Firefighter, an individual must complete the standards as set forth in the SFFMA Certification Program effective January 1, 1993 with revisions.
2. Board approved examination shall consist of at least a written test.
3. The Board approved examinations may also include a skills or proficiency test on certain and specific objectives where proficiency in the certain and specific objective(s) is/are deemed important and/or necessary by either NFPA standards or OSHA mandates for life safety.
4. Board examinations will be open to people who cannot take a written test.
5. Tests may be offered at District meetings or other appropriate locations as deemed necessary by the respective Board member.

### B. Procedures

1. Procedures for conducting written and/or performance examinations are determined by the Board.
2. The Board shall prescribe the content of any certification examination that tests the knowledge and/or skills of the examinee concerning the discipline addressed by the examination. Basic examination shall cover Basic objectives; Intermediate examination shall cover Intermediate objectives; and the Advanced examination shall be comprehensive.
3. An examinee who fails to pass an examination will be given additional opportunities to pass the examination:
  - a. An examinee that fails to pass the SFFMA examination will be given two additional opportunities to pass the examination. Upon failure of each examination, the Certification Coordinator will be notified as to the applicant's failure and the specific area(s) in which the applicant did not qualify.
  - b. After three (3) failures, the examinee will not be allowed to re-test for one (1) year after the date of the third test. It is highly recommended by the Board that additional training pertaining to the examination be completed before the examinee should attempt to re-test.
4. To apply for a Board approved examination, the Certification Coordinator of the department must complete the application for the level to be examined.
5. Each examination must be administered by a member of the Board or by a Board approved examiner.
6. The examiner(s) shall:
  - a. ensure that the examination remains secure and is conducted under conditions warranting honest results;
  - b. collect all examination materials from any examinee who is dismissed; and
  - c. record the fact of examination on the endorsement of eligibility and shall collect any fraudulent or questionable endorsements.
7. The monitor(s) shall:
  - a. monitor the examination while in progress;
  - b. control entrance to and exit from the test site;
  - c. permit no one in the room while the written test is in progress except examiner(s), examinee, and Board members;
  - d. assign or re-assign seating; and
  - e. bar admission to or dismiss any examinee that fails to comply with any of the provisions relating to eligibility.
8. All official grading and notification shall come from SFFMA. SFFMA shall inform the examinee of the test results as soon as reasonably possible after completion of the examination.

9. Upon successful completion of the Board approved examination by the examinee, SFFMA shall provide the appropriate Accredited certificate. A permanent record of the Accredited certification will be maintained in the Austin office.
10. The holder of a TCFP Basic Firefighter certification will be issued Accredited certificate(s), with no test required, upon submission of the proper fully-completed application forms and fees.

C. Eligibility

In order to qualify to take a Board approved examination, the examinee must:

1. possess and display upon request at the test site, a valid and timely endorsement of eligibility from SFFMA for the specific examination sought;
2. bring to the test site and display upon request a valid Texas Driver's License or Texas Identification Card which contains a photograph of the examinee; and
3. comply with all written and verbal instructions of the examiner.

D. Grading

The minimum passing score of each written examination shall be 70 percent.

E. Performance Skills

If performance skills are required as a part of a Board examination, the performance skills portion shall be conducted as follows:

1. The performance skills portion of the examination shall consist of at least four (4) practical skills which must be physically demonstrated by each examinee before an examiner;
2. The practical skills objectives shall consist of one skill pertaining to self contained breathing apparatus and at least three other skills which are randomly selected by the examiner prior to the examination;
3. An examinee shall not be notified of the specific skills objectives to be tested until the time of the examination;
4. Failure of any part of the performance skills portion of the examination requires the re-testing of that particular skill.

## XI. MINIMUM STANDARDS FOR MASTER CERTIFICATION

In addition to the required basic rules and guidelines previously set for Basic, Intermediate and Advanced certification, individual participation requirements are as follows:

- A. Applicant must have ten (10) years of fire fighting service.
- B. All Participating Requirements of the Certification Program must be met.
- C. In order to receive the Master Certification, a minimum of four hundred (400) total hours, and a minimum of forty (40) hours from five (5) categories of training, must be successfully completed from the list of approved courses. Upon successful completion of the required training, an application for Master certification should be completed, signed by the applicant, Certification Coordinator and Fire Chief of the department, accompanied by the thirty dollar (\$30.00) Master application processing fee, and sent to the Austin office.
- D. Each course taken must be successfully completed and only forty (40) hours per course will be applicable toward the four hundred (400) hours.

