

Rules and Regulations For the Call/Volunteer Recruit Firefighter Training Program Massachusetts Firefighting Academy

UNIFORM

- A. Students should report to each training session in a clean departmental work uniform, Class B pants and shirt, black belt and black shoes or boots. All t-shirts and polo shirts shall be home department labeled or shall be plain navy. T-shirts worn under another shirt shall be navy blue only. Dungarees may not be worn in place of uniform pants. Sneakers shall not be worn at any time. Only the Student's fire department sweatshirt and/or firefighting turnout coat shall be worn while at the training site. No other coats, jackets or hooded sweatshirts are acceptable.
- B. No hats or caps are permitted any time or place.
- C. No glasses other than prescription glasses or clear safety glasses will be worn at the Academy or other training sites.
- D. All Students shall be clean-shaven when they arrive for each training session. Mustaches may be allowed if allowed by the Student's departments; however, in no case shall beards or any facial hair, which may impair the safety of the Student or the proper operations of self-contained breathing apparatus, be worn. If a question of impairment arises, the MFA will have final determination if the facial hair needs to be removed.
- E. Hair shall be cut neatly and Students shall be well groomed. Students with long hair will have the hair secured in back neatly, away from the facial area, during the training day.
- F. Any jewelry, i.e. chains, earrings, necklaces, facial piercings, tongue piercings etc. that presents a safety hazard, shall not be allowed. If a question of safety arises, the MFA will have final determination if the item presents a safety hazard and shall be removed.
- G. All clothing worn under personal protective equipment (PPE), will be Department Class B uniform or a cotton t-shirt. Shorts are not permitted to be worn under any PPE.
- H. Graduation: A clean class B departmental uniform shall be worn for graduation. No t-shirts or polo shirts will be allowed. The Student must wear a collared uniform shirt with a department patch. Badge is optional, but encouraged.

DEPORTMENT

- A. No obscene or abusive language may be used and no obscene or offensive literature shall be brought onto any academy training site.
- B. All gambling is prohibited at any academy training site.

- C. Alcoholic beverages and/or narcotics are prohibited and may not be consumed at any academy training site or during any break period or lunch hour. Students who appear at any training session while under the influence of, or suspected to be under the influence of, alcoholic beverages or any illegal substance will not be allowed to participate in training for the day and their department notified as to the alleged condition of the Student. Students will not be allowed to leave the academy training site until a departmental decision is made for their safe transportation back to the Student's respective community.
- D. No smoking, chewing of tobacco or snuff shall be allowed during classes, in the classroom or at any training site.
- E. No visitors other than Chiefs of Department and/or Training Officers shall be allowed at any academy training site. All visitors shall check in with the Lead Instructor.
- F. All cell phones, beepers, department radios, and pagers, will not be allowed to be present during all training sessions
- G. No telephone calls shall be placed by a Student unless in the event of an emergency during training and then after receiving permission from the Lead Instructor.
- H. "Mr.", "Sir", Ms. or "Ma'am" shall be used when addressing Lecturers and Instructors.
- I. All Students and visiting officers will be respectful and courteous to each other, the staff, and all others. Harassment and/or disrespectful comments of a personal or sexual nature will not be tolerated.
- J. Gum chewing, eating and drinking (except for the MFA issued water bottle) in the classroom and all other training areas is not allowed. Only water shall be used in the MFA water bottles.
- K. Audio/video recorders and still photography equipment shall not be allowed except by permission from the Program Coordinator.

SAFETY RULES AND REGULATIONS

- A. Students will keep clear of any training equipment, building or prop unless accompanied by an MFA instructor.
- B. Horseplay will not be tolerated. Any infraction of the Rules and Regulations or breach of discipline will be cause for immediate dismissal from and failure of the training program.
- C. All personal vehicles will be parked in the area designated the first day of class. Students will not return to their vehicles without permission of the Lead Instructor.
- D. All Students while engaging in training exercises must wear full protective clothing. Full protective clothing according to the NFPA shall include; turnout coat, turnout pants, helmet with eye protection, earflaps and chinstrap secured under chin, gloves, boots and hood.
- E. All gear will be inspected the first night by the MFA. Students are required to have a full set of NFPA compliant turnout gear from the first class forward. If any turn out gear is not in NFPA compliance the Student will be notified and given an opportunity to correct the deficiency. Under

no circumstances will any Student be allowed to participate in any live fire evolutions without fully compliant turn out gear.

