

Travis County Emergency Services District No. 9
Westlake Fire Department
Standard Operating Guideline

Subject: New Member Equipment and Training

Effective Date: October 2, 2000

Authorized By: Chief Paul Barker Revised Date: April 21, 2001

I. Purpose

To establish a consistent policy for issuing and training new members.

II. Policy

1. Members will be issued the equipment they need at the appropriate point of their training.
2. All equipment will be cared for and cleaned to manufacture recommendation and secured from theft.
3. Members will turn in their issued equipment when no longer in use or they become inactive with the fire department.
4. Members are required to attend at least one training session per month (three subjects in three months). EMS only members must attend the EMS training sessions and any Fire training classes that are required by all members.
5. All new members must complete a Westlake Fire Department or County cadet class unless they have a state fire certification. Members that are state certified must be signed off by their FTO.
6. Members attending training classes shall be dressed appropriately for the activity of the training class. Shorts are appropriate for classroom classes and wearing under bunker gear when practicing hose lays, ladders, etc.. Shorts will not be allowed during the live fire training.
7. New members can contact their Field Training Officer (FTO), Company Officer, Cadet Coordinator, or the Training Officer with any questions about training.

III. Procedures

A. Issuing of Equipment

1. After acceptance into the department, the new member will be issued the following:
 - Copy of the Policy Manual or instructions to access it on the Internet.
 - Copy of the Standard Operating Guideline or instructions to access it from the Internet.
 - Department T-shirt's (2)
 - Bunker gear will be issued after starting the cadet class and as available. During the cadet program all members will leave their bunker gear at the station and it will be kept clean and in-service. Members who live out of the district will leave their bunker gear at the station in-service at all times. Bunker gear will consist of:
 - Yellow helmet w/ a rocker stating "TRAINEE"
 - Coat
 - Pants
 - Boots

- Gloves
 - Nomex hood
 - Digital Pager (as available)
 - EMS Fanny Pack
 - Field Training Officer Program booklet
 - Company assignment
 - Essentials of Fire Fighting book (this may be issued at the cadet class)
2. After completion of the cadet class and being signed off by his/ her Field Training Officer, the member will be on a 6-month probation and will be issued the following:
 - Helmet rocker removed
 - Uniform (Shirt & Pants) w/ Probationary Badge as available
 - Fire Pager (If the member lives in district)
 - Map Book
 3. After the 6-month probation, the member may request a mobile or handheld radio through their officer. Requests will be looked at on a case-by-case basis.

B. Training

1. All new members must complete a Westlake Fire Department or County cadet class unless they have a state fire certification.
2. New members with fire experience still must complete a cadet class or show proof of attending a specific class and be signed off by their Field Training Officer.
3. New members that hold a state fire certification must be signed off by their Field Training Officer (FTO).
4. Any new member that misses classes will contact the instructor of the missed class(s) and arrange (at the instructor's convenience) to make up the class(s).