*Example:* "Information Management System" is an eighty (80) hour course. Only forty (40) hours of this course can be used towards one category credit. Three hundred sixty (360) additional hours must be obtained from other courses in a minimum of four (4) other categories.

- E. A photocopy of every certification course taken is required and MUST accompany the application.
- F. If there is no listing for a college- or national-level course, or a course with multiple subject areas, a breakdown of the number of hours applicable toward the Master certification MUST accompany the application in the form of a course outline, syllabus, or summary.
- G. Any courses or hours previously used for Basic, Intermediate or Advanced program CANNOT be used towards the Master program effective January 1, 1993.
- H. A permanent record of the Master Firefighter certification will be maintained in the Austin office.

## **CURRICULUM FOR MASTER CERTIFICATION**

A minimum of one course from five of the following categories is required)

### **CATEGORY 1 MEDICAL**

**1-01 Management of Emergency Medical Services**

**1-02 Texas Dept. of Health: EMT, EMT Specialized/EMT Intermediate, Paramedic**

**1-03 American Red Cross, First Aid, CPR, Water Safety, Instructors Courses and Basic Life Support**

### **CATEGORY 2 MANAGEMENT/SUPERVISION OPERATIONS**

**2-01 Fire Service Officer Development II - 30 Hours**

The course must cover:

2-01.01 Public Relations

2-01.05 Public Fire Education

2-01.02 Stress and Stress Management

2-01.06 Safety

2-01.03 Problem Solving

2-01.07 Physical Fitness

2-01.04 Pre-Planning

**2-02 Fire Service Officer Development III - 30 Hours**

The course must cover:

2-02.01 Fire Ground Safety

2-02.04 Standard Operations Procedures

2-02.02 Multiple Company Operations

2-02.05 Public Information Officers

2-02.03 Functions of Command

2-02.06 Fire Stream Management

**2-03 Fire Service Officer Development IV - 30 Hours**

The course must cover:

2-03.01 Fire Department Governments

2-03.10 Procurement

2-03.02 Fire Department Organization

2-03.11 Specifications

2-03.03 Internal and External Policies

2-03.12 Research and Development

2-03.04 Recruitment and Retention

2-03.13 Key Rate

2-03.05 Substance Abuse

2-03.14 Intergovernmental Relations

2-03.06 Officer Selection and Ethics

2-03.15 Documentation

2-03.07 Budgets

2-03.16 SOP's Rules, Regulations, and Policies

2-03.08 Funding Sources

2-03.17 Legal Problems

2-03.09 Planning - Short and Long Range

**2-04 Fire Service Officer Development V - 30 Hours**

The course must cover:

2-04.01 Analyzing Behavior

2-04.06 MBO's and MBE's

2-04.02 Objective Task Needs

2-04.07 Policies

2-04.03 Information Assimilation

2-04.08 Instructional Techniques for Company Officers

2-04.04 Planning, Organizing, and Controlling

2-04.05 Writing Objectives

**2-05 Advanced Fire Service Supervision Phase I - 20 Hours**

The course must cover:

2-05.01 How to Improve Professional Effectiveness

2-05.02 Management Styles

2-05.03 Time Management

2-05.04 Professional Development

**2-06 Fire Service Supervision Phase II - 20 Hours**

The course must cover:

2-06.01 Interpersonal Communication

2-06.02 Counseling

2-06.03 Conflict Resolution

**2-07 Executive Development**

**2-08 Strategic Analysis of Fire Department Operations**

- 2-09 Executive Leadership
- 2-10 Fire Service Leadership and Communications
- 2-11 Command & Control of Fire Department Major Operations
- 2-12 Command & Control of Fire Department Operations at Catastrophic Disasters
- 2-13 Interpersonal Dynamics in Fire Service Organizations
- 2-14 Fire Service Financial Management
- 2-15 Fire Service Information Management
- 2-16 Fire Command Operations
- 2-17 Community Fire Protection: Master Planning
- 2-18 Advanced Techniques in Recruiting, Training & Maintaining Volunteer Firefighters - 16 Hrs.
- 2-19 Advanced Fire Fighting Training
- 2-20 Human Relations
- 2-21 Training Center & Classroom Organization & Management
- 2-22 Staff and Command
- 2-23 Company Officer Training
- 2-24 Volunteer Fire Service Management
- 2-25 Command & Control of Wildland/Urban Interface Operations for the Structural Chief Officer
- 2-26 Community Risk Issues & Prevention Interventions
- 2-27 Cooperative Leadership Issues in Wildland/Urban Interface
- 2-28 Emergency Response to Terrorism: Basic Concepts
- 2-29 Emergency Response to Terrorism: Strategic Considerations for Command Officers
- 2-30 Emergency Response to Terrorism: Tactical Considerations – Company Officer
- 2-31 Emergency Response to Terrorism: Tactical Considerations – Emergency Medical Services
- 2-32 Emergency Response to Terrorism: Tactical Considerations – Hazardous Materials
- 2-33 Health and Safety Officer (Revised Course)
- 2-34 Incident Command for High Rise Operations
- 2-35 Incident Command System for Emergency Medical Services
- 2-36 Incident Command System for Structural Collapse Incidents
- 2-37 Incident Safety Officer
- 2-38 Introduction to Unified Command for Multiagency and Catastrophic Incidents
- 2-39 Introduction to Wildland and Wildland/Urban Interface Firefighting for the Structural Company Officer
- 2-40 Leadership I: Strategies for Company Success
- 2-41 Leadership II: Strategies for Personal Success
- 2-42 Leadership III: Strategies for Supervisory Success
- 2-43 Managing Company Tactical Operations: Preparation
- 2-44 Managing Company Tactical Operations: Decision-making
- 2-45 Managing Company Tactical Operations: Simulations
- 2-46 Managing a Changing Environment
- 2-47 Shaping the Future
- 2-48 Strategy and Tactics for Initial Company Operations
- 2-49 Training Operations in Small Departments
- 2-50 Firefighter Health & Safety: Program Implementation & Management
- 2-51 Firefighter Safety and Survival: Company Officer's Responsibility
- 2-52 Infection Control for Emergency Response Personnel: The Supervisor's Role & Responsibility

**CATEGORY 3            RESCUE/HAZARDOUS MATERIALS**

**3-01    Agro-Rescue Practices - 30 Hours**

The course must cover:

- |         |                                 |         |                                |
|---------|---------------------------------|---------|--------------------------------|
| 3-01.01 | Basic Safety                    | 3-01.04 | Emergency Shut Down Procedures |
| 3-01.02 | Lifting and Cribbing Techniques | 3-01.05 | Rescue Procedures              |
| 3-01.03 | Cutting Techniques              | 3-01.06 | Victim Care                    |

**3-02    Rope Rescue - 40 Hours**

The course must cover:

- |         |  |         |                       |
|---------|--|---------|-----------------------|
| 3-02.01 | Basic Rope Characteristics             | 3-02.06 | Hauling Systems       |
| 3-02.02 | Knot Tying                             | 3-02.07 | Rappelling            |
| 3-02.03 | Rescue Equipment                       | 3-02.08 | Rope Ascension        |
| 3-02.04 | Anchor System Construction & Placement | 3-02.09 | Traverse Systems      |
| 3-02.05 | Lowering Systems                       | 3-02.10 | Confined Space Rescue |

**3-03    Agricultural Chemical Fire and Spill Control - 15 Hours**

The course must cover:

- |         |                         |         |                         |
|---------|-------------------------|---------|-------------------------|
| 3-03.01 | Hazard Recognition      | 3-03.04 | Fire Control Tactics    |
| 3-03.02 | Information Resources   | 3-03.05 | Post Incident Operation |
| 3-03.03 | Command Post Operations | 3-03.06 | Emergency Planning      |

**3-04    Mass Casualty-Transportation Emergencies (Rescue III) - 30 Hours**

**3-05    High Rise Rescue - 30 Hours**

**3-06    Chemistry of Hazardous Materials**

**3-07    Hazardous Materials Operating Site Practices**

**3-08    Hazardous Waste Site Personal Protection & Safety Training EmTech Environmental Services (OSHA 29CFR1910.120) - 40 Hours**

