





# NORTHERN WAKE FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURES

<b>TITLE:</b> Position Classification and Training Requirements	<b>SECTION/TOPIC:</b> PERSONNEL
<b>NUMBER:</b> 200-22	<b>ISSUE DATE:</b> 8/7/17
<b>REVISION DATES:</b> 11/9/17 2/27/18 12/12/2024 03/31/2025 04/11/2025	<b>APPROVED BY:</b>  Mason Dorsett <hr/> <b>PRESIDENT – BOARD OF DIRECTORS</b>   Bart Travis <hr/> <b>FIRE CHIEF</b>

### 1) PURPOSE

- A. This Standard Operating Procedure defines the training requirements for each membership classification.

### 2) SCOPE

- A. This Standard Operating Procedure applies to all uniformed personnel affiliated with the Northern Wake Fire Department.

### 3) PROCEDURE

- A. Membership Position Classifications See Appendix A on Page 8 for Individual Position Prerequisites.

- Support
- Firefighter I
- Firefighter II
- Firefighter III
- Master Firefighter
- Engineer
- Lieutenant
- Captain
- Battalion Chief
- Assistant Chief
- Fire Chief

- B. Training Program

## Northern Wake Fire Department

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	2

- I. All Training Programs shall be managed by the Chief of Training or their designee.
- II. The Training Programs should include an annual skills checkoff that each member's supervisor will complete.
  - (1) These annual skills check-off forms are due by midnight December 31<sup>st</sup> annually.
- III. The annual skills checkoff should provide documentation that the member has demonstrated proficiency in the selected tasks assigned to their membership classification.
- IV. A copy of the completed skills checkoff should be kept in the member's training file for review.

### C. Training Requirements per Position Classification.

#### I. Firefighter I (Probationary)

- (1) Firefighter I members should complete 240 hours of probationary training during the 12-months preceding their acceptance into full membership.
  - (a) NC EMT hours will be counted toward the 240 hours total.
  - (b) The content of the Probationary training program shall be managed by the Chief of Training and/or his/her delegate.
- (2) The content of the Probationary training program shall include the following:
  - (a) North Carolina Firefighter Certification
    - (i) (Within 30 months Volunteer, 12 Months Employees)
  - (b) Northern Wake Infectious Disease Control
  - (c) NIMS ICS 100/200/700/800
  - (d) Wake County Essentials of Firefighting
  - (e) Northern Wake Respiratory Protection
  - (f) Northern Wake Hazard Communications
  - (g) Hazardous Materials Operations

#### II. Firefighter II

- (1) Firefighters should complete 192 hours of company training annually.
  - (a) 6 hours should be Haz-Mat refresher.
  - (b) May include 12 hours of NC EMT recertification training.
  - (c) May include 12 hours of Health and Wellness training.
  - (d) May include hours from a college degree class related to emergency services with proper documentation.
  - (e) May carry over 96 hours of company training from approved department/agency.
  - (f) Firefighters should complete 18 hours of annual training at an approved training facility.
  - (g) The content of the Firefighter training program shall be managed by the Chief of Training and/or his/her delegate.
    - (i) The content of the Firefighter training program should include the following:
      1. Annual Refresher - Northern Wake Infectious Disease Control

## Northern Wake Fire Department

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	3

2. Annual Refresher - Northern Wake Fire Ground Procedures/ICS
3. Annual Refresher - Northern Wake Respiratory Protection
4. Annual Refresher - Northern Wake Hazard Communications
5. Annual Refresher - Hazardous Materials Operations (6 Hours)

### III. Firefighter III

(1) Firefighter III's should complete 192 hours of company training annually.

- (a) May include 12 hours of NC EMT recertification training.
- (b) May include 12 hours of Health and Wellness training.
- (c) May include hours from a college degree program related to emergency services with proper documentation.
- (d) May bring over 96 hours of company training from approved departments/agencies.