- F. While participating in training evolutions, including going between training stations, Students shall be fully dressed using all of their protective equipment unless directed differently by the Lead Instructor. When wearing turnout gear, it will be properly worn and secured including the use of chinstraps, gloves, coat closed and properly secured, etc. Protective hoods worn over the head unless changed by the Lead Instructor. Any Student not in compliance with the above turnout gear requirements will not be allowed to participate in the training and will not receive credit for the training session.
- G. Students will bring to all classes a Department SCBA with a full cylinder and a spare full cylinder. All bottles must be within current hydrostatic date in order for the bottle to be refilled. This shall be brought on the first training day and every training date. The SCBA and spare bottle will be inspected on the first training day.

ATTENDANCE

- A. Students shall not leave the training sites during classes. This includes all-day sessions. Students shall make lunch arrangements ahead of time for full day sessions.
- B. Any Student who anticipates being absent or is absent from recruit class due to illness or injury shall be required to notify the Lead Instructor and their Fire Chief. The Student shall also complete an absence report immediately upon return to class following any absence. Absence reports will become part of the Student's permanent record and copies shall be forwarded to the Chief of Department.

Any illness or injury which requires a Student to miss two (2) or more consecutive recruit training classes shall be required to present upon their return to recruit training a written medical authorization from a Physician or Physician Assistant stating the reason for the absence and must include authorization for the Student to return back to recruit training on "full-duty with no restrictions".

If necessary, following a one (1) class or longer absence due to minor illness or injury, the Program Coordinator or Lead Instructor may request other supporting documentation in order to determine if a Student's fitness for duty to return to full training activities is appropriate.

- C. Unexcused absences will not be tolerated. Any unexcused absence shall be evaluated as to the impact and effect on the Student at the attainment of proper skills and knowledge necessary to complete all graduation requirements. Any unexcused absence may be considered as grounds for dismissal from the class, and may result in consultation between the Chief of Department, academy representative, and the Student, as to the Student's continued attendance in the program. All Students will be allowed a total of eighteen hours of excused absence. If a Student is late for class, the time tardy will be deducted from the eighteen hours allowed.
- D. Students who miss more than **eighteen hours** of absence will not meet the requirements for graduation from the class and shall be dismissed from the class. When a Student exceeds the eighteen hours they shall be removed from the class. A Student whom is dismissed for exceeding the eighteen hours must take the entire course over to attain completion of the program. Absence abuse may result in consultation between the Chief of the Department, the program representative and the Student as to the Students continued attendance in the program.

- E. A Student must have all required turnout gear and SCBA to participate in practical skills. Students who fail to bring the required gear will not be allowed to participate and will be considered absent from the skills training. Attendance and active participation in all practical skill evolutions is a course requirement for graduation from the class. Any Student who is absent from practical skill classes may be subject to dismissal.
- F. It is the Student's responsibility to be in attendance for the class roll call. Students who are tardy will be marked tardy for the period of time they missed. Constant abuse of punctuality will result in a consultation between the Chief of Department, the Program Coordinator and the Student resulting in possible dismissal from the program.
- G. Attendance at and active participation in **ALL** live fire evolutions as well as the maze trailer and maze is considered a requirement for graduation. Any Student absent or whom does not participate in any live fire evolution or maze training shall be subject to immediate dismissal.
- H. Missing a Mandatory Class will result in IMMEDIATE dismissal from the program. A list of the mandatory days will be issued to the students in their acceptance packages.
- I. Attendance shall mean participation in and performance of all tasks that take place during the training day.
- J. Any Student unable, for any reason, to participate in training shall be counted as absent for the entire training day.
- K. Student shall have an obligation to notify the academy, in writing, of any change in fire department employment status also their phone number or address

MISCELLANEOUS

- A. Students must have a high school diploma or a GED in order to be eligible for entry into the program.

Violation of any of the above rules, regulations, or requirements shall be cause for appropriate punitive action leading to dismissal from the training program.
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CLASS CANCELLATIONS

If any class is canceled for any reason including inclement weather the MFA will take all possible steps to contact the Students prior to the training session. It is important that the Student keep the MFA informed of all current contact information (i.e. telephone number). The program coordinator will set up a telephone call matrix with the Students of each class.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF TRAINING

No Student will graduate from the training program if, in the opinion of the Training Staff, Program Coordinator and/or MFA Director the Firefighter displays any of the following:

- A. Failure, refusal or inability to climb or work from all types of fire department ladders in the performance of firefighting practices. Failure to Climb Aerial Ladder to assigned height.