**3-09    Vertical Rescue**

**3-10    On Site Basic Vertical Rescue**

**3-11    Confined Space Rescue**

**3-12    Swift Water Rescue - 30 Hours**

**3-13    Industrial Rescue Course II**

**3-14    Industrial Hazardous Material Control Course II**

**3-15    Hazardous Materials: The Pesticide Challenge**

## **CATEGORY 4 FIRE PREVENTION**

### **4-01 Fire Prevention III - 30 Hours**

The course must cover:

- |         |                                       |         |                                    |
|---------|---------------------------------------|---------|------------------------------------|
| 4-01.01 | Visual Aids                           | 4-01.07 | Key Rates                          |
| 4-01.02 | Fire Protection Systems               | 4-01.08 | Interviewing and Interrogation     |
| 4-01.03 | Fixed Systems and Sprinklers          | 4-01.09 | Arson Investigation                |
| 4-01.04 | Court Demeanor                        | 4-01.10 | Hazardous Materials Transportation |
| 4-01.05 | Building Codes                        | 4-01.11 | Fire Inspection Practices          |
| 4-01.06 | Tank Vehicle Operation and Inspection |         |                                    |

### **4-02 Public Relations - 12 Hours**

The course must cover:

- |         |   |         |                               |
|---------|---|---------|-------------------------------|
| 4-02.01 | What is Public Relations?                         | 4-02.05 | General Public                |
| 4-02.02 | Why Public Relations                              | 4-02.06 | Role of Publicity             |
| 4-02.03 | Public Opinion and Persuasion                     | 4-02.07 | Other Tools of Communications |
| 4-02.04 | Formula for Successful Public Relations Practices |         |                               |

### **4-03 Fire Prevention VII - 30 Hours**

The course must cover:

- |         |                                      |         |                                |
|---------|--------------------------------------|---------|--------------------------------|
| 4-03.01 | Public Fire Prevention Education     | 4-03.06 | Program Design                 |
| 4-03.02 | Role of Public Fire Safety Education | 4-03.07 | Field Program Presentation     |
| 4-03.03 | Overview of Fire Programs            | 4-03.08 | Classroom Program Presentation |
| 4-03.04 | Audio Visual Resources               | 4-03.09 | Resource Networking            |
| 4-03.05 | Public Education Resource Books      |         |                                |

### **4-04 Fire Prevention VIII - 30 Hours**

The course must cover:

- 4-04.01 Management of Public Education
- 4-04.02 Community Support of Fire Prevention
- 4-04.03 Identifying Local Fire and Burn Problems
- 4-04.04 Selecting Fire Prevention Programs
- 4-04.05 Designing Fire Prevention Programs
- 4-04.06 Implementing Fire Prevention Programs in Your City
- 4-04.07 Shriner Burn Prevention Programs
- 4-04.08 Electrical Fire Safety
- 4-04.09 Working with the Media

### **4-05 Fire Prevention VI, Phase I, II, III - 30 Hours**

### **4-06 Strategic Analysis of Fire Prevention Programs**

### **4-07 Management of Fire Prevention Programs**

### **4-08 Texas A&M Fire & Arson Investigation**

### **4-09 Code Management: A Systems Approach**

### **4-10 Plans Review for Inspectors**

### **4-11 Developing Fire & Life Safety Strategies**

### **4-12 State Agency Fire Prevention & Control**

### **4-13 Advanced Fire Prevention Training**

### **4-14 Fire Prevention Inspection Training**

### **4-15 Fire Prevention Inspection "C" Certification**

### **4-16 Fire Prevention Inspection "B" Certification**

### **4-17 Fire Prevention Inspection "A" Certification**

### **4-18 Life Safety Code**

### **4-19 Marketing Fire Prevention in your Community**

### **4-20 Prevention and Mitigation Advocacy for Small Department Responders**

## **CATEGORY 5 EDUCATIONAL/INSTRUCTIONAL**

### **5-01 Methods of Teaching Fire Service Subjects - 40 Hours**

The course must cover:

5-01.01	Introduction to Training	5-01.06	The Four Stage Plan of Instruction
5-01.02	The Instructor	5-01.07	Instructions Aids
5-01.03	The Learner	5-01.08	The Lesson
5-01.04	How We Learn	5-01.09	Writing the Lesson Plan
5-01.05	Methods and Techniques of Instruction	5-01.10	Practice Teaching

### **5-02 Public Speaking - 18 Hours**

The course must cover:

5-02.01	Selecting the Subject	5-02.05	Image Transfer to the Audience
5-02.02	Organizing Subject Matter	5-02.06	Voice Control
5-02.03	Knowledge of Subject to be Presented	5-02.07	Ability to Convey Thoughts
5-02.04	Proper Attitude	5-02.08	Clarity of Presentation

### **5-03 Organizational Theory & Practice**

### **5-04 Instructor Program: Chemistry of Hazardous Materials**

### **5-05 Fire Service Instructional Methodology**

### **5-06 Fire Service Course Development**

### **5-07 Organization & Use of Instructional Material**

### **5-08 Analysis & Coursemaking**

### **5-09 Instructional Aids**

### **5-10 Instructional Techniques for Company Officers**

### **5-11 Methods of Enhancing Safety Education**

## **CATEGORY 6            OTHERS**

### **6-01    Fire Department Pump Maintenance - 30 Hours**

The course must cover:

- |         |                              |         |  |
|---------|------------------------------|---------|--|
| 6-01.01 | Pump Theory                  | 6-01.05 | Service Test                             |
| 6-01.02 | Pump Maintenance and Repairs | 6-01.06 | Determining Net Pump or Engine Pressures |
| 6-01.03 | Special Problems             |         |  |
| 6-01.04 | Pump Test                    |         |  |

### **6-02    Breathing Apparatus Specialist - 40 Hours**

The course must cover:

- |         |  |         |   |
|---------|--|---------|---|
| 6-02.01 | Use, Care, Maintenance, and Inspection | 6-02.05 | Cascade Systems                           |
| 6-02.02 | Toxicology                             | 6-02.06 | Emergency Procedures                      |
| 6-02.03 | Donning Drills                         | 6-02.07 | Confined Space Entry Procedures with SCBA |
| 6-02.04 | Time vs. Consumption Test              |         |   |

### **6-03    Building Construction: Wood and Ordinary Construction - 12 Hours**

The course must cover:

- 6-03.01 Basic Construction Principles
- 6-03.02 Common Causes and Indicators of Failure
- 6-03.03 Hazards Related to Building Construction

### **6-04    Building Construction: Non-Combustible and Fire Resistive Construction - 12 Hours**

The course must cover:

- 6-04.01 Basic Construction Principles
- 6-04.02 Common Causes and Indicators of Failure
- 6-04.03 Hazards Related to Building Construction

### **6-05    Public Safety Emergency Service Dispatcher - 30 Hours**

The course must cover:

- |         |                             |         |  |
|---------|-----------------------------|---------|--|
| 6-05.01 | Role of the Dispatcher      | 6-05.07 | History of Public Safety Communication |
| 6-05.02 | Dispatcher Work Environment | 6-05.08 | Communication Systems                  |
| 6-05.03 | Telephone Usage             | 6-05.09 | FCC Rules and Regulations              |
| 6-05.04 | Telephone Techniques        | 6-05.10 | Communication Operations               |
| 6-05.05 | Disaster Communications     | 6-05.11 | Dispatching Practices                  |
| 6-05.06 | Records                     |         |  |

### **6-06    Advanced Self Contained Breathing Apparatus - 30 Hours**

### **6-07    Protective Equipment & Practices**

### **6-08    Annual International Aircraft Rescue & Fire Fighting Academy**

### **6-09    Firefighter Safety & Survival**

### **6-10    Firefighter Health & Safety**

### **6-11    Computer Literacy, Fire Service Related**

### **6-12    Fire Department Finance**

### **6-13    Industrial Fire Protection Course**

### **6-14    Industrial API Storage Tank Fire Fighting Course**

### **6-15    Marine Fire Fighting & Emergency Training**

### **6-16    Marine Fire Fighting Strategy & Tactics**

### **6-17    LNG Fire Fighting**

### **6-18    Shipboard Fire Fighting for Land Based Firefighters**

### **6-19    Public Safety Emergency Dispatcher – Basic Concepts**





## State Firemen's and Fire Marshals' Association of Texas

Texas Volunteer Firefighters' and Fire Marshals' Certification Board

4450 Frontier Trail ♦ Austin, Texas 78745-1514 ♦ (512) 454-3473

www.sffma.org ♦ (800) 580-7336

### **FOCUS: THE VOLUNTEER CERTIFICATION PROGRAM**

The following information has been designed to inform all members of the Association about the various aspects involved in the SFFMA Certification Program. While the Austin office staff should always be considered a resource for any questions regarding certification and membership advantages, your primary source of information is your Zone Representative to the Certification Board. Your Board is composed of a remarkable group of individuals who donate their time and often their personal finances to promote and uphold the SFFMA program. To tap in to this invaluable resource and to determine your area board member please call the Association office at (800) 580-7336.

#### **THE BASICS OF CERTIFICATION FIRST THINGS FIRST**

The heart of the Volunteer Certification Program is the Certification Coordinator. Selecting a Coordinator is the first step in starting a certification program for your department. This person is responsible and liable along with the Fire Chief to validate that all training and certifications meet state criteria and have, in fact, been met. This individual must be at least certified as a Basic firefighter and have completed an instructional course such as Instructional Techniques or Methods of Teaching. Other comparable courses are: Texas Department of Health EMT Instructor, Texas Teaching Certification, Masters or Bachelor's Degree, any Armed Services Instructor Certification or an Instructor Certification from the Commission on Fire Protection. The Coordinator does not actually have to conduct the training, but it is his/her responsibility to document it and make sure that a qualified instructor has conducted the training.

In the event that a department selects someone as Certifying Coordinator who does NOT meet those qualifications, a provisional certificate may be granted with a three year limit for completing training requirements. In addition, each Certification Coordinator must attend a certification workshop at least once every two years. Coordinators granted a provisional status MUST attend the workshop EVERY year. Workshops are available at the State Convention, often at District meetings, or may be arranged through your Zone Representative to the Certification Board.

Please note that the Fire Chief and Coordinator of record must sign ALL applications submitted to the Austin office. If you are unsure as to whom the Coordinator of record is for your department, please contact the Austin office. In the event the Coordinator is not up-to-date, an application should be submitted for processing.

We must also be notified when there is a change of Fire Chief. A letter should be submitted to the SFFMA office as soon as possible after a personnel change in this position.

## INSTRUCTION

There are two levels of instructor: Level I and II. The Level I instructor must be a current dues-paying member of the Association and have at least two (2) years of Fire Service experience, but is not required to be certified or to meet the Methods of Teaching or Instructional Techniques criteria. It should be noted that the Level I instructor is approved to teach only at the Basic level ONLY within the department named on the certificate. The Level II Instructor (as with the Certification Coordinator) is required to be at least Basic certified through SFFMA and have met the Methods of Teaching or Instructional Techniques requirement. Level II instructors may conduct training on all levels and in all categories within any SFFMA member department.

## LEVELS OF CERTIFICATION

There are various levels of certification an individual might strive to obtain. The SFFMA program allows the individual departments and members to decide how far they will go in the process. These levels include the Introductory, Basic, Intermediate, Advanced and Master certifications. The Introductory firefighter certification is a Certification Board recommendation requiring 70 hours of training prior to participation in an actual live structural fire. Basic, Intermediate and Advanced levels require 167, 360 and 547 hours respectively. As the program was designed to utilize stages of training, please note that an individual must obtain his/her Basic certificate before applying for the Intermediate level. The same principal applies to the Advanced level (i.e. an individual must have Basic and Intermediate certification in order to move up to the Advanced level). At all levels there are specific objectives that must be met in order to receive credit in the category. For a more detailed account of the objectives, please consult your certification packet.

## PROGRESS REPORTS

Departmental Progress Reports are due by January 31st annually, otherwise a \$25 late fee will be assessed. The report must be in alphabetical order, and include members of the department who were Association members participating in the certification program during the reporting year.

“Current Year Hours” training is that done from January 1 through December 31 of the reporting year.

“All Previous Years Hours” training includes all training done up to, but not including, the reporting year.

