

Basic Firefighter Training Reimbursement Program



Washington State Patrol—Fire Protection Bureau
Professional Development & Response Section
106 11th AVE SW
Olympia, Washington 98501
(360) 596-3945

April 2021

THE BASIC FIREFIGHTER TRAINING PROGRAM

Washington State Fire Marshal's Office

www.basicff1@wsp.wa.gov

SIXTH EDITION, April 2021

PREFACE

This guidebook provides fire departments and districts with direction when providing the State Fire Marshal's Office-funded firefighter training to their members. This document also provides guidance in the establishment of training requirements for firefighters that need safety-specific training.

This program was developed to provide firefighter training in Washington State as a direct result of legislation (RCW 43.43.934) passed in the 1999 legislative session, which provided funding for firefighter training at the local level. The original materials were developed with the guidance of a Technical Advisory Group, which included representatives of these organizations:

Washington State Association of Fire Chiefs
Washington Fire Commissioners' Association
Washington State Firefighters' Association
Washington State Council of Firefighters
Washington State Fire Training and Safety Officers
Community and Technical Colleges
Office of the State Fire Marshal
Fire Protection Policy Board

PURPOSE

Firefighters need many levels of training to do their jobs in a safe and competent manner. To minimize risks, the Basic Firefighter Training Program has been prepared to help the fire service community address important safety and training issues.

The purpose of the Basic Firefighter Training Program is to provide training resources. This includes a uniform plan of financial support for modular training options to ensure firefighters across the state meet a basic level of safe performance and professional development.

OBJECTIVE

Ensure that every fire department in the state of Washington has the ability and opportunity to provide their firefighters with basic firefighter training that is affordable, accessible, achievable, and based on community risk.

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The Basic Firefighter Training Program

Responding to the Directive

RCW 43.43.934 1(e)(i)

“Develop and adopt a plan for the Washington state patrol fire training academy to deliver basic firefighter training and testing to all city fire departments, fire protection districts, regional fire protection service authorities, and other public fire agencies in the state.”

Vision

To ensure that every fire department in the state of Washington has the ability and opportunity to provide basic firefighter training that is affordable, accessible, achievable and based on community risk.

Basic Firefighter Program

This program is designed to provide fire departments with financial support to facilitate and enable the training of firefighters to minimum safety requirements. The program addresses the currently published NFPA 1001-2019 edition, NFPA 1403-2018 edition, NFPA 1072-2017 edition, and applicable sections of WAC 296-305.

The Basic Firefighter Training Program is a “performance based” qualification system. In this system the primary criterion for qualification is individual performance in exercises or classroom activities as observed by an evaluator qualified in that position, using approved standards and documented skill sheets or other training documents.

Program Eligibility

Participation is open to any city fire department, fire protection district, regional fire protection authority, or public fire agency in the State of Washington.

Available Training

The program allows participants to receive training, at the discretion of their fire department, as described in the eleven modules.

Program Set-up Process

Following established guidelines, each department determines the focus and schedules training. Subject to the module requirements and reimbursement provisions, there is no minimum number of hours of training for any module. All training is to be performance based, however a comparable number of hours is assessed for each module so reimbursement falls within the maximum allowed 200 hours.

Certification testing skill sheets (found [here](#)) may be used to ensure participants are aware of what is required for their jobs. Training may be documented on these skill sheets, or by any other method determined by the fire department.

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Getting Started

Using the form available at www.wsp.wa.gov/other-training, download the application and instructions, and complete Part One.

****Applications must be submitted two weeks prior to the beginning of the training program start date specified on the application.****

Print, Sign, Date and Mail to:

Basic Firefighter Training Program
P.O. Box 42642
Olympia, WA 98504-2642

Applications may also be scanned and emailed to basicff1@wsp.wa.gov.

Limited training time, travel restrictions and work day commitment issues

The Basic Firefighter Training Program recognizes that many trainees have restrictions on the time available to achieve program objectives. The program is designed to allow flexibility in the design and delivery of firefighter training.