- (i) Firefighter III should complete 18 hours of annual training at an approved training facility.
- (ii) The content of the Driver training program will be managed by the Chief of Training and/or his/her delegate.
- (iii) The content of the New Driver training program will include the following:

1. 60 hours of New Driver training during the 12 months following reclassification as a New Driver to include Emergency Vehicle Driver Certification
2. Annual Refresher - Northern Wake Infectious Disease Control
3. Annual Refresher - Northern Wake Fire Ground Procedures/ICS
4. Annual Refresher - Northern Wake Respiratory Protection
5. Annual Refresher - Northern Wake Hazard Communications
6. Annual Refresher - Hazardous Materials Operations (6 Hours)

### IV. Master Firefighter

- (1) Master Firefighters should complete 192 hours of company training annually.
- (2) Master Firefighters should complete 12 hours of driver training annually.

- (a) May include 12 hours of NC EMT recertification training.
- (b) May include 12 hours of Health and Wellness training.
- (c) May include hours from a college degree program related to emergency services with proper documentation.
- (d) May bring over 96 hours of company training from approved department/agency.

- (i) Master Firefighters should complete 18 hours of annual training at an approved training facility.
- (ii) The content of the Master Firefighter training program will be managed by the Chief of Training and/or his/her delegate.
- (iii) The content of the Driver training program will include the following:

1. Annual Refresher - Northern Wake Driver Training (12 Hours)
2. Annual Refresher - Northern Wake Infectious Disease Control

## Northern Wake Fire Department

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	4

3. Annual Refresher - Northern Wake Fire Ground Procedures/ICS
4. Annual Refresher - Northern Wake Respiratory Protection
5. Annual Refresher - Northern Wake Hazard Communications
6. Annual Refresher - Hazardous Materials Operations (6 Hours)

### V. Engineer

- (1) Engineers should complete 192 hours of company training annually.
  - (a) 6 hours of Haz-Mat refresher
  - (b) 18 hours of facilities training
- (2) Engineers should complete 12 hours of driver training annually.
  - (a) Engineers should have a minimum of 204 hours annually.
    - (i) May include 12 hours of NC EMT recertification training.
    - (ii) May include 12 hours of Health and Wellness training.
    - (iii) May include hours from a college degree program related to emergency services with proper documentation.
    - (iv) May bring over 96 hours of company training from approved department/agency.
    - (v) Engineer should complete 18 hours of annual training at an approved training facility.
    - (vi) The content of the Engineer training program will be managed by the Chief of Training and/or his/her delegate.
    - (vii) The content of the Engineer training program will include the following:
      1. Annual Refresher - Northern Wake Engineer Training (12 Hours)
      2. Annual Refresher - Northern Wake Infectious Disease Control
      3. Annual Refresher - Northern Wake Fire Ground Procedures/ICS
      4. Annual Refresher - Northern Wake Respiratory Protection
      5. Annual Refresher - Northern Wake Hazard Communications
      6. Annual Refresher - Hazardous Materials Operations (6 Hours)

### VI. Officer (Lieutenants, Captains, and Chief Officers)

- (1) Officers should complete 192 hours of company training annually.
  - (a) 6 hours should be Haz-Mat refresher.
  - (b) 18 hours should be facilities training.
- (2) Officers should complete 12 hours of driver training annually.
- (3) Officers should complete 12 hours of officer training annually.
- (4) Officers should have a minimum of 216 hours of training annually.
  - (a) May include 12 hours of NC EMT recertification training.
  - (b) May include 12 hours of Health and Wellness training.
  - (c) May include hours from a college degree program related to emergency services with proper documentation.
  - (d) May bring over 96 hours of company training from approved departments/agencies.
    - (i) Officers should complete 18 hours of annual training at an approved training facility.

## Northern Wake Fire Department

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	5

(ii) The content of the Officer training program will be managed by the Chief of Training and/or his/her delegate.

(iii) The content of the Officer training program will include the following:

1. Annual Refresher - Northern Wake Officer Training (12 Hours)
2. Annual Refresher - Northern Wake Driver Training (12 Hours)
3. Annual Refresher - Northern Wake Infectious Disease Control
4. Annual Refresher - Northern Wake Fire Ground Procedures/ICS
5. Annual Refresher - Northern Wake Respiratory Protection
6. Annual Refresher - Northern Wake Hazard Communications
7. Annual Refresher - Hazardous Materials Operations (6 Hours)

### VII. Certifications Accepted

- (1) North Carolina OSFM, IFSAC, PRO-BOARD, DOD

### VIII. Accountability

- (1) Members who fail to meet the annual training content requirements for their assigned membership classification will be subject to disciplinary action.

**Northern Wake Fire Department**

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	6



**Northern Wake Fire Department**

All uniformed personnel affiliated with the Northern Wake Fire Department should conform to the adopted uniform rank structure for the department. Each member, to achieve the desired position, should meet all required certifications, training, and experience set forth in the adopted uniform rank structure.

**Position Classifications**

<b>Position</b>	<b>Required Certifications/Education</b>	<b>Years of Service</b>	<b>Required Classes</b>
Firefighter I	None	0 years	Wake Co “Essentials of Firefighting” Must meet Firefighter II requirements within 30 months (Volunteer) or 12 months (Full time)
Firefighter II	NC Firefighter NC EMT NC Hazardous Materials Responder I NIMS 100, 200, 700, and 800	0-1 years	<b>All of the above, plus:</b> Completion of Northern Wake Fire Department Probationary Firefighter Handbook
Firefighter III	<b>All of the above, plus:</b> NC Emergency Vehicle Driver NC Class B License	2 years, 2 years at FF2 rank	<b>All of the above, plus:</b> NWFD “Apparatus Driver Handbook” Intro to Pumps (D/O) Basic Pumps (D/O) Water Supply (D/O)

## Northern Wake Fire Department

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	7

Master Firefighter	<b>All of the above</b>	3 years, 1 year as a FF3	<b>All of the above, plus:</b> Northern Wake Fire Department “Right Front Seat” Handbook NFA PICO
Engineer	<b>All of the above, plus:</b> NC Driver/Operator- Pumps NC Driver/Operator- Aerial	3 years, 1 year as a Master Firefighter	<b>All of the above, plus:</b> NFA Leadership in Supervision NFA Incident Safety Officer
Lieutenant	<b>All of the above, plus:</b> Fire Instructor I Fire Officer I	4 years, 1 year as an Engineer or Equivalent	<b>All of the above, plus:</b> NFA DMCO NFA STICO
Captain	<b>All of the above, plus:</b> Fire Instructor II Fire Officer II	7 years, 2 years as an Officer	<b>All of the above, plus:</b> ICS 300, 400 NFA Leadership in Supervision NWFD “Fill-In Battalion” Handbook
Battalion Chief	<b>All of the above, plus:</b> Associate’s degree preferred or equivalent experience and certifications outlined in Wake County Compensation Guide.	8 years, 3 years as an Officer	<b>All of the above, plus:</b> NCFCA Executive Officer (Within 2 years of appointment)
Division Chief	<b>All of the above, plus:</b> Associate’s degree preferred or equivalent experience and certifications outlined in Wake County Compensation Guide	8 years, 3 years as an Officer	<b>All of the above, plus:</b> NCFCA Executive Officer (Within 2 years of appointment)
Assistant Chief	<b>All of the above, plus:</b> Bachelor’s Degree preferred or equivalent experience and certifications outlined in Wake County Compensation Guide.	9 years, 3 years as an Officer	<b>All of the above, plus:</b> NC OSFM Chief 101

**Northern Wake Fire Department**

Subject	Number	Rev	Effective Date	Page
<b>Position Classification and Training Requirements</b>	200-22		09-25-2024	8

Fire Chief	<b>All of the above, plus:</b> Bachelor’s Degree preferred or equivalent experience and certifications outlined in Wake County Compensation Guide.	10 years, 4 years as an Officer	<b>Outlined by BOD</b>
------------	---	---------------------------------	------------------------

**\*\*The following ranks will be promoted through a competitive process of qualified candidates. \*\*\***

<b>Position</b>	<b>Compensation</b>
<b>Engineer</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Captain</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Battalion Chief</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Division Chief</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Assistant Chief</b>	<b>Determined by the Fire Chief and BOD.</b>

**The following ranks will be considered “noncompetitive” promotions, they will be achieved through meeting the minimum requirements for the rank.**

<b>Position</b>	<b>Compensation</b>
<b>Firefighter 3</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Master Firefighter</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>
<b>Lieutenant</b>	<b>Determined by Wake County Compensation Guide and FD Administration.</b>

These positions fall within the same position classification within the Wake County Compensation Guidelines and the salary shall remain within the same pay range for the position classifications set forth in the compensation guidelines. While additional compensation is a goal, all compensation adjustments are budget dependent and may be altered as needed to achieve a balanced budget.