“All Years Hours” must reflect the combined hours from “Current Year” and “All Previous Years” training.

All training for each individual is to be reported, including those levels at which an individual may have already been certified.

In order to distinguish between the thousands of individuals in the program, a Social Security number and date of birth MUST be submitted for each entry. This data is used for information purposes and also serves as member log-in information for the SFFMA Online program. The Certification Coordinator and Fire Chief of record MUST sign the report cover page, photocopied or stamped signatures WILL NOT be accepted. In the event the report is incomplete or contains errors, a letter of explanation will be sent so that corrections may be made.

## CERTIFICATION QUESTIONS & ANSWERS

The following are some commonly asked questions regarding the SFFMA Certification Program:

**1. Can I have an outside Instructor come to my department and instruct, if he/she is not a Level II Instructor with SFFMA?**

Yes. They would fall under the umbrella of the Certification Coordinator for that department.

**2. How does the Certification Coordinator transfer training hours attained within the department for participating members, prior to 1993 and as far back as 1976, to the current year's progress report in order to obtain credit for those years of training?**

Utilize Certification Program guidelines "Revised January 1993" or later in regard to objectives for each subject area. If all the objectives for the itemized categories have been met, you may give credit for the hours required for each subject area. If the required objectives have NOT been totally fulfilled for each category only give a percentage of training hours based on what objectives were met.

**3. How do individuals or departments wanting copies of records receive them from the Austin office?**

It is the responsibility of the individual departments to keep up with and track their own hours. Additionally it is the responsibility of the individual to keep a personal copy of all his/her certificates – regardless of whether they believe the department or the Coordinator are keeping a copy on file for them. As much as we would like to help all departments requesting this information, the Association office has neither the manpower, nor the time to research records which should be on file at the specific departments. The Association office should be considered as a "last ditch effort" in obtaining documentation. This is another prime example of how important and how careful departments must be when selecting their Coordinator.

All requests MUST be made in writing and accompanied by a non-refundable \$25.00 research fee for the first record and \$15.00 for each additional record. Be sure to provide your SSN, DOB, and all departments that may have submitted records for you with dates (at least years) served. An additional one time \$25.00 will be required for research going beyond 10 years back. While we will process requests for copies of training, please note that there is no guarantee as to when copies will be forwarded. These are time consuming requests and as turnaround time for applications is one of our priorities, records requests will be processed as time allows. Research fees are for doing the research and fees will not be refunded if no information is found.

**4. If individual dues are not maintained as "current" what, if anything, would happen to the status of certification as it applies to SFFMA?**

Nothing. Once an individual has acquired certification through SFFMA their status as certified, is for life.

**5. My department has elected not to test. Can I test anyway?**

Yes. However, testing policies should be set by the local departments. An "Endorsement of Eligibility" has no expiration date. It is the responsibility of the individual to retain a copy of the letter for his/her records. If one elects to test at a later date, he/she will need the letter.

**6. I have received my Basic Certificate and I have an "Endorsement of Eligibility" to test at the Basic level. If I take the test and fail, will I lose my current certification?**

No. If you hold any level of certification and wish to take the "accredited" level test and fail, you do not lose your certification.

**7. Do I get an “Accredited” certificate if I have taken the Commission’s test after September 1, 1993?**

Yes. The Certification Board will accept anyone who has passed the Commission’s test after this date at the Accredited Advanced level provided all three applications (Basic, Intermediate and Advanced), fees and documentation have been submitted. These individuals would not be required to test for the SFFMA as long as they have received the additional training in the categories not covered by the Commission. These categories include Emergency Vehicle Operations and Ground Cover (attained through the Texas Forest Service). Additionally, anyone holding an ECA certification through the Texas Department of Health will satisfy all objectives listed in Section 10, First Aid, for all levels.

**8. Are individuals certified through TCFP prior to September 1, 1993, required to test at the Advanced level through SFFMA in order to receive "Accredited" Status with SFFMA?**

No.

**9. If I obtain my Basic, Intermediate and Advanced levels certification, can I test at the “Accredited” Advanced level only?**

No. You must test in progression at all "Accredited" levels to receive any "Accredited" level of certification.

