

DEPARTMENT OF STATE POLICE
FIRE FIGHTERS TRAINING COUNCIL
GENERAL RULES

(By authority conferred on the fire fighters training council by section 16 of Act No. 291 of the Public Acts of 1966, as amended, being S29.376 of the Michigan Compiled Laws)

R 29.401 Definitions.

Rule 1. As used in these rules:

- (a) "Act" means Act No. 291 of the Public Acts of 1966, being S29.361 et seq. of the Michigan Compiled Laws.
- (b) "Council" means the fire fighters training council.
- (c) "Executive secretary" means the executive secretary of the council.
- (d) "Fire fighter" means a member of an organized fire department who is either an employee of the department or a volunteer.
- (e) "Staff member" means the executive secretary, field coordinator, or curriculum writer employed full time by the council.

History: 1979 AC.

R 29.402 Council-approved course; instruction hours; recognition of training by council.

Rule 2. (1) A council-approved course shall be based upon all of the following:

- (a) The time required to adequately cover the subject material.
 - (b) The ability of an average class to accomplish the established goals.
 - (c) Its relevancy to the needs of the fire service in Michigan.
- (2) An instruction hour shall consist of 50 minutes of instruction time and 10 minutes break time, totaling 1 actual hour.
- (3) The council shall only recognize training that is conducted by council-approved personnel.

History: 1979 AC.

R 29.403 Curriculum; examinations.

Rule 3. (1) An instructor, in conjunction with an advisory committee from the area and the coordinator, shall determine the emphasis to be given to the various subjects in the curriculum which are necessary for proper training of a new fire fighter. The emphasis to be given to the various subjects in the curriculum shall be reviewed and approved by the executive secretary.

- (2) A review, mid-term, and final examination shall be given in all courses. The examinations shall be approved by the council and shall be reviewed by council staff members to ascertain if there is adequate comprehension of the subject material tested in the examinations.
- (3) The examinations shall be conducted by council-approved personnel.
- (4) A 70% average is required to successfully pass the examinations.

History: 1979 AC.

R 29.404 Attendance at training sessions; certificates.

Rule 4. (1) A trainee shall attend all sessions unless he has a valid reason for his absence. The instructor may, for valid reasons, excuse not more than 10% of the total hours of instruction. An absentee from a scheduled class session shall make up the absence as required by the instructor.

(2) After successful completion of the program, the council shall award a certificate to a trainee. If a trainee is trained in a 240-hour continuous course, certificates shall not be awarded for the class IV, class III, or class II portions.

History: 1979 AC.

R 29.405 Classification of fire fighters; fire inspectors; officers.

Rule 5. (1) A class IV fire fighter is a person who has successfully completed the council-approved curriculum of a basic course not less than 66 hours in length.

(2) A class III fire fighter is a class IV fire fighter who has successfully completed the council-approved curriculum of an intermediate course not less than 60 hours in length.

(3) A class II fire fighter is a class III fire fighter who has successfully completed the council-approved curriculum of a basic advanced course not less than 60 hours in length.

(4) A class I fire fighter is a class II fire fighter who has successfully completed the council-approved curriculum of an advanced course not less than 60 hours in length.

(5) A fire inspector is a person who has successfully completed the council-approved curriculum of a basic fire inspector's course. A fire inspector may also be a person who has challenged the council-approved examination and passed the examination with a score of not less than 70%. A certificate shall be issued by the council upon the passing of the examination.

(6) A class III officer is a class IV fire fighter who has successfully completed the council-approved basic fire officer's course of not less than 40 hours in length, and has passed a council-approved examination for this course with a score of not less than 70%. A class III officer may also be a person who has challenged the council-approved comprehensive examination for this classification and passed the examination with a score of not less than 70%.

(7) A class II officer is a class III fire fighter and a class III officer who has successfully completed the council-approved intermediate fire officer's course of not less than 40 hours in length, and has passed a council-approved examination for this course with a score of not less than 70%. A class II officer may also be a person who has challenged the council-approved comprehensive examination for this classification and passed the examination with a score of not less than 70%.

(8) A class I officer is a class I fire fighter and a class II officer who has successfully completed the council-approved advanced officer's course of not less than 40 hours in length, and has passed a council-approved examination for this course with a score of not less than 70%. A class I officer may also be a person who has challenged the council-approved comprehensive examination for this classification and passed the examination with a score of not less than 70%.

History: 1979 AC.

R 29.406 Training on a regional basis; exception; location of schools.

Rule 6. (1) With the exception of in-service training, all training offered by the council shall be on a regional basis, and all classes shall contain trainees from more than 1 department.

(2) The council may enter into an agreement with a department or departments to provide training on a regional basis.

(3) The field coordinator shall make the final determination regarding the location of any council-approved or council-sponsored school.

History: 1979 AC.

R 29.407 In-service training program.

Rule 7. If 75% of the members of a department are in or above the same classification, the department may participate in the council-approved in-service training program by notifying the executive secretary of its percentage factor. Upon receipt of such information, the department shall

begin to receive drill plans and shall continue to receive drill plans on a periodic basis. The drill plan shall be so designed that, if properly used, it outlines a drill 3 hours in length or 3 drills 1 hour in length, and over a period of 12 months it shall constitute a refresher course in all categories of training required for that classification. For example, if of the 100 persons in a department, 66 are in the fire fighter II classification, 5 are in the fire fighter I classification, and 29 are in officer II classification, the department may request drill plans for the fire fighter II classification.

History: 1979 AC.

R 29.408 Instructor certification generally.

Rule 8. (1) An applicant for an instructor's certificate shall submit all the necessary supporting information and data, on forms provided by the council, to the executive secretary for review and recommendation for council approval.

(2) An applicant shall have the approval and recommendation of his agency head.

