

The logo of the Summit Fire Authority is a Maltese cross with a central fire hydrant. The words "SUMMIT" and "FIRE AUTHORITY" are written across the top and bottom arms of the cross, respectively. The acronym "HCTC" is located at the bottom center. Two crossed axes are positioned behind the cross.

# **High Country Training Center**

## Learning, Training and Development Plan

THE GOAL OF TRAINING IS PERFORMANCE



## TRAINING PHILOSOPHY INTRODUCTION

In 2016 the High Country Training Center (HCTC) will, in some ways, begin starting a new chapter in its existence. The overall idea that was developed out of both the Training Survey and the Training Summit is that training should be better planned and developed in 2016. The idea of retooling training began in early 2015 with the evaluation of our purpose. As a group we redeveloped the HCTC mission to read:

***A Courageous Organization Committed to Serving Our Community By Providing Emergency Responders with Current Safety-focused All Hazards Training***

Although these are strong words, they have yet to be seen through. Since dedicating to this new idea of training at HCTC; a new Training Division Chief has been added, an EMS Coordinator has been lost, and far more EMS training responsibilities have been added. The idea of HCTC providing Emergency Responders with all hazards training is alive and well, but needed to be retooled to handle the bumps of a rocky 2015.

## RULES OF ENGAGEMENT

The rules of engagement for any training program begins with two key elements: communication and accountability. Communication requires that all stake holding parties keep up to date about training. Firefighting staff must communicate their training needs to HCTC on a regular basis; HCTC personnel must manage a constant and consistent communication link regarding trainings, trends, statistics, and technologies. These pieces of communication will allow us to build effective trainings and not waste time with training that nobody needs or wants.

The second part of this training engagement must be accountability. First, HCTC must be accountable for providing consistent training to fire crews on a regular basis. Then, HCTC must follow through and complete training data entry in a timely and effective manner. Finally, HCTC must provide accurate records for JPR review and certificate renewal to make it as easy as possible for individuals to renew their required credentials. These elements are the hallmark basics for making our accountability to the fire crews in Summit County.



On the other side, fire crews must also hold accountability. Company level trainings are offered with the expectation they will be completed by each company. Fire crews must complete and return trainings for credit.

Each individual company member also has an obligation to keep track of their own certifications. This accountability for your own “license” is vital within the system. All state fire certifications expire either January 1<sup>st</sup> or July 1<sup>st</sup>. HCTC asks that all expiring personnel have their records completed no later than December 15<sup>th</sup> and June 15<sup>th</sup> to account for processing time needed.

## **SUCCESSFUL LEARNING EXPERIENCES**

To provide “*current safety focused all hazards training*” HCTC must look at opportunities to provide and maintain successful learning opportunities. In doing so, nine core elements will create a better learning environment for each firefighter no matter their level.

Throughout this philosophy the High Country Training Center will strive to further achieve successful firefighter learning experiences:

***1. The goals of fire service trainings or professional development program are clear and understood***

HCTC must strive to assure that all training makes sense to everyone, not just those who are into it. Our commitment is to make reason and logical connection to the purpose of emergency services in Summit County with all trainings and materials provided by HCTC. If a point in time comes that this goal is not being met feel empowered to ask.

***2. The employees are involved in determining the knowledge, skills and abilities to be learned***

Each year all levels of Summit County fire service personnel have the opportunity to comment and contribute to future training material. This process requires individual accountability to training improvement and participation in training discussions. HCTC must commit to continually improve firefighter participation through surveys, meetings with individual companies, and discussions with the training advisory board.



***3. During the learning process, firefighters are not allowed to “Crash the Plane” no matter the perceived value of the experience***

Each participating fire department has a regimented process of progression. During scenario exercises, personnel monitoring the scenario cannot allow incorrect behavior to continue. Teaching through “disaster” is often demoralizing and can set bad habits leading to dangerous situations in the future. Stopping drills and correcting behavior will encourage participation and increase the overall learning.

***4. The work experiences and knowledge that employees bring to each learning situation are used as a resource***

HCTC recognizes that there are a large number of subject matter experts (SME) ranging from hazmat to wildland and EMS. HCTC personnel must continually encourage to get these individuals to teach larger groups through the established Guest Lecturer program. Only by effectively finding ways to help SME share their knowledge are we all better trained.

***5. A practical and problem-centered approach based on real examples is used***

Scenario based trainings will be as realistic as possible. Keeping in mind local constraints, HCTC staff will continually look to keep Fire, EMS, Hazmat, Rescue, Safety, and Emerging Threat trainings as fresh and real as possible.

***6. New material is connected to the employee's past learning and work experience***

This ideology is the cornerstone of adult learning. HCTC will always strive to build upon knowledge skills and abilities already developed through life and previous training. This is and will always be the best way to help new concepts stand and re-enforce department standards. Identified skill levels and training purpose will be known to all participants

***7. Firefighters are given an opportunity to reinforce what they learn by practicing***

Company level packets are sent to out in advance of Multi-company trainings. These packets include Company level trainings that will highlight skills to be used during the Multi-company trainings. This will often give firefighters an initial opportunity to practice skills as well as identify concepts before Multi-company trainings.