**10. My department is new and just getting started or has not been training for several years and we do not have a Level I or Level II Instructor. Can our department still do fire training and get credit for it with SFFMA?**

Any course taught by a local fire department, an accredited College, University, or other agency is acceptable provided that the Certifying Coordinator and the Fire Chief certify that the course meets the minimum requirements as set forth by the Volunteer Certification Board. **IN NO CASE SHALL FIRE SCENE OR RESPONSE TO ACTUAL ALARMS APPLY TOWARDS VOLUNTEER CERTIFICATION.** All training shall be in a controlled environment.

## TRAINING

Training can come from many sources. The most common type is in-house training conducted by the local department utilizing local department personnel. The Chief and Certifying Coordinator must verify that the training meets the course descriptions set by the Certification Board. Texas A&M, through its Engineering Extension Service (TEEX) provides an invaluable source of training. Additionally the Texas Forest Service provides training in Ground Cover. In order for training to be acceptable from commercial companies, the company must be a sustaining member in good standing of the SFFMA, the course outline must be on file and approved by the Austin office, and the instructors must be certified as a Level II Instructor by the Volunteer Certification Board. Other sources of training may be the volunteer's job or area college. As long as the training meets the requirements as set forth by the Board and the Chief and Coordinator are willing to certify the training, it may be counted if accurate documentation is kept.

## TO TEST OR NOT TO TEST - THAT IS THE QUESTION!

A great deal of thought has been exerted as to whether the SFFMA Volunteer Certification Program should require testing for its applicants. In August of 1995, the Certification Board determined that testing should be an option. Upon submitting a Basic, Intermediate or Advanced application and assuming everything is in order (dues, signatures, documentation, etc.) a certificate of the appropriate level will be issued.

Additionally, a letter called an “Endorsement of Eligibility” will be issued which states that the individual has the option to test and need only set up a test date with his/her Zone Representative to the Certification Board. After successfully completing the exam, the individual will then be considered an "Accredited” Basic, Intermediate or Advanced firefighter and will receive a new rocker, certificate and wallet card reflecting this achievement.

Another area of concern has been that the test is not a truly balanced test of the SFFMA program. For example, previous individuals testing were inundated with questions about ropes and ladders. After conducting an in-depth examination of the test bank the Board, in cooperation with the Austin staff, believes they now have a balanced test.

The exam is now correctly weighted with an appropriate number of questions per category of the program. While there are no study guides or manuals, those wishing to study for the exam are encouraged to use the IFSTA Essentials of Fire Fighting manual, 4th edition. It should be noted that although the Board offers two options the each individual is strongly urged to take the test option. They encourage each fire chief to make testing part of their department procedures. Please remember that the certification program is the minimum recommendation for training.

## CHECKLIST

There are various reasons an application may be returned. The following checklist has been provided for your use in submitting applications for certification:

- No attached proof or documentation of required training** (i.e. diplomas, training certificates, course transcripts, etc.)
- Does not meet minimum requirements** (see below)
- Departmental Progress Report for \_\_\_\_\_ not submitted**  
(reports are due January 31st, annually)
- Not current with individual membership dues**
- Not current with department membership dues** (invoice enclosed)
- No money / not enough money enclosed**
- Must be signed by the Fire Chief**
- Must be signed by the Certification Coordinator**
- Must be signed by the applicant**
- Person signing as Certification Coordinator is not current Coordinator per our files**
- Person signing as Fire Chief is not current Chief as per our files**  
(letter of notification requested for Austin files)
- Previous level(s) of certification have not yet been obtained:**  
 **Basic**,  **Intermediate**,  **Advanced**
- Update records in SFFMA Online to reflect current training status.**
- Provisional period for Certification Coordinator expired on \_\_\_\_\_.**  
If the requirements for Certification Coordinator have not been met by the end of the three (3) year period, a new individual **MUST** be named to the position.
- Certification Coordinator has not met Workshop attendance requirement since \_\_\_\_\_:**  
The Certification Coordinator **MUST** attend at least one (1) Certification Board Workshop every two (2) years. A Certification Coordinator with a **“Provisional”** status **MUST** attend one (1) Certification Board Workshop every year. Workshops are available at Annual Convention and through Area Board members.
- Application must be completely filled out**
- OTHER**