When at all possible, we encourage departments with common training times, dates, and locations to consider county or inter-departmental schools.

It may be possible to use a variety of training techniques e.g., on-line or non-print media in the plan of delivery.

Program Costs

Departments are responsible for the costs of their training programs. The Basic Firefighter Training Program reimburses only the department, and does not make reimbursement to the State Fire Training Academy or other training provider. There may be some costs to your department for curriculum and support materials.

How to receive reimbursement

This program will provide reimbursement for fire protection districts and city fire departments of three dollars for every comp hour of firefighter training in modules 0 through X up to 200 hours.

While there is no limit or minimum number of registrants for any single department class or program, departments/ districts are strongly encouraged to combine their firefighter training programs.

Approval Signature

Program applications and reimbursement submissions can be signed by any person approved or authorized by the fire department's representative (Fire Chief).

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Washington State IFSAC-accredited Certification

Firefighter certification is a voluntary process in Washington State and is not a requirement for reimbursement in this program.

Details regarding certification are contained within the State Fire Marshal's Office [Certification Policy](#), which is available through the Certification Program at the State Fire Marshal's Office.

Training through Community and Technical Colleges

Firefighter training delivered to fire departments or districts through a Community or Technical College, that covers the subjects identified in this document, are reimbursed using the categories and limits set.

General instructor requirements

Instructors must be authorized by the department's fire chief. It is entirely at the discretion of your department as to how arrangements are made with outside instructors.

Regional training councils and/or county training groups may work with departments that do not have the resources to start or coordinate programs. This may include:

- Assistance in training program design
- Record keeping
- Community Risk Assessment
- Locating training resources
- Evaluating training

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FIREFIGHTER TRAINING REIMBURSEMENT SCHEDULE

The program includes reimbursement for fire protection districts and city fire departments three dollars for every hour of basic firefighter training as described herein. The Washington State Patrol does not provide reimbursement for more than two hundred hours of firefighter training for each individual trained.

Training is provided in eleven instructional modules. These modules are intended to provide fire departments with training to meet basic safety and professional requirements. The training module titles and reimbursement limits are:

Module 0 - Firefighting Safety
Reimbursement equal to 40 comp hours per student.

Module I - Firefighter Fundamentals
Reimbursement equal to 100 comp hours per student.

Module II - Live Fire Training
Reimbursement equal to 20 comp hours per student.

Module III - Firefighter I Certification
Reimbursement equal to 40 comp hours per student.

Module IV - Local Needs Training.
Reimbursement equal to 40 comp hours per student.

Module V - Wildland Firefighter Type 2
Reimbursement equal to 50 comp hours per student.

Module VI - Operations Level Hazardous Materials Training
Reimbursement equal to 30 comp hours per student.

Module VII - Firefighter II Reimbursement
equal to 40 comp hours per student.

Module VIII - Basic Command
Reimbursement equal to 150 comp hours per student.

Module IX - Skill Maintenance
Reimbursement equal to 8 comp hours per student.

Module X - Certification Testing
Reimbursement equal to 8 comp hours per student.

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TRAINING BY STANDARDS

Module 0

FIRE FIGHTING SAFETY

Training required by WAC 296-305 Safety Standards for Firefighters:

- | | |
|---|-----------------------|
| a. Basic First Aid, FF-First Responder or EMT | WAC 296-305-01515 (1) |
| b. Emergency Vehicle Operations | WAC 296-305-04505 (8) |
| c. Hazardous Materials | WAC 296-824 |
| d. Accident Prevention Program | WAC 296-305-01505 |
| e. Incident Management | WAC 296-305-05001 (1) |
| f. Training and Member Development | WAC 296-305-05502 |

Module I

FIREFIGHTER FUNDAMENTALS

Module I contains the following Job Performance Requirements found in NFPA 1001, Chapter Four (Firefighter 1) 2019 edition.