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0225 County Rd. 1003  
PO Box 1132 Frisco CO 80443

Phone (970) 668-4330  
Fax (970) 668-4342

### ***8. The learning environment will be safe and supportive***

HCTC training will be conducted under safe and acceptable conditions. Being in a training environment, firefighters may find themselves outside of their comfort zone in a professional sense. This must be nurtured on the training ground and can never be less than supportive in nature. This lack of comfort must never lead to a question of safety within the scenario. All HCTC drills are considered practice and they are the place to make mistakes without the threat of danger or injury.

### ***9. The individual firefighter is shown respect***

Throughout the course of training and training records keeping, firefighters will be treated with respect. The chain of command will be observed and officers will be shown the respect of their title. In return, respect is also expected from fire personnel during training and in requesting training records or any other administrative needs from HCTC.

## **DEFINITIONS**

Everyone must be on same page when we discuss training. If all stakeholders start with the same defined understanding, programs and ideas have a better success rate. HCTC Staff identified and defined concepts that need to be used within our training program. The following concepts that we are all well aware of, but have sometimes have different meanings depending upon who and where you were. Each of these definitions will have an important role in the 2016 Training Plan.

### **Company Level Training-**

- *Operational level skills designed to promote teamwork on a specific topic that is evaluated by a Company Officer or Battalion Chief for skill mastery*

Company level trainings are templates presented by HCTC designed to be conducted by company officers in any fashion they choose. So long as you meet the intended objectives,



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there are no restraints set on the company trainings. Company level trainings are given to the company as an instructor guide and are intended to be 1 hour of training. Companies

should be able to assemble the resources needed to perform the training. The goal of company level trainings is to work as a company on a specific topic.

### **Pre-course Training**

- *Training designed to allow basic level training to occur at the company level allowing concepts and tasks to be increased to a higher level prior to Multi Company Training. Pre-work allows more advanced ideas and skills to be safely and effectively explored during training without having to first review and refresh lower level skills first*

Pre-work will consist of company training Pre-course trainings are rarely more than 2 hours of training and will be a part of the training packet that the company receives in the month.

### **Multi Company Training (Joint)-**

- *Training and evaluation of the all hazard response system based upon best practices identified through participating agency SOGs, accepted methodology and qualitative research.*

Multi company trainings occur twice per month. One fire/rescue related topics, and one EMS specific topics. These are often designed as specific opportunities for companies to work together as a larger Fire or EMS force. In 2016, HCTC hopes to accomplish more throughout these trainings by putting out pre-work in the form of Company training to prepare individuals for the upcoming training.

### **Specialty Field Training**

- *Technical level skill set mastery in the areas of: Hazmat, Rescue, Wildland, Active Threat, EMS and Safety identified by subject matter experts in coordination with SFA training*

Specialty field training will come in the form of team training, and or training that is sponsored by SFA and taught by individuals who are experts in areas of specific study.

Examples include continuing education for NWCG S-212 saws classes that requires



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continual recertification to maintain skills. Specialty field training will also include teams such as SC Hazmat which will continually meet as a group. These infrequent training opportunities will allow participants to continually update their skill sets with others with like skills.

## Professional Development

- *A series of infrequent classes along a wide variety of topic ranges designed to better those who attend on their career path.*

Succession planning and career preparations are two areas that firefighters must always be prepared for. Professional development training will hopefully provide training opportunities in a number of areas for individuals who want to continue along a developed career path. In 2016 the following areas are under consideration:

## Training Frequency

- *The anticipated frequency in which each training can be expected to be produced by HCTC and pre*

Training Type	Frequency	Available/Due	
Company Level Trainings (Training On Demand)	Monthly	1 <sup>st</sup> day of month	Last day of month
Multi Company Trainings Joint Fire Trainings	Monthly	When Scheduled	
Multi Company Trainings Joint EMS Trainings			
Pre-work Training	As Needed	When Emailed to COs	Prior to Joint Training
Professional Development	As Offered	As soon as possible prior to scheduled date	
Specialty Field Trainings	As Needed	When Emailed members/parties involved	

## Training Times

- *The anticipated time frame for different types of trainings conducted or sponsored by HCTC. Although each of these trainings has an established time frame, these are estimated values that can often run over or fall short.*



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Trainings		
Training Type	Time Frame	Hours Credit
Fire Joint Training	09:00 AM Start 13:30 PM Start	3 Hours
EMS Joint Training	10:00 AM Start 14:00 PM Start	2 Hours
Company Level Trainings	Company Dependent	.5 Hour Short Training 1 Hour in depth Training
Pre-work Training	Company Dependent	2 Hours or less
Professional Development	As needed	TBA
Specialty Field Trainings	As needed	TBA

## Training Pillars

- 6 defined training categories that have been established as the “core” subjects that will be established and distributed by HCTC. Nearly all trainings provided by HCTC will fall into one of these six categories listed below.







## PILLARS OF TRAINING

The training pillars of HCTC consist of Fire, EMS, Hazmat, Rescue, Safety, and Emerging Threats as the core principles in which emergency service personnel must continually train on. These subjects cover nearly all of the training and development that occurs at HCTC.

**Fire Training Pillar** consists of both Joint Training topics and Company level training skills designed to continually help firefighter remain sharp. Traditional fire training elements will focus on live fire trainings as well as RIT and other scenario based exercises that fit into the fire training pillar. Company Level Trainings will be provided each month that focus on skills or new concepts within the industry for companies to review and/or practice as a team. Within all training packets and planning guides, this subject will be indicated with “Red”.

