

## **NY State Fire Skills Instructor Program March 2019**

This document will outline the development for a new category of State Fire Instructor within the Office of Fire Prevention and Control. This new category will supplement the current cadre of fee paid part time employees known as State Fire Instructors (SFIs). The new category will be titled State Fire Skills Instructor (SFSI). The goal of the proposal is to;

- Create an entry level position for instructors that desire to perform skills only training activities rather than “lead instructor” roles which include delivery of classroom lecture and course administration work.
- Supplement the current State Fire Instructor roster, thus allowing lead instructors to offer more courses in their designated counties.
- Develop a recruitment pathway for the SFI program, by allowing skills instructors a method to transition into a lead instructor status.
- Establish minimum qualifications, issue appropriate equipment and adhere to recognized health and safety guidelines for SFSI’s for those courses they are authorized to teach.

### **Definition – State Fire Skills Instructor**

The skills instructor will focus on practical skills performed by students during training programs including skills practice, skills testing and evaluation sessions. SFSIs will support Lead SFIs in the delivery of training courses. SFSI duties may include, but are not limited to:

- Demonstration of skills to students in either classroom or training ground setting
- Serve as hands on instructor for skills practice during a training program
- Evaluate skills in a course testing environment
- Be able to serve as evaluator for national certification testing
- Non-lecture/administrative related duties as assigned by the lead SFI ie: training ground set up prior to class, training prop set up prior to class, clean up and tear down of props and grounds
- Serve as secondary safety officer for training evolutions
- SFSIs will not be responsible for course administration paperwork and will not perform lecture components of courses.

It should be noted that lead State Fire Instructors may perform skills related functions as well as classroom activities.

### **Training Programs Where SFSI will be used**

It is understood that as the program grows, skills instructors may be utilized in a multitude of courses across the State Fire Training Program. However, initially the SFSIs will be utilized only in the following courses:

Basic Exterior Firefighting Operations  
Hazardous Materials First Responder Operations  
Interior Fire Operations/SCBA

SFSIs will not be utilized for any live fire portions of courses that utilize PPE or turnout gear. They can however be utilized for duties outside the IDLH atmosphere where structural personal protective equipment is not required.

Since BEFO and IFO/SCBA currently utilize the most SFIs at one time, it is hoped that this program will allow for the largest impact area to free up lead SFIs to conduct additional training.

## **Counties/TADS to Receive State Fire Skills Instructors**

### **Western Region**

Allegany	3 instructors
Cattaraugus	3 instructors
Steuben	3 instructors
Wyoming	3 instructors

### **Central Region**

Broome	1 instructor
Delaware/Otsego	will share 1 instructor
Franklin/Hamilton	will share 3 instructors
Fulton/Montgomery	will share 1 instructor
Oneida/Herkimer/Madison	will share 2 instructors
Onondaga	2 instructors
Oswego	1 Instructor
St. Lawrence	1 instructor

### **East Region**

Columbia/Greene	will share 3 instructors
Rockland	3
Schoharie	3
Warren/Washington	will share 3 instructors

## **Program Implementation Phase 1**

- Twenty-one counties have been selected to receive skills instructors (SFSI) in the initial phase
- Thirty-Six positions will be filled within these 21 counties
- Positions may be filled for a specific county or may be filled to service an entire TAD
- All instructors hired under this program will be authorized and available to teach beginning August 1, 2019

## **Benchmarks**

- March 22, 2019 advertising letter with job description put out to counties as well on Division media accounts and internal email
- April 2019 – Assessment Centers will be conducted in the counties/TADs selected. Candidates will be selected
- May 2019 – All hiring paperwork will be completed and submitted. Cut-off date for all applicants shall be May 31, 2019
- July 13-16 Instructor Authorization will be conducted at NYS Fire Academy for all hires
- August 1, 2019 instructors will be available for scheduling

## Qualifications for Appointment

- Five years of experience as a firefighter
- Have at least two years' experience as an instructor of routine fire training skills at the company officer level or higher
- Current firefighter physical certification
- Have completed the following courses in the State Fire Training Program (or equivalent training program) \*
  - Firefighter 1  
Equivalents: National Certification NFPA 1001, Firefighter I
  - Principles of Instruction  
Equivalents: Fire Instructor 1, National certification NFPA 1041 Fire Instructor 1

*\*Depending on an individual's qualifications, equivalencies may be granted on a case by case basis. Appropriate certificates from IFSAC or Pro Board*

## Hiring Process

- Assessment Centers will be conducted utilizing the same format as the current SFI assessment, the only difference being the presentation will be skills based rather than classroom based
- Selected candidates will complete the same hiring paperwork
- Candidates will be expected to provide documentation for current firefighter physical clearance
- SFSI pay rate will be \$26.84 per unit (hour) which is our current category 2
- SFSI will be eligible for travel reimbursement
- We have not determined minimum hours to be taught

## Personal Protective Equipment and Uniforms

SFSIs will receive following uniform pieces

- 3 SFI t-shirts
- 3 BDU pants
- Belt
- Job Shirt

If additional uniform pieces are provided to SFIs, we will assess whether the SFSI will receive as well.

SFSIs will receive the following personal protective gear

- Yellow fire helmet with SFI front
- Extrication grade coat and pant (not structural turn out gear)
- Work glove
- Standard bunker boot

## Initial Training

- A condensed version of the firefighter training series authorization will be conducted at the Fire Academy from July 13-16. Concentration will be skills units from the course
- Instructors will receive traditional SFI orientation and SFS training
- Instructors will receive authorization as skills evaluators for EOSB
- All SFSI will conclude the authorization with completion of the National Firefighter 1 exam

It is anticipated that future programs will be run at regional sites.

### **Field Supervision/Evaluations**

SFSIs will be supervised by the TAD FPS. It will be understood that during course hours, the lead SFI will hold supervision over any SFSIs that are working.

SFSIs will be evaluated annually.

### **Professional Development**

SFSIs will be encouraged to continue their professional development. SFSIs will be expected to attend regional or Academy based in-service programs, like lead SFIs.

At the discretion of OFPC management, SFSIs that desire to continue their training may do so by attending Fire Instructor 1. If approved, SFSIs that attend Instructor 1 will do so at no cost to them. As is done with SFIs, they will be compensated at the same rate as they would during attendance at an Instructor Authorization and Training Program.

When an SFI opening arises, SFSIs will be given first preference to move up to lead SFI, provided they have completed Fire instructor 1 and have satisfactory performance evaluations.

Approved:

John Gilmore  
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March 15, 2019