- B. Failure, refusal or inability to wear self-contained breathing apparatus in the performance of accepted firefighting practices. This is to include the tendency to display any indication of claustrophobia.
- C. Failure, refusal or inability to operate effectively or as directed during live fire operations
- D. Failure, refusal or inability to operate effectively in the presence of heat, smoke, flame or gases.
- E. Failure to perform all academy evolutions in accordance with program policy as prescribed by the academy instructors. No other method shall be accepted.
- F. Failure to attend, perform and operate effectively at all live fire training sessions.
- G. Failure, refusal, or inability to proficiently advance and operate 1 ¾" and/or 2 ½" hose lines while flowing appropriate gallonages using both fog and solid hose streams. Hose lines may require deployment to areas above and/or below grade within a structure. These skills will be completed as part of a two or three person hose line team.
- H. Failure to complete successfully the execution of at least two stipulated exercise encompassing the training maze.
- I. Evidence of deception, cheating or collaboration during a written examination will result in dismissal from the program.
- J. The Student Final Grade Point Average of 70% is the minimum average for passing the program.

GRADING SYSTEM FOR WRITTEN EXAMINATIONS

A. **Final grades will be determined as follows:**

- **Program Average-** The program average will be determined by averaging all of the quizzes together to count as one exam score. This score (the average of all the quizzes) will then be averaged with the other four written exams administered throughout the program and will be the academic Program Average for the Student. This averaged percentage will count for 50% of the Students Final Grade Point Average.
- **Final Exam-** A final written examination that will count for the other 50% of the final grade.
- **Student Final Grade Point Average-** The final grade point average for the Student will then be determined by averaging the overall program average and the final exam score.

B. **Grades achieved on written examinations will be calculated as follows:**

- Total Average of all Quizzes will equal One Exam Grade
- Students must achieve a minimum average of 70% in the four intermediate written examinations and the Quiz grades to be eligible to take the final written examination.

- After each intermediate exam, all Students who are not maintaining a minimum average of 70% will participate in a counseling session with the Call/Volunteer Training Coordinator.
- Students who do not achieve a minimum grade average of 70% after four intermediate examinations and one Quizzes grade, and who mathematically cannot raise their average to a minimum 70%, shall be dismissed from the program and can repeat the entire program at a later time.
- Students must achieve a minimum of 70% for their final Grade Point Average in order to graduate from the program.
- Students who do not receive 70% for their final Grade Point Average after the first attempt on the final exam will be provided an opportunity to retake the examination. Failure to obtain a minimum Student Grade Point Average of 70% will result in dismissal from the program and the Student can repeat the entire program at a later time.

GRADING SYSTEM FOR PRACTICAL EVOLUTIONS

Practical evolutions will be subject to grading at all times during the program. The individual techniques, evolutions, and proper sequence of accomplishment as stated in the drill manual or appropriate reference, i.e., instructor reference, Student handout, etc. for the purpose of grading, have been divided into two categories; Major Errors and Minor Errors.

MAJOR ERRORS – Major errors are those errors that are classified as an act or omission that does any of the following:

- Endangers the safety of personnel
- Prevents the placing of water on the fire
- Requires the assistance of another member of the crew for the evolution to be successful
- Causes total breakdown of the evolution due to lack of completion of a key technique
- Results in undue loss of time

Committing a major error will result in the Student being charged with five deficiency points for each error.

MINOR ERRORS – Minor errors are those acts or omissions that, while incorrect, will not:

- Impair the safety of personnel
- Impairs placing water on the fire
- Prevents completion of the evolution

Committing a minor error will result in the Student being charged with one deficiency point for each error. Minor errors will not be charged against the Student if, in the opinion of the Instructor, the Student, without assistance from any other Student, instructor or visitor, discovers and corrects the mistake within the given time period.

CONSULTATIONS REQUIRED BY ACCUMULATION OF DEFICIENCY POINTS

- At **30** points, the Student shall meet with the Call/Volunteer Coordinator*
- At **75** points, the Student shall meet with the Call/Volunteer Coordinator* and the Director of the Fire Academy* and his/her Department Chief*
- At **120** points the Student shall meet with the Call/Volunteer Coordinator* and the Director of the Fire Academy* and his/her Department Chief* and shall be terminated from the program

*or their designee

SUBJECTIVE EVALUATIONS

Subjective evaluations will be written as necessary by all instructors to document each Student's performance. These evaluations may be positive and/or negative in nature and will be written when a Student operates outside the scope of his/her training skills during either a graded or non-graded evolution.

