



# ***Fire Instructor Expectations Including Professional Development & Salary Levels Policy***

## ***July 16<sup>th</sup>, 2007***

***REVISED SEPTEMBER 14, 2007***

MFTE has a long standing policy of providing a career development ladder for fire instructors. The policy begins at the entry level position known as Certified Fire Instructor and advances three levels beyond to State Fire Instructor Level 3.

MFTE Instructor Levels 1 – 3 are based on NFPA 1041 Fire Instructor Professional Qualifications. Credit may be given to candidates for either successful completion of specific training courses, equivalent courses or demonstrated performance of projects (curriculum development, process coordination).

### **Certified Municipal Instructors (CMI)**

Firefighters who have completed the course Fire & Emergency Services Instructor with 3 years of fire service are eligible to be recognized by SMCC / MFTE as Certified Municipal Instructors to act as assistants to State Fire Instructors in training & evaluation programs. CMIs will be utilized as assistant instructors working under the guidance of a State Fire Instructor. They can be used to assist in programs organized and paid for by MFTE including any of the four primary programs offered including acting as evaluators at a Practical Skills End Test. The salary scale for a CMI is \$15.00 per hour and is eligible for travel reimbursement at .485 (48 ½) cents per mile per MCCS policy.

### ***New Adjunct Hiring Process for Certified Municipal Instructors***

Candidates who wish to be hired as an Adjunct Instructor for Maine Fire Training & Education and recognized as a CMI must submit a letter of interest along with a resume to SMCC / MFTE, 2 Fort Rd., Southern ME 04106. Once your resume has been received, one of the Training Program Managers will make contact with you, prepare a CMI adjunct instructor hiring package and begin the hiring process, which may include an interview and background check. The TPM's will explain the position and its duties and expectations.

### **New Adjunct Hiring Process for State Fire Instructors**

A posting of the position will be made and the entire hiring process will be followed as listed below: Candidates for the position of State Fire Instructor must be Firefighter II & I certified, have completed a Fire & Emergency Services Instructor course that complies with standard 1041 National Fire Protection Association course or a comparable 3-credit course in Educational Techniques and will be expected to complete the hiring process as required by SMCC/MFTE that includes:

- A) Letter of Interest
- B) Resume
- C) 5 years of fire service w/ 2 years of teaching experience
- D) Pass w/ 70% or better the State Fire Instructor examination
- E) Pass Physical Fitness assessment or CPAT examination
- F) Pass practical skills training stations
- G) \*Provide documentation of respiratory protection do we have to complete this prior to hire or will it be provided after hiring?
- H) Oral interview

### **State Fire Instructor Levels**

Level 1: NFPA 1041 State Fire Instructor shall have meet the above requirements and the salary scale for a level 1 State Fire Instructor is \$20.00 per hour.

Level 2: NFPA 1041 State Fire Instructor must complete a 45-hour or equivalent course to meet the curriculum design / development course or must have successfully completed the Fire & Emergency Services Instructor II course. The National Fire Academy provides a course titled "Course Design" and the University of Maine offers a course titled "Methods and Materials" that are appropriate recognition at Level 2. Completion of the MSFA program for Fire Officer I & II will qualify for recognition at level 2. The salary scale for a level 2 State Fire Instructor is \$21.00 per hour.

Level 3: NFPA 1041 State Fire Instructor must complete a 45-hour or equivalent training course on program management. The National Fire Academy offers a courses titled "Program Management" and "Challenges for Local Training Officers" that are acceptable to reach this level. The salary scale for a level 3 State Fire Instructor is \$24.00 per hour.

NFA: National Fire Academy instructors must have successfully completed that NFA training program or attend that MFTE train-the-trainer course. The salary scale for a NFA National Fire Instructor is \$24.00 per hour.

### **Promotion:**

MFTE State Fire Instructors at level 1 may take level 2 or 3 equivalent courses out of order and be credited with a pay step for each. If a level 3 course is used to attain level 2 then the level 2 course will be used for credit at level 3.5

Photocopy of course completion documentation (grade report or NFA certificate) along with a cover letter requesting promotion to the next recognition level must be submitted to the Certification Program Manager;. Equivalent courses may be substituted to achieve promotion; documentation of the training should be provided to the Certification Program Manager for review and decision. If a SFI wishes to challenge the ruling of the Certification Program Manager (CPM) they can do so by submission in writing to the Director within 30 days of the decision of the CPM. The Director's decision can be appealed to the Vice President of Southern Maine Community College in writing within ten days of the Directors decision.

### **Current MFTE State Fire Instructors (fiscal year 2007-2008 only):**

MFTE State Fire Instructors are State Fire Instructors who have taught for MFTE within the past three-year time frame. This will qualify these instructors to receive an MFTE letter of intent for the following year and to be offered instruction assignments throughout the coming year.

Current MFTE SFI's at Level 2 and 3 will be grandfathered at their current level and will receive the new pay scale for that level.

## Travel Expenses

### **Reimbursement**

Course assignments will be made based on the closest available MFTE State Fire Instructor to meet the request. Both Certified Municipal Instructors & State Fire Instructors will be compensated for travel completed to teach a Local Community Delivery Course, to act as an evaluator at a Practical Skills End Test or while working on special assignment. The rate of reimbursement will be paid at the rate set by the M CCS. The current rate is .48 cents per mile.

### **Lodging**

Lodging can only be authorized by the Director. Each request will be analyzed and in instances where the cost of commuting to the training or other event is cost prohibitive overnight lodging may be authorized. Arrangements for lodging must be made at least 14 days prior to need. Lodging establishments should (if available) provide for the fire safety of the instructors by having a fully

automatic fire protection system installed. (fire sprinkler) In case of inclement weather or any other safety factors that may cause impairment of the instructor it is recommended that they seek lodging on their own and request reimbursement based on safety with a written explanation attached to the Travel Expense Report.

## Teaching Maintenance & Professional Development Requirements for State Fire Instructors

### **Maintaining Certification as a Fire Instructor**

Personnel hired by SMCC / MFTE as MFTE State Fire Instructors are expected to maintain competence and continuous professional development in the field of fire science and fire fighting. Over a two-year period, MFTE State Fire Instructors shall complete the delivery of at least 2 (two) Local Community Deliveries and a combination of training and evaluation that adds up to 16 contact hours of teaching. The documentation for completed training must be submitted and will be logged by the administrative staff of MFTE. Instructors can request updates on meeting their expectations by contacting the Training Program Managers. Quarterly activity reports are produced by the administration for review and inspection by any State Fire Instructor who wishes to track their training hours. Fire instructors who teach in-house training courses can submit documentation of the training to the Certification Program Manager and it will be credited towards reaching the 16 teaching hours.

MFTE SFIs are expected to be prepared to teach any of the four basic training programs; Basic Fire School, Jones & Bartlett Firefighter I & II, EVOC, and Pumps I.

### **Professional Development**

MFTE State Fire Instructors must also provide evidence of professional development by attending and completing 16 hours of annual training. Professional development training records (certificates) should be forwarded to the Certification Program Managers office for recording. The Certification Program Manager will produce a quarterly Professional Development report for analysis and review by any State Fire Instructor. Professional development is a shared responsibility between MFTE and the instructor. MFTE will provide professional development through annual workshops. Attendance at any professional development opportunities must be pre-approved by the Training Program Managers in order to receive financial support from MFTE to provide travel reimbursement, salaries, lodging and registration fees. The same policy as used for tracking teaching will be implemented for expectations concerning professional development.

Professional Development Training can be secured from a variety of sources and not limited to the following:

- Fire Science Technology 3 credit course (*see footnote*)
- MFTE Train the Trainers
- NFA Direct Deliveries
- NFA Hand – Off courses
- NFA / TRADE Regional Deliveries
- NFA on – campus courses
- County Fire Attack Schools
- Blaine House Conference
- District Workshop offerings
- Annual MFTE Workshop

### **Fire Instructor Workshops**

MFTE plans to offer annual workshop opportunities for the cadre of State Fire Instructors. The workshop focus shall be to update and provide an opportunity for professional development. Efforts will be established to allow multiple dates to alleviate anyone from missing the opportunity. The workshops shall be used as a means to interact with other fire instructors to improve techniques, receive new or updated material, to refresh skills on existing course material and network with their peers. MFTE will ensure that the Workshops are offered in multiple locations at various dates to allow for participation.

### **\*Respiratory Protection**

In order to maintain a functional cadre of State Fire Instructors MFTE can provide for both the physical examination required by OSHA & BLS and a fit test for use of a respirator. Fire Instructors can request exemption from the Director to be placed on a list of non-SCBA qualified fire instructors. All other State Fire Instructors are expected to maintain respiratory compliance. Any Instructor who falls out of compliance will be removed from the qualified instructors list and placed on the non-SCBA list and will not be assigned any training classes requiring the use of SCBA until they have met compliance with the respiratory standard. If not in compliance before the end of the fiscal year or granted exemption by the Director, the State Fire Instructor may be removed from the qualified fire instructor list permanently.

### **Failure to Maintain Qualifications and Remain Active**

If a State Fire Instructor fails to maintain qualifications as listed above, s/he will be placed on probation and demoted one level for a period of one year. If the instructor reaches the expectations during the probationary year, they will be reinstated to the level that they were demoted from. If the instructor fails to reach the expectations during the probationary year, they will be removed from the list of qualified fire instructors. SFI's who do not meet this qualification may appeal to a three person review board for reconsideration of eligibility

### **Appeals**

Any appeals to the revised September 14, 2007, "Fire Instructor Expectations Including Professional Development & Salary Levels Policy needs to be submitted to the Director's office within thirty (30) days for submission to a three person review board.

**Foot Note:** Course admission fees may be waived for FST credit courses