Fire	Joint Training Examples	Company Training Examples
	<ul style="list-style-type: none"> <li>• Structural Firefighting-               <ul style="list-style-type: none"> <li>○ 3-4 live burns/ year</li> </ul> </li> <li>• Wildland Firefighting               <ul style="list-style-type: none"> <li>○ Refresher</li> <li>○ WUI Scenario</li> </ul> </li> <li>• D/O Skills</li> <li>• Search /RIT Scenarios</li> </ul>	<ul style="list-style-type: none"> <li>• Magazine Review</li> <li>• SOG Review</li> <li>• Officer Development exercises</li> <li>• Pre-coursework</li> <li>• JPR renewal</li> </ul>

**EMS Training Pillar** The EMS pillar consists of all EMS trainings both Joint Trainings and trainings that are consistent with certificate maintenance and skill and knowledge growth. EMS Joint Training will be handled primarily by the training arm of the Summit County Ambulance. Company Level Training will primarily focus upon skill maintenance and will be provided by HCTC staff on a monthly basis within the training packet given

EMS	Joint Training Examples	Company Training Examples
	<ul style="list-style-type: none"> <li>• EMS JT will be conducted by SCAS</li> <li>• JT based on rotation of recertification topics</li> <li>• Skills Days</li> <li>• CQI Review</li> <li>• New Protocol Review</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol Review</li> <li>• NREMT Skills sheets</li> <li>• Based upon upcoming JT</li> <li>• Pre-coursework</li> </ul>



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**Hazmat Training Pillar** Hazmat fits into a large number of other incidents as a secondary concern. Fire, EMS, Rescue; all have a potential hazmat incident within the incident involved. Three training formats exist to present hazmat information to the appropriate levels: Joint Training, Company Level Training, and Hazmat Roadshow/specialized trainings to help supplement training to the hazmat team. Hazmat trainings will be presented in this manner to prescribe the correct level of training to the correct group of people.

HAZMAT	Joint Training Examples	Company Training Examples	Hazmat Roadshow/Specialized
	<ul style="list-style-type: none"><li>• Hazmat Valet</li><li>• Air Monitoring</li><li>• Hazmat Scenario</li></ul>	<ul style="list-style-type: none"><li>• Chem cab incident</li><li>• CBRN Fires</li><li>• JPRs (Company levels)</li></ul>	<ul style="list-style-type: none"><li>• Small Scale transfer</li><li>• Clan lab</li><li>• Grounding / Bonding</li><li>• Over</li></ul>

**Rescue Training Pillar** The rescue training pillar contains a large variety of rescue related topics. With the onset of Technical Rescue skills as part of hazard assessments in the county, the needs to further the knowledge base and training in rescue technique are increasing. Rescue pillar training is the first of several training elements that are specialized. Thus, this technical expertise will be taught only by those who are qualified to teach material that has been accepted by department SOGs. Any Company Level Training material on the subjects will be in close coordination with field experts who are fully aware of department level SOGs

RESCUE	Joint Training Examples	Company Training Examples
	<ul style="list-style-type: none"><li>• Swift water/ Ice</li><li>• Trench</li><li>• Confined Space</li><li>• Low/High Angle Rope</li><li>• Collapse Rescue</li></ul>	<ul style="list-style-type: none"><li>• Magazine Articles</li><li>• SOP Review</li><li>• Skill Sheet Review</li><li>• Equipment Familiarization</li></ul>



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**Emerging Threats Training Pillar** Emerging Threats is a broad area that was suggested out of the 2016 Training Summit. It seemed logical to create an area of training that could act as a clearing house for training that was necessary, but could not be categorized as anything else. These emerging threats are the areas that fire departments are only now getting involved in. Active Shooter, Terrorist Threats and other yet unknown problems that we will face will all be a part of this training element.

<b>EMERGING THREATS</b>	<b>Joint Training Examples</b>	<b>Company Training Examples</b>
	<ul style="list-style-type: none"> <li>• CBRN Issues</li> <li>• Active Shooter</li> <li>• JT/ Familiarization with law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Magazine Review</li> <li>• SOG Review</li> <li>• Officer Development exercises</li> </ul>

**Safety Training Pillar** Safety is the final training subject area. NFPA studies show that two alarming trends continue when it comes to safety in the fire service. Over a 28 year period, the number of structure fires and deaths at structure fires has dropped, while the rate of firefighter deaths at structure fires has not dropped at the same rate. The second alarming trend is that deaths during training activities accounted for 7.4 percent of all on-duty firefighter fatalities over the same 30 year period. Both of these NFPA statistics indicate a need for increased safety measures throughout all aspects of the fire service starting with training. The Safety Training Pillar will present safety topics to firefighters both at the Joint training and Company Training levels. The Safety Training Pillar will also look to combine with the safety committee to stretch for better safety dialog through local anonymous close call reporting.

