

Sedalia Fire Department  
Firefighter I and II

Physical Ability Statement

The physical demands described here are representative of those that must be met by an individual to perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to operate a variety of machines, tools, and equipment which may include a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

The inability to perform these physical requirements, while wearing full personal protective equipment to include self contained breathing apparatus, will result in possible failing of the course.

I declare that I understand and meet the physical requirements to perform as a firefighter and participate in the Sedalia Firefighter I and II class.

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Student Name Print

Date

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Student Signature

# Sedalia Fire Department Firefighter I & II

## GENERAL INFORMATION AND COURSE GUIDELINES

### GENERAL INFORMATION

Fire Chief:	Matt Irwin	(660) 826-8044
Lead Instructor:	Daniel Shaw	(660) 851-7614
Office Hours:	Monday-Friday	07:00 – 16:00

Sedalia Fire HQ:	Phone: (660) 826-8044
Mailing Address:	Sedalia Fire Headquarters 2606 West 16 <sup>th</sup> Street Sedalia, MO 65301

### PROGRAM FORMAT

Classroom sessions are scheduled for Tuesday & Thursday evenings from 6PM to 10PM and various Saturdays from 8AM to 5PM. The majority of the didactic (or book work) learning will occur at home via online programing. The classroom portions will include a small amount of review of the didactic material but will primarily be spent learning and mastering practical skills. Each week, new chapters will be assigned for the student to read in preparation for an associated exam. Additional resources and assignments will be found on Canvas as well.

**If you do not read the book you will not be successful in this program.**

**Notice: A portion of the coursework along with some exams will be completed online. You will need a device capable of accessing and completing these portions.**

### COURSE SCHEDULE

The most current version of the schedule will be made available immediately. This schedule may be changed, revised or updated during the course. Any changes that need to be made to the course schedule will be adopted and approved by the lead instructor. Although very rare, should there be a need to cancel a class, we will make every attempt to call, text, or email every individual as early as possible.

### ATTENDANCE

You will be expected to be on time for classroom sessions and have all online course work completed according to the schedule. Students will be responsible for all material (written or oral) presented or given out during the class session. The instructor and/or lead instructor will not be responsible for makeup information and/or handouts. You must ensure that another student obtains this information for you in the event that you are absent or tardy. Records and performance of the students, who have been absent or tardy **GREATER THAN TWO DAYS**, will be reviewed by the lead instructor. A student may be placed on Academic Review or terminated from the program if their attendance is adversely affecting their educational performance or the learning experience of other students. All appointments, vacations, etc., are to be made outside of the class hours. The lead instructor must preapprove all absences. A “no call, no show” will be treated as a voluntary withdrawal from the course.

If the student misses two (2) or more class sessions due to illness, the student will be required to submit a medical release, signed by a physician, before being allowed to return to the class. The lead instructor must approve re-enrollment.

If a student receives an injury that may affect his/her ability to perform physical tasks, the student must notify the lead instructor immediately. The lead instructor, regardless of the number of classes missed, must approve re-enrollment.

### EXAMINATIONS

You will be constantly evaluated throughout the training program. There will be both written and practical examinations administered throughout the course. The minimum acceptable grade for all exams is 70%. The instructor will orally quiz recruits in conjunction with practical examinations as an informal evaluation of information retention and will measure the student’s knowledge of the skill or tactics being performed. 100% mastery of all skills/tactics is required to complete this course.

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If a student fails to achieve a score of 70% or higher on a written examination or 100% mastery on a skill or tactic, the student will be re-examined within two weeks. If after the second attempt to achieve a 70% on a written examination or 100 % on a practical examination, the student will be recommended for termination from the course. The student may appeal this decision to the Fire Chief. The decision of the Fire Chief is final.

### MISSOURI DIVISION OF FIRE SAFETY TESTING

The Sedalia Fire Department's Firefighter I & II Course is a recognized training program by the Missouri Division of Fire Safety. That means, upon successful completion of this program you are eligible to test for certification in Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I and Firefighter II. These tests will be administered by the state in both a practical skills and written format. You will be allowed two (2) attempts at passing all tests. The Division of Fire Safety certifications are accredited through the International Fire Service Accreditation Council (IFSAC) and Pro-Board.

### ACADEMIC REVIEW STATUS

Academic Review should indicate to the student that their performance or behavior is unsatisfactory and must improve. Length of the Academic Review status will be determined by the lead instructor, dependent on the severity of the infraction. Academic Review may be initiated for any of, but not limited to, the following reasons:

- unacceptable behavior
- being disrespectful toward faculty and other students
- poor attendance and/or punctuality
- poor academic performance
- inability to perform required skills or tasks
- persistent violation of rules set forth in this policy manual
- personal offenses (such as assault; disorderly conduct; false complaint or alarm; and illegal assembly)
- property offenses (such as theft; malicious mischief; and unauthorized use of medical/fire equipment)
- status offenses (such as cheating; forgery; use of, possession, selling or being under the influence of drugs, narcotics or alcohol; and possession of weapons)

A student is subject to a disciplinary action, academic review, suspension, or termination for, but not limited to, violating any of the above listed offenses.

Any student who feels they were placed on academic review unfairly may appeal it to the Fire Chief for their review. The decision of the Fire Chief is final.

### ATTITUDE

You are expected to display courteous and professional behavior during this course. Disruptive behavior during a lecture or practical session is grounds for disciplinary action. Respect your classmates and instructors and always carry yourself, both in and out of class, in a manner that is consistent with the rules of conduct and projecting the best image of the fire service.

### Appearance/Dress Code

Your personal appearance is very important to your image as a professional rescuer and student. Each recruit will be issued class polo. These shirts are considered a uniform item and are required to be worn at every class session. Black or Navy EMT - BDU style pants, belt, and black shoes/boots should be worn with the intention of performing physically demanding tasks, as well as keeping in mind the professional image of the fire service. **No open toe shoes or sandals shall be worn during class.** Your fire gear and equipment should be in appropriate condition for class. If your gear is dirty, it is your responsibility to get it cleaned.

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All personnel should maintain a professional appearance in their personal grooming as well. Hair long enough to be in the face should be tied back. **NO FACIAL HAIR** other than a moustache will be allowed as it interferes with the safe operation of an SCBA. NFPA standards state that no hair shall touch the seal of the SCBA mask. Therefore, you must be clean shaven when you arrive for class other than a mustache that does not touch the mask seal. Only simple “stud” type earrings are allowed during operations, because of obvious safety reasons.

### Safety and Health

At all times, the program will be conducted with the safety of all personnel as the number one priority. All instructors and students will understand the requirements of safety. A designated Safety Officer will be assigned during high hazard sessions. Every person participating in the course is responsible for and has the authority to ensure a safe work environment.

A recruit acting or performing in an unsafe manner will be given only one warning to correct their actions. Intentional failure to comply is grounds for immediate termination from the program. Again, **Safety is our top priority.**

If you are injured during the course, you must report this immediately to your instructor and/or the lead instructor. All injuries require documentation and are to be reported to the lead instructor within 24 hours of occurrence.

### ALCOHOL & TOBACCO

Alcohol and tobacco products are not allowed on city property. Alcohol and tobacco products are not allowed during any event. The presence of alcohol is never acceptable and will result in termination. Tobacco products shall remain in your vehicles. The use of tobacco products will be at the discretion of the instructor, but you must exit City of Sedalia property to do so. The use of tobacco products on city property and/or outside of authorized breaks will result in disciplinary action.

### EQUIPMENT

Your equipment should be kept in a safe and secure location. It is the recruit’s responsibility to regularly inspect and maintain their equipment. Issues requiring maintenance or replacement of your gear should be brought to the attention of the lead instructor immediately. Replacement or substitution of any piece of protective equipment must comply with NFPA 1971: Standard for Protective Ensemble for Structural Firefighting.

### PAGERS/CELL PHONES

Pagers, scanners, radios, electronic tablets, and cell phones shall not disrupt the class. Distractions will not be tolerated. Failure to comply will result in the recruit being placed on immediate Academic Review. The goal is to create the best learning environment as possible free of distractions.

### Notes

**Please understand that this is a professional program with extremely high standards. We desire to teach you what you need to be successful on the state exams, but more importantly wish to teach you how to be safe and successful in this career field. We also have a desire to graduate each and every student that enrolls; however, our goal is to create quality not a quantity of candidates. Therefore, you will need to meet the standards and expectations in this program or you will be excused. Think of this program as a license to put you and others in harm’s way. That is something we do not want to issue to just anyone as some are not prepared for that responsibility.**

**ACKNOWLEDGEMENT OF RECRUIT CLASS COURSE POLICIES AND GUIDELINES**

I have received a copy of the Sedalia Fire Department Firefighter I & II Course Policy and the Rules of Conduct. I understand the expectations within and agree to follow all conditions within.

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PRINTED Student Name

SIGNATURE

Date