Subjective evaluations will be written to document a Student's unprofessional or unsafe behavior, inability to operate within fire academy guidelines and training procedures, and non-compliance with the Rules and Regulations for the Call/Volunteer Firefighter Recruit Training Program.

A subjective evaluation as written by an Instructor, and verified by the Coordinator or their Designee, that meets any of the following criteria: endangers the safety of personnel, impairs placement of water on the fire, requires the assistance of an Instructor for the evolution to be successful, causes the breakdown of the evolution due to lack of completion of a key technique, will be given five deficiency points.

There shall not be more than three of these counted that would amount to not more than 15 total deficiencies as a result. The Coordinator or their Designee must verify this particular subjective before points are assessed. If no points are assessed, then it will be treated as a normal subjective with a copy sent to the Chief.

If a subjective of this type is written, and points are assessed, then a consultation will be held with the Program Coordinator*, the Chief of the respective department, and the Student.

These subjective evaluations shall be limited to areas that have no grading associated with them, but still represent issues that could cause personal injury or meet the above stated guidelines:

- All live fire scenarios including live fires with extinguishers and car fires.
- The Draeger maze
- All gas evolutions, including vapor releases
- Aerial ladder practical evolutions
- Timed combined evolutions (after grading)
- Extrication practical scenario
- Rescue over ladders

If review of these evaluations indicates a need for realignment of a Student's behavior or performance (as observed by an individual Instructor or the Call/Volunteer Program Coordinator, all available methods will be utilized by the Academy to correct this behavior or performance. For those with adverse reports,

the subject evaluations may be a contributing factor in prohibiting or denying graduation from the Academy.

REPORTS TO CHIEF OF DEPARTMENT

The following written reports and grades are sent to the Chief of Department:

- Student progress report consisting of Grade Average, time missed and deficiency points. These will be generated after Exam 2 and Exam 3
- Late arrival and absence reports
- All injury reports
- Subjective Evaluations
- Deficiency Consultation Forms

WARNING AND DISMISSAL NOTICES

- A. Warning notices shall be issued to Students for the following reasons:
 - Academic deficiency
 - Failure to comply with Rules and Regulations
- B. Warning notices shall become a part of the Student's file with a copy sent to the Chief of Department.
- C. Dismissal notices shall be issued from the Fire Academy Director to Students who fail to meet the graduation requirements as set forth in the Rules and Regulations or who fail to comply with the Rules and Regulations.
- D. Students dismissed are not allowed to graduate with the class or to attend the closed Certification test scheduled for this class.

PHYSICAL REQUIREMENTS, DISABILITIES, INJURIES AND ILLNESS

- A. All Students shall be at least eighteen (18) years of age by the first day of class. All Students must show a picture ID in order to be allowed entry into the first day of class.
- B. All Students shall be required to participate in vigorous physical activities.
- C. Any student with a diagnosed disability seeking a reasonable accommodation should, at the earliest time possible (but no later than thirty (30) days prior to the start date of the program), make a written request for such reasonable accommodations to the DFS Civil Rights Officer. Every request must be accompanied by either medical documentation by a qualified provider documenting the disability and providing the reasonable accommodations sought; or, in the alternative, a student may, if applicable, submit a valid individual education plan (IEP) which documents a learning disability and reasonable accommodations. Such IEP may not be older than five (5) years from its date of issue. All written requests will be acknowledged in writing within ten (10) business days, and approved or denied within twenty (20) business days of receipt unless further medical or technical documentation/evaluations are required by the Civil Rights Officer, who has granted such extension of time.

- D. All Students shall inform the Program Coordinator of any learning disability that may impede their progress in the program, prior to the first day of class. Reasonable accommodations may be requested with approved documentation of the learning disability submitted to the MFA.
- E. All Students are required to inform the Program Coordinator of any physical infirmities that they may have on their first day of class.
- F. All Students are required, upon entry, to report to the program coordinator, or OD if they are using any form of medication.
- G. All Students are required to report any injury or illness to the OD immediately
- H. A Doctors note will be required for Students to return to class after they are absent for serious illness or injury.