(3) The executive secretary may, at the direction of the council, issue a provisional certification, which may be in effect for a period not to exceed 6 months from the date of issuance.

(4) Within 6 months after the date of issuance of a provisional certification, a council staff member shall evaluate and test the applicant to determine his competence, and shall either recommend or not recommend the applicant for "B" certification. The executive secretary may extend this time period.

History: 1979 AC.

R 29.409 Instructor "B" certification.

Rule 9. (1) An applicant for instructor "B" certification shall demonstrate his ability to instruct by being evaluated in a teaching situation by a member of the council staff and receiving approval by that staff member.

(2) An applicant shall submit to a staff member evidence that he possesses adequate knowledge of the subject or subjects he proposes to teach and the methodology necessary to communicate to a class.

(3) An applicant shall be capable of teaching at least 1 subject approved by the council.

(4) Upon receiving a favorable evaluation report regarding an applicant's teaching ability, the council shall issue a "B" certificate.

History: 1979 AC.

R 29.410 Instructor "A" certification.

Rule 10. (1) An applicant for an instructor "A" certification shall be certified as an instructor "B" and shall be qualified to teach the entire basic fire fighter's course.

(2) An applicant shall successfully complete a council-approved course, not less than 40 hours in length, in teaching methodology.

(3) An applicant shall presently be in the fire service and shall have a minimum of 5 years of fire fighting experience.

(4) An applicant for an instructor "A" certification shall be evaluated in a teaching situation while conducting a class in 1 or more subjects not in the basic fire fighter's curriculum.

(5) Upon receiving a favorable evaluation report regarding the applicant's teaching ability, the council shall issue an "A" certificate to the applicant.

(6) The holder of an "A" certificate shall be considered qualified to teach any council-approved course.

(7) In place of subrules (1), (2), and (3), an applicant may be tested by council staff personnel using an examination and criteria approved by the council and shall achieve a minimum passing score of not less than 70%.

History: 1979 AC.

R 29.411 Recognition of training conducted by certified instructors; exceptions.

Rule 11. The council shall recognize all training conducted by a certified instructor, except for justifiable reasons, including, but not limited to, any of the following:

- (a) Inability to convey the subject matter of training to the trainee or trainees.
- (b) Intoxication, or being under the influence of a controlled substance while teaching.
- (c) Failure to instruct as the lesson plan indicates.
- (d) Failure to comply with instructions given by the coordinator. These instructions shall be in writing and based on the policies and procedures established by the council.
- (e) Teaching a subject not approved by the council.
- (f) Conviction of a felony or a high misdemeanor.

History: 1979 AC.

R 29.412 Retention of certification by instructor.

Rule 12. (1) An instructor shall retain certification if he teaches council-approved courses in some manner for not less than 24 clock hours in a continuous 24-month period.

(2) If training is in classes other than in council-sponsored schools, the training may be reported to the council, on forms provided by the council, not less than every 6 months.

(3) If an instructor fails to comply with subrule (1) of this rule, the instructor may be recertified by the council only after the council receives a favorable evaluation report regarding the applicant. The instructor shall be evaluated within 90 days of the council meeting in which this action is taken.

(4) Special provision may exist which allows for a continual certification of instructors in the department of natural resources, department of state police, fire marshal division, and public utilities.

History: 1979 AC.

R 29.413 Training schools; facilities; separations; approval.

Rule 13. (1) A fire fighter training school shall have available rooms and facilities in order to efficiently carry out its program of instruction.

(2) If separations are required in the program of instruction, drill areas, apparatus, equipment, and supportive services shall be available.

(3) A training school may be approved by the executive secretary upon the recommendation of a coordinator. The council reserves the right to overrule the decision of the executive secretary.

History: 1979 AC.

R 29.414 Recognition of training given by other states.

Rule 14. (1) The council may recognize training given to trainees by agencies of other states, if all of the following conditions are satisfied:

- (a) The training is in a state-authorized or approved course.
- (b) The training is given by a state-authorized instructor.
- (c) The state agency supervises the instruction.
- (d) The instruction is based on manuals available from the international fire service training association or equivalent training materials.
- (e) A lesson plan for each subject is available to all participating states for examination and review.
- (f) A copy of the training record of the individual is forwarded to the office of the state fire fighter training agency of the state where the person has applied for recognition. The record shall reveal the subjects, dates of training, and number of hours of training in each category. The requests for the record shall be made by the individual to the agency in the state that the individual is leaving, and the transcript shall be sent directly from that office to the fire fighter training agency of the state the person is entering.

(2) The presentation of records exchanged pursuant to subrule (1) shall not automatically result in certification by this state. Each case shall be considered individually and the person in question may be required to demonstrate manual skills and to submit to a written or oral examination given by a staff member of the council. An explanation of the manual skills performed and a copy of the written or oral examination shall be approved by the executive secretary.

History: 1979 AC.

R 29.415 Driver requirements.

Rule 15. (1) Subrules (2) to (4) of this rule set forth the minimum basic driver requirements for members of legally organized fire departments to be certified by the council in lieu of the endorsement required by section 312e of Act No. 300 of the Public Acts of 1949, as amended, being S257.312e of the Michigan Compiled Laws. Continuing education is necessary, and it is the responsibility of local fire department officials to constantly train their personnel in equipment and environmental changes. These requirements do not limit the extent of training required by the administration of a local department.

(2) A driver shall have a valid operator's or chauffeur's license pursuant to Act No. 300 of the Public Acts of 1949, as amended, being S257.1 et seq. of the Michigan Compiled Laws.

(3) A driver shall have satisfactorily completed the approved driver certification course as established by the council.

(4) Pending full compliance with driver certification requirements, provisional, temporary authority to drive is granted until July 1, 1981.

History: 1981 AACS.