<b>SAFETY</b>	<b>Joint Training Examples</b>	<b>Company Training Examples</b>	<b>Safety Committee</b>
	<ul style="list-style-type: none"> <li>• Incident Safety Officer</li> <li>• Health and Safety Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Review</li> <li>• NIOSH LODD Review</li> <li>• Safety Committee Review</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Committee via Go To Meeting</li> <li>• Local incident Closecall anonymous reporting</li> <li>• "Safe Culture" ideology</li> </ul>



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With these 6 topics HCTC has the ability to train and prepare for emergencies as well as the safety of personnel. *The Pillars of Training* provide a strong recognizable backdrop for important fire service topics as HCTC moves forward.

### CONCLUSION

#### ***A Courageous Organization Committed to Serving Our Community By Providing Emergency Responders with Current Safety-focused All Hazards Training***

This learning and development plan helped to identify the training philosophy that will lead off the 2016 training year. We began by setting the rules of engagement and the setting accountability for both HCTC staff and personnel attending training. The plan then outlined 9 core elements that HCTC and its staff plan to work with to help achieve the most effective learning environment possible for personnel. With communication being the key to any successful plan, we outlined Definitions for common terms, Training types, Frequencies, and Timeframes all to be used throughout the 2016 training plan.

Finally the plan defined at length the 6 Pillars of Training that will be utilized as a frame of reference for all training to come. Training will be placed into one of these six pillars and subdivided from there. This allows the opportunity to better manage the overall training program and to place emphasis on areas defined by department hazard assessments.

This *Learning Training and Development Plan* is designed to set the training framework and to coincide with the annual training plan. Using both documents, a better training plan is designed to meet the needs of each department in Summit County.

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**High Country Training Center**

2016 Comprehensive  
Training Plan



## 2016 COMPREHENSIVE TRAINING PLAN

The 2016 High Country Training Center Training Plan informs Summit County Firefighters of the training requirements and available training opportunities for the 2016 calendar year. This plan acts in concert with the HCTC *Learning, Training and Development Plan* that details the training philosophy of the facility and its staff as the year moves forward. These two planning documents act as a structural framework to better create and deliver training to fire service personnel throughout Summit County. Included within this plan is the following:

- An outlined Monthly Training Packet plan set to begin in earnest in 2016.
- 18 month Joint Training topics schedule
  - Statistical topic and hour breakdown of proposed trainings
- 2016 Special Field Trainings/Hazmat
- Proposed 2016 Professional Development trainings
- Other Training considerations for future years as the training system moves on

### MONTHLY TRAINING PACKETS

In 2016 High Country Training Center will provide training to personnel in the form of a Company Training Packet. Each month company officers will receive a packet that outlines 2-4 different company level trainings. Fire crews will be responsible for completing the packet during the month. HCTC's goal is to provide at least 2 hours of total training across the Pillars of Training each month. When large trainings, or Joint Fire/EMS trainings require it, pre-course training will be provided to introduce basic concepts. This allows more advanced concepts and functions to occur when multiple companies are gathered together. Also included within the training packet will be *Fire Certification Maintenance trainings*. These trainings are drills designed to help firefighters perform tasks for JPR credit. Completing these tasks will fulfill renewal requirements by the end of the certification cycle. *Fire Certification Maintenance* Trainings are not mandatory for companies to complete yet will assist with providing some of those hard to get JPRs by setting up props at HCTC for companies to just "stop by" and complete.



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Monthly Training Packet rosters are to be returned to HCTC via the Smartsheet application as noted in the email that delivered the packet. This will help HCTC record which companies have completed the training as well as provide a “receipt” to those who submitted the roster.

<b>Monthly Training Packets</b>		
<b>Training Type</b>	<b>Frequency</b>	<b>Description</b>
Company Level Trainings (Training On Demand)	2-4 Monthly	Training Instructor Guides designed to provide a starting point for company officers on a specific topic
Multi Company Joint Fire Trainings	Monthly	Joint training on a fire, rescue, hazmat or other non EMS specific topic
Multi Company Joint EMS Trainings	Monthly	EMS specific topics designed to increase knowledge and CE's towards recertification at the EMT-B and EMT-P levels
Fire Cert Maintenance Training	Monthly	Training Designed to keep your JPRs up to date in various different skill levels each month. These trainings are not required, but are recommended to maintain certification.
Pre-course Training	As Needed	Designed to pre-load information in preparation of a joint training and so practical training time can be used more efficiently.
Professional Development	As Offered	Skill improvement training offered throughout the course of the training cycle. These trainings may entail a cost and participants will need to register for such events with HCTC.
Specialty Field Trainings	As Needed	Specialized skills training/team training. Such trainings would be organized through HCTC and the host organization such as SCAS or SCHMT

Below is an example of the first two pages of January's Monthly Training Packet. From this example, a layout can be seen a reminder of the month's Joint Trainings, any Special Trainings and other upcoming training information on the first page. If the Joint Training has any pre-course work to be completed, that information will be listed under the training, and an email with the course work will have been sent out.



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Monthly Training Packets will provide information each month from HCTC. As a “training newsletter” of sorts, HCTC hopes that these packets become a communication pipeline from our facility to each department and that the packets will only improve as time goes by.

## 2016 Monthly Training Packet Example



### High Country Training Center



#### January Training Packet

JOINT FIRE TRAINING			
Month	Training Subject	Shift	Date:
January	<b>Hazmat Valet</b> Assisting personnel w/ putting on hazmat suits	A	1/14/2016
		B	1/11/2016
		C	1/25/2016
JOINT EMS TRAINING			
Month	Training Subject	Shift	Date:
January	<b>Advanced Practice Protocols</b>	A	1/26/2016
		B	1/22/2016
		C	1/12/2016
SPECIALITY TRAINING			
Month	Training Subject	Shift	Date:
January	<b>Officer Development</b> Communications	A	1/27/2016
		B	1/28/2016
		C	1/19/2016
OTHER TRAINING INFO <small>See Training Center Staff for further information</small>			
Month	Training Subject	Shift	Date:
January	 <b>AMLS Class</b>	C	1/6/2016
	<b>CDFS Written Exam</b>	A	1/20/2016
	<b>CMC Leadership</b>	A	1/21/2016
	<b>Modern Fire Attack-Peter Van Drope</b> 	C & A	1/25 & 1/26 2016





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Company Level Trainings			
Topic		SUBJECT	Description
1	Fire	Fire Service Ladders	Ground Ladders
2	Hazmat	Hazmat Recognition	Pesticide Label / Fire at Chem Plant
3	EMS	Protocol Review	Medication Administration
4	Misc.	1410	2 Engine Forward lay
Fire Maintenance Training			
Subject	Cert Level	JPRs	Description
Foam Application	HMO	7	Foam Application
Foam Application	FFII	2B, 3A	Foam Application

## 2016/17 TRAINING CALENDAR

The HCTC Joint Training and Special 2016 Training calendar is 18 months. The length of the training schedule will allow personnel to train in all of the training pillar disciplines throughout the course of the schedule. This will also allow personnel to maintain required JPRs amongst as many skill sets and certification levels as possible.

Joint trainings for the most part will remain consistent with the schedule. Although there may be some wiggle room needed to accommodate Guest Lecturer needs, HCTC hopes to keep this Joint Fire/EMS schedule consistent throughout 2016. What needs to remain flexible in its organization throughout these months will be the specialized training schedule. The needs of departments, as well as availability of guest speakers, and scheduling will dictate the offerings of these specialized trainings. This schedule will be far more of a 6-8 month schedule with only large events such as Officer Training and DO practical being preset within a calendar.



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2016 Training Calendar				
Month	January	February	March	
Joint FIRE	Hazmat Valet/ Monitoring	Command Lab	Live Fire Scenario	
Joint EMS	Protocol Review	Pediatric /OB	Trauma	
Special	Officer Development			
Month	April	May	June	
Joint FIRE	Wildland Refresher	Heavy Lifting/Rescue	WUI	
Joint EMS	Medical/Behavioral	Core Elective	Airway/Breathing/Cardiology	
Special	Hazmat Roadshow	Officer Development	Firefighter Safety Standown	DOA, DOP Practical (As needed)
Month	July	August	September	
Joint FIRE	Active Threat Scenario	Live Fire Scenario	Hazmat Scenario	
Joint EMS	Pediatric/ OB	Trauma	Medical Behavioral	
Special		Fire Officer Academy	DOA, DOP Practical (As needed)	
Month	October	November	December	
Joint FIRE	Confined Space Scenario	Live Fire Scenario	Inspection/Building Const.	
Joint EMS	Core Elective	Airway/Breathing/Cardiology	Pediatric/ OB	
Special		Hazmat Roadshow	Officer Development	
2017 Training Calendar				
Month	January	February	March	
Joint FIRE	Leadership	Law Enforcement JT	Ice Recue	
Joint EMS	TBA	TBA	TBA	
Special				
Month	April	May	June	
Joint FIRE	Wildland Refresher	Trench Rescue	WUI	
Joint EMS	TBA	TBA	TBA	
Special	Hazmat Roadshow		Firefighter Safety Standown	DOA, DOP Practical (As needed)

## Multi Company Joint Trainings

Getting companies together for training is arguably one of the best opportunities for improvement in the fire service. After the 2015 Training Summit, it was determined that



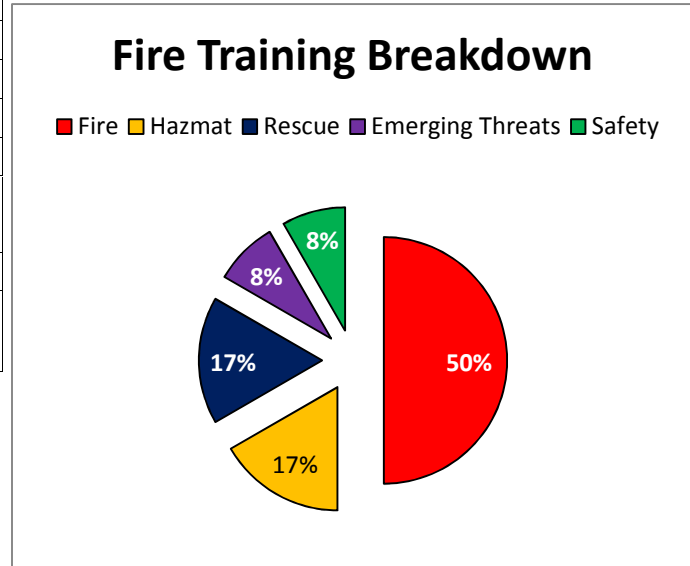
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fire trainings would follow along the 5 major paths listed below. 2016 scheduled joint fire trainings separated out shows that Fire, Hazmat, then Rescue as described by the *HCTC Learning Training and Development Plan* will produce the highest number of training hours.

<b>Joint Training Breakdown</b>	
<b>Training Pillar</b>	<b>Hours.</b>
Fire	18
Hazmat	6
Rescue	6
Emerging Threats	3
Safety	3
EMS	24



Joint training subjects are listed below in the monthly order in which they are planned. Like in years past, HCTC is always interested in having individuals assist with training through the Guest Lecturer program. That means that if a particular month is suited for a guest lecturer, our schedule may have to change. With that said this is our current schedule.

<b>Multi Company Joint Trainings FIRE</b>	
Hazmat Valet/ Monitoring	January
Command Lab	February
Live Fire Scenario	March
Wildland Refresher	April
Heavy Lifting/Rescue	May
WUI	June
Active Threat Scenario	July
Live Fire Scenario	August
Hazmat Scenario	September
Confined Space Scenario	October
Live Fire Scenario	November
Building Construction	December



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HCTC is extending the training calendar out to 18 months. This will include the first 6 months of 2017. During the initial phases of this, HCTC will still perform a Training Survey and Training Summit at the end of 2016 to assure that the plans for 2017 are relevant

<b>2017 Multi Company Joint Training FIRE</b>	
Officer Development	January
Law Enforcement JT	February
Ice Rescue	March
Wildland Refresher	April
Trench Rescue	May
WUI	June

### **EMS TRAINING**

EMS joint trainings have been established under the guide of Summit County Ambulance Service (SCAS). Trainings are designed to meet the recertification requirements over a three year period. Each month's topic for instruction is scheduled to be a minimum of two hours in length.

<b>Joint Training Breakdown</b>		
<b>Training Pillar</b>		<b>Hours.</b>
EMS		24

Having its own Joint Training schedule, EMS is best tracked by the scheduled topic. Seen below is the SCAS topic list for Joint training.

EMS Joint trainings only scheduled through 2016 and will need to be renewed in 2017. At that time, HCTC will hope to begin a larger scope 18 month schedule similar to fire trainings.



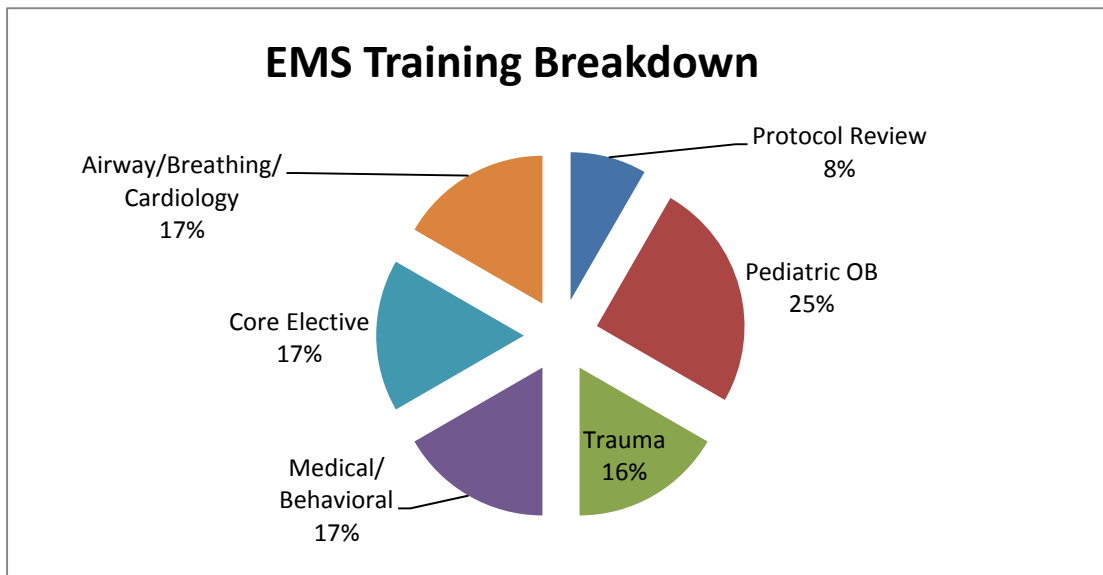
# High Country Training Center

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## 2016 EMS Joint Training Topics

Multi Company Joint Trainings EMS	
Protocol Review	January
Pediatric OB	February
Trauma	March
Medical/ Behavioral	April
Core Elective	May
Airway/Breathing/Cardiology	June
Pediatric OB	July
Trauma	August
Medical/ Behavioral	September
Core Elective	October
Airway/Breathing/Cardiology	November
Pediatric OB	December



## EMS Specialty Training

In addition to the joint trainings, EMS specialty courses will be held. These badge classes are designed to assist in maintenance/accrual of EMS cards and hours for renewal and skill enhancement.

2016 Badge Class Schedule	
January 6,7	AMLS
February 22	ACLS EP
March 29	Trauma Day



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April 23	Skills Day
May 25	PALS (1 Day)
June 16	ACLS EP
July 11	Trauma Day
August 23	ACLS EP
October 5	Trauma Day
October 22	Skills Day
November 1, 2	PEPP

## SPECIALTY FIELD TRAINING

This level of technical skills includes specialized teams and skills that are difficult to work into a routine schedule of Joint training. The following is a schedule of trainings that will be set up throughout 2016 both within the Joint training schedule and as specialized trainings is listed for each field below.

### Hazmat Team

The Summit County Hazmat Team (SCHMT) is the best established of the specialty fields within the county. In recent years, team training has been individualized by shift gathering hazmat technicians for training called “The Hazmat Roadshow”. In 2016 The Hazmat Roadshow combined with Joint Training and possible hosting Hazmat IQ, SCHMT will look to have 6 trainings

Hazmat Team Training	
January (Joint Training)	Hazmat Valet/ Air Monitoring
March/April (Hazmat Roadshow)	Monitoring Review (New monitors)
June (Hazmat Roadshow)	Sm scale transfer
September (Joint Training)	Hazmat Scenario
November (Hazmat Roadshow)	Chemist/TBA
(CDFS Sponsored Course: Waiting to hear)	Hazmat IQ

### Technical Rescue

Greater specialized rescue training has been identified as a need in Summit County. A number of our personnel currently meet the level of expertise needed to teach and perform as leaders during awareness/operations level trainings. Employment characteristics of a



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new training officer at HCTC are also identified as needing a technical rescue background. The Joint Trainings work 4 technical rescue subjects into the training schedule. These 12 hours of training over 18 months is a start and is likely to change for the better with new employees and more technical level firefighters coming on line.

Technical Rescue	
May 2016 Joint Training	Heavy Lifting
October 2016 Joint Training	Confined Space
March 2017 Joint Training	Ice Rescue
May 2017 Joint Training	Trench Rescue
Summer 2016	Low Angle Ropes

## Safety Standown

International Fire/EMS Safety and Health Week took place June 14-20, 2015. In 2016 HCTC wants to make this the culture of training in Summit County by dedicating all of our resources in June to not only sending out the Fire and Safety Week message, but to hit the safety messages that are important within our county.

## PROFESSIONAL DEVELOPMENT TRAINING

Professional Development Training will consist of courses and speakers designed to improve and develop individuals with improving their future skills sets. These courses are offered on an infrequent basis and will be developed upon the needs identified in the 2015 Training Summit.

### Fire Officer Development

The development of our fire officer has often been the responsibility of shift officers only. HCTC would like to harness the knowledge skills and abilities of our finest officers to develop the next generation of officers. This preparation of personnel will help to create a culture of teaching and learning officer skills among departments

- In 2016 Fire Officer Continual Education (CE). These classes will target officers taking on specific subjects for discussion and development. Teaching learning subjects then flipping the classroom for answers will allow officers and acting officers to learn from each other as they grow.
- HCTC will also host a Fire Officer Course in 2016. This course will be designed to get individuals ready to take on the job of fire officer by training the IFSTA Fire



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Officer 5<sup>th</sup> ed. book . This course will guide students thru completion of JPRs and submitting a completed FO I JPR book for state review and approval.

Officer Development	
January	Officer CE: Communication
May	Officer CE: Interpersonal Relations
December	Officer CE: Leadership
All Year	ISO/HSO Certification
August	Fire Officer I Academy
October	IAFC Leadership Challenge

## Driver Operator Development

Driver Operator Development is a skill that starts within each department. HCTC's role is to assist in this development process along the way by providing occasional academy opportunities and yearly testing/practical dates for testing.

With this idea in mind, HCTC has developed standing practical months. Each May and September practicals for all levels of DO will be offered for those who need them. These are months that will allow for the best weather opportunities for testing and will give individuals who cannot pass one test to retest the next go around.

The second element of DO development is occasional academy opportunities. The last DO academy was held in 2014. HCTC will look at the need for such a course again in the near future to provide a starting point for new DO certification.

The finally part of this development is self-study taskbooks. HCTC has offered DO Task books for so that engineers can keep their skills sharp and JPRs on target. In 2016 these books will continued to be offered to those who do not have them and the skills offered within them will come up within the Monthly Training Packets for Fire Maintenance Training. In 2017, the task books will be evaluated for update to address new skills for DOs

DO Development	
June	DO Practicals
September	DO Practicals
Driver Operator Task Books	
DO Academy (Needs assessment for class in 2017)	

## Wildland Courses

Developing wildland skills is a strategic need for the personnel of each department. It is the goal of HCTC to provide at least 2 NWCG classes that assist individuals toward Engine Boss status and beyond each year. HCTC also wants to assist personnel with maintenance of courses such as S 212





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that frequently require re-certification. By hosting courses and searching our classes HCTC can continue to assist with the needs of firefighters as the progress with their NWCG certification needs

Wildland Courses	
Spring	S 212/ and renewal
Spring	S 200
Spring/Summer	S 215

## National Curriculumms

Instructors from the outside are by far the hardest to predict and schedule. For 2016 HCTC continues to work on getting worthwhile instructors that can spread messages that we are

Outside Instructors	
2016 Tentative	Hazmat IQ
2017 Tentative	Ladders and Irons
2017 Tentative	Nozzle Forward
2017 Tentative	Hazmat Tech

## Other Training Considerations

As our training system moves on, we must now begin to think about future topics of training into for Joint training, Specialty Fields and Professional Development. Each year a Training Summit will help foster these ideas, but the brainstorming starts now. Below is a generalized list of topics that can be researched and developed as needed.

Other Considerations
<p><b>DO Academy 2017</b></p> <ul style="list-style-type: none"> <li>Last academy was in 2014. Firefighters maybe ready for academy in the latter part of the plan (2017).</li> <li>Continued DOP and DOA Practical opportunities each year (Spring, Fall)</li> </ul>
<p><b>SCAS Fire Academy 2017</b></p> <ul style="list-style-type: none"> <li>Goals and requirements as dictated by Fire/EMS agreements <ul style="list-style-type: none"> <li>May happen as early as late 2016</li> </ul> </li> </ul>
<p><b>All Hazards</b></p> <ul style="list-style-type: none"> <li>Hazmat <ul style="list-style-type: none"> <li>Tech</li> <li>Specialist</li> <li>Rescue</li> </ul> </li> <li>Tech Rescue</li> </ul>



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- Confined Space
- Ice
- Trench

## The Training Future

As the future rolls on, multi company trainings will continue to see a large number of sub-categories' that can develop a number of trainings. Below is merely a small example of

trainings that can be developed within the "Pillars of training" as HCTC begins to pick up momentum from training success in this program.

<b>Multi Company "Joint" Categories' Summary /Examples</b>	
<b>Fire</b>	
<ul style="list-style-type: none"> <li>• Structural Firefighting- 4 live burns</li> <li>• Limited access/long lays</li> <li>• Tender Operations</li> <li>• Officer Development</li> </ul>	<ul style="list-style-type: none"> <li>• Residential Multi level</li> <li>• Wildland tactics</li> <li>• Comm large area search</li> <li>• Wildland Officer Development</li> </ul>
<b>EMS</b>	
<ul style="list-style-type: none"> <li>• EMS JT will be conducted by SCAS</li> <li>• Company level EMS training will be based upon upcoming JT</li> </ul>	
<b>Hazmat</b>	
<ul style="list-style-type: none"> <li>• CBRN Fires</li> <li>• Hazmat Valet</li> <li>• JPRs (Company levels)</li> <li>• Air Monitoring OSI</li> <li>• Small Scale transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Chemist OSI</li> <li>• Chem cab incident JT</li> <li>• Clan lab OSI</li> <li>• Grounding and Bonding</li> </ul>
<b>Safety</b>	
<ul style="list-style-type: none"> <li>• Incident Safety Officer</li> <li>• Injury prevention</li> <li>• Fire Prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Building Const.</li> <li>• Fire Life Safety Education</li> </ul>
<b>Emerging Threats</b>	
<ul style="list-style-type: none"> <li>• CBRN Issues</li> <li>• Active Shooter</li> </ul>	<ul style="list-style-type: none"> <li>• JT w law</li> <li>• Terrorist Activity</li> </ul>
<b>RESCUE</b>	
<ul style="list-style-type: none"> <li>• Swift water/ Ice</li> <li>• Trench</li> <li>• Confined Space</li> </ul>	<ul style="list-style-type: none"> <li>• High Angle</li> <li>• Collapse Rescue</li> <li>• Mountain Rescue Interface</li> </ul>



## THE FUTURE AND BEYOND

### **Guest Lecturer**

The Guest Lecturer program has seen some success in the past three years. In 2015, six trainings were hosted by our own experts in categories' from Wildland to Nozzle Forward techniques. HCTC will strive to continue this culture. Local expert resources who know the issues of the area are tremendously valuable to our training needs. In addition these individuals, with expert knowledge in areas of need, must be regularly approached to participate as a part of the Guest Lecturer program.

HCTC will improve its presence in recruiting instructors for training. The first steps in this effort have already been instituted. 2016 will see an increase in pay for both lead and assistant instructors who work as Guest lecturers. As of January 1<sup>st</sup>, instructor pay has increased to 35 dollars per hour for lead instructor and to 30 dollars per hour for assistant Instructor. These pay increases, although only slight, is the first in a long time. HCTC is committed to spreading specialized training across all areas of the fire service within the county. Using local expertise builds culture based upon our combined history and traditions.

### **Conclusion**

The 2016 Training plan is an approach that allows the members of all three fire departments to receive training at all levels. Further, this plan attempts to tackle and assure that all Pillars of Training are visited on a regular basis and will be reevaluated on a regular basis to assure effectiveness.

HCTC accepts that a lot has been planned and scheduled out through this document.

Changes may be required throughout the year to meet the needs of any of the stakeholders of training. Throughout the year, flyers and postings for external classes will be available at HCTC, on the training center website, and emailed to everyone who could benefit. Internal postings will be emailed directly to Chief Officers for distribution to crew members.

It is, and will remain, the goal of HCTC to provide a comprehensive training program that is safe and effective for all personnel that we sponsor. The Training Summit activities, that include a survey and meeting, held each year is an opportunity to identify training topics for the following year and shape the training future. This training plan strives to give HCTC



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stakeholders what they want and need in a training program throughout the next year. HCTC also welcomes comment on training content to assure that training is correct and meets the needs of those who need it the most.

A special Thank you to Chief Ryan Roberts, who's template allowed for easily putting together this year's training plan.

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