



GENERAL ORDER

GENERAL ORDER 700.06 Volunteer Training Board

EDUCATION AND TRAINING

Issue Date: 2/9/2006

Revision Date: 7/29/2013

1 APPLICABILITY

2 All Personnel

3 POLICY

4 The Volunteer Training Board operates under the authority of the Chief of the Howard County Department of Fire and Rescue
5 Services, hereafter the Department. The Volunteer Training Board is an advisory board that assists the Bureau of Education
6 and Training with the planning, scheduling, and coordination of volunteer training programs and activities. Additionally, the
7 Volunteer Training Board will coordinate the submittal of all operational volunteer training (to include station level training),
8 qualification and certification requests to the Bureau of Education and Training. The Volunteer Training Board meets on a
9 monthly basis, or as requested by the Bureau of Education and Training, to discuss ongoing and emerging training,
10 qualification and/or certification issues. Issues that are brought to the Volunteer Training Board should be reflective of those
11 experienced by their respective volunteer corporations.

12 The Volunteer Training Coordinator will be an experienced volunteer training specialist who will be responsible for
13 coordinating, managing and directing the Volunteer Training Board. The Volunteer Training Coordinator will work for the
14 Bureau of Education and Training's Assistant Chief and assist with the management and coordination of all volunteer training.
15 The Volunteer Training Coordinator will be the subject matter expert and provide expertise to the Education and Training
16 Bureau on all issues affecting volunteer training.

17 DEFINITIONS

18 Volunteer Training Coordinator:

- 19 • The person recommended by the Howard County Volunteer Fire Chiefs and approved by the Chief of the Department to
20 develop, coordinate and liaison volunteer training programs and training activities and to assist the Bureau of Education
21 and Training with receiving, documentation, and storage of all volunteer training reports and records associated with the
22 training, qualification and certification of all operational volunteers. The Volunteer Training Coordinator will serve as
23 Chairperson for the Volunteer Training Board.

24 Volunteer Training Board:

- 25 • The Board will consist of one representative from the various volunteer fire corporations who will be tasked with
26 providing guidance, recommendations, and expertise regarding all phases and aspects of training for volunteer personnel
27 engaged in firefighting, rescue and/or EMS within Howard County.

28 DFRS Bureau of Education and Training:

- 29 • The Bureau is tasked with the responsibility of developing, managing, implementing, and documenting all training within
30 the Department. This Bureau is responsible for the collection, authorization, and documentation of all training associated
31 with operational personnel within the Department. This Bureau is responsible to verify, process, and document all
32 qualification, certification, and standards training for Department personnel.

33 **PROCEDURES**

34 **MEMBERSHIP**

- 35 • The Volunteer Training Coordinator will preside over all Volunteer Training Board meetings, develop and coordinate the
- 36 meeting agendas, and set the schedule for future meetings. The Volunteer Training Coordinator will ensure that minutes
- 37 are taken for each meeting and that a written copy of the minutes be provided to each Volunteer Training Board member
- 38 and to each Volunteer Fire Chief. The Volunteer Training Coordinator Chairperson will only vote in cases of a tie.
- 39
- 40 • The Assistant Chief of the Education and Training Bureau, or their designee, will serve as an Executive Member of the
- 41 Volunteer Training Board, to provide expertise and guidance on any training issues. The Assistant Chief of Education and
- 42 Training will be responsible for sending a copy of the Volunteer Training Board minutes and to provide any briefing
- 43 material as needed to the Department Deputy Fire/EMS Chiefs and the Chief of the Department.
- 44
- 45 • Each of the following volunteer organizations will be represented by an individual appointed by the Volunteer Chief of
- 46 each corporation:
- 47 ○ Elkridge Volunteer Fire Department
- 48 ○ Ellicott City Volunteer Firemen’s Association
- 49 ○ West Friendship Volunteer Firemen’s Association
- 50 ○ Lisbon Volunteer Fire Company
- 51 ○ Fifth District Volunteer Fire Department
- 52 ○ Savage Volunteer Fire Company

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54 **MEETINGS**

- 55 • Meetings shall be scheduled on a monthly basis, to be recommended by the Chairperson and approved by the Assistant
- 56 Chief of Education and Training. No less than 10 meetings will be held during a one year calendar period.
- 57 • The location of the meetings will be determined by mutual agreement among the Volunteer Training Board membership.
- 58 • A written record of the meetings will be kept by the Bureau of Education and Training.

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60 **TRAINING REQUESTS**

- 61 • Volunteer members shall submit requests for training via their corporate chain of command for approval by the Bureau of
- 62 Education and Training;
- 63 • After approval, these training requests will be forwarded to the Bureau of Education and Training, attention Volunteer
- 64 Training Coordinator.
- 65 • All training course pre-requisites will be verified prior to the training request being forwarded to the Maryland Fire and
- 66 Rescue Institute’s Regional Office.
- 67 • Any documentation with respect to final approval, stand-by, or disapproval shall be forwarded to the member upon
- 68 receipt from the Maryland Fire and Rescue Institute’s Regional Office.

69 **REFERENCES**

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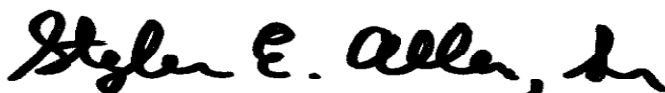
71 **SUMMARY OF DOCUMENT CHANGES**

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73 **FORMS/ATTACHMENTS**

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75 **APPROVED**

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77 Stephen E. Allen, Sr.
78 Deputy Fire Chief, Support Services