For the complete standard, contact the National Fire Protection Association at www.nfpa.org. Specific skills and task steps for those skills can be found on the State Fire Marshal's website at <https://www.wsp.wa.gov/fire-service-certification/>

- Training to awareness and operations levels of NFPA 1072, Standard for Professional Competence of Responders to Hazardous Materials Incidents meeting the requirements of WAC 296-824
- 4.1 General knowledge and skill requirements for firefighters**
- Skill Sheet 1 – Donning and Doffing PPE
 - Skill Sheet 2 – Knots, Bends, and Hitches
- 4.2 Fire Department Communications**
- Skill Sheet 3 – Receive a telephone call
 - Skill Sheet 4 – Transmit on Radio
 - Skill Sheet 5 – Transmit and Receive Emergency Radio Messages
- 4.3 Fireground Operations**
- Skill Sheet 6 – Donning and Doffing SCBA
 - Skill Sheet 7 – SCBA Controlled Breathing and Emergency Procedures
 - Skill Sheet 8 – SCBA Restricted Passage
 - Skill Sheet 9 – Respond on an Apparatus
 - Skill Sheet 10 – Scene Safety – high flow traffic
 - Skill Sheet 11 – Scene Safety – electrical wires
 - Skill Sheet 12 – Forcible Entry – doors
 - Skill Sheet 13 – Forcible Entry – windows
 - Skill Sheet 14 – Forcible Entry – walls
 - Skill Sheet 15 – Exit Hazardous Environment

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4.3 Fireground Operations (continued)

- Skill Sheet 16 – Set Up Ground Ladders
- Skill Sheet 19 – Deploy and Operate a Master Stream
- Skill Sheet 20 – Search and Rescue
- Skill Sheet 21 – Exit Restricted Passages
- Skill Sheet 22 – Rescue a Victim from a Ladder
- Skill Sheet 26 – Replace a Burst Section of Hose
- Skill Sheet 27 – Extend/Replace Hose Line
- Skill Sheet 28 – Advance Uncharged Line – hallway
- Skill Sheet 29 – Advance Uncharged Line – ladder
- Skill Sheet 30 – Operate Charged Hose Line – ladder
- Skill Sheet 31 – Horizontal Ventilation – positive pressure
- Skill Sheet 32 – Negative Pressure Forced Ventilation
- Skill Sheet 33 – Hydraulic Ventilation
- Skill Sheet 34 – Vertical Ventilation – flat roof
- Skill Sheet 35 – Vertical Ventilation – pitched roof
- Skill Sheet 36 – Deploy Roof Ladder – pitched roof
- Skill Sheet 37 – Carry Tools Up/Down Ladder
- Skill Sheet 38 – Overhaul a Fire Scene
- Skill Sheet 39 – Deploy and Operate a Hose Line
- Skill Sheet 40 – Conserve Property
- Skill Sheet 41 – Conserve Property
- Skill Sheet 42 – Water Supply – hydrant
- Skill Sheet 43 – Water Supply – static source
- Skill Sheet 47 – Illuminate an Emergency Scene
- Skill Sheet 48 – Turn Off Building Utilities
- Skill Sheet 50 – Tie a Knot for Hoisting a Tool
- Skill Sheet 51 – Air Monitoring
- Skill Sheet 52 – Clean and Check Ladders
- Skill Sheet 53 – Clean and Check Ropes
- Skill Sheet 54 – Clean and Check SCBA
- Skill Sheet 55 – Inspect SCBA
- Skill Sheet 56 – Clean and Check Salvage Equipment
- Skill Sheet 57 – Clean and Check Forcible Entry/Ventilation Equipment
- Skill Sheet 58 – Clean and Inspect Hose
- Skill Sheet 59 – Return Fire Hose to Service

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MODULE II LIVE FIRE TRAINING

Required Training, As Defined by the Employer, Before Live Structural Fire Training:
WAC 296-305-05502:

- Safety practices
- Protective equipment
- Fire Hoses
- Nozzles
- Fire Streams
- Ladders
- Rescue
- Live fire training conforming to NFPA 1403, Chapter 4*

* Live fire training evolutions in structures requires that, prior to firefighters being permitted to participate in live fire training evolutions, they must be trained in the following components of NFPA 1001, Chapter 4:

- (1) Safety
- (2) Fire behavior
- (3) Portable Extinguishers
- (4) Personal Protective Equipment (PPE)
- (5) Ladders
- (6) Fire hose, appliances, and streams
- (7) Overhaul
- (8) Water supply
- (9) Ventilation
- (10) Forcible entry
- (11) Building Construction

LIVE FIRE - FIREGROUND OPERATIONS NFPA 1001-4.3

4.3 Fireground Operations – Live Fire

- Skill Sheet 17 – Vehicle Fire Attack
- Skill Sheet 18 – Class A Fire – stacked/piled/trash container
- Skill Sheet 23 – Grade Level Interior Fire Attack
- Skill Sheet 24 – Above Grade Level Interior Fire Attack
- Skill Sheet 25 – Below Grade Level Interior Fire Attack
- Skill Sheet 44 – Extinguish Incipient Class A Fire with Extinguisher
- Skill Sheet 45 - Extinguish Incipient Class B Fire with Extinguisher
- Skill Sheet 46 - Extinguish Incipient Class C Fire with Extinguisher

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MODULE III

FIREFIGHTER I CERTIFICATION

This module addresses student testing costs, not inclusive of the cost for proctors/evaluators, which is covered in Module X.

Module IV

LOCAL NEEDS TRAINING

The subjects reimbursed in this module may consist of training for local needs as determined by individual fire departments. It may cover such subjects as basic pumper operations, local wildland fire tactics, tender operations etc.

Module V

WILDLAND FIREFIGHTER - NWCG Firefighter TYPE 2

Module VI

HAZARDOUS MATERIALS TRAINING - OPERATIONS LEVEL

Module VII

FIREFIGHTER II TRAINING REQUIREMENTS

Module VIII

BASIC COMMAND, THE FIRST LEVEL SUPERVISOR, COVERS ANY OR ALL OF THE FOLLOWING:

- a. Company Officer
- b. Fire Officer I Strategy/Tactics/Administration
- c. Squad Boss (NWCG Firefighter I)
- d. Single Resource Boss (NWCG Crew/Engine/Heavy Equipment Boss)
- e. S-260/S-261 Incident Business
- f. NIMS ICS-300, ICS-400
- g. Incident Safety Officer
- h. Instructor Development

Module IX

INCLUDES THESE SKILL MAINTENANCE OPTIONS:

- a. In-service FF-I skills assessment
- b. Refresher training for Firefighter-I and Instructors, Wildland Firefighter Type 2

Module X

ADDRESSES TESTING, ALLOWING EVALUATORS REIMBURSEMENT EQUAL TO 8 HOURS PER YEAR

- a. Certification test proctors
- b. Certified evaluators

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Records and Reporting

Skill sheets contain all critical skills which are required to perform the duties and function of a Firefighter I. Skill Sheets are available from the State Fire Marshal's Office for Hazardous Materials, Firefighter II, Fire Officer I, and Fire Officer II. These skill sheets are based upon the NFPA professional qualifications that the State Fire Marshal's Office is accredited in by the International Fire Service Accreditation Congress. Skill sheets are in a format that allows documentation of a trainee's specific knowledge or ability to perform each task. Successful completion of all required tasks of the position, as determined by an evaluator(s), will form the basis for future certification.

It is the responsibility of the fire department or districts to verify that the individual is qualified to perform their assigned duties and functions in a safe manner.

It is the responsibility of the agency to maintain training records in accordance with state law and their individual retention schedule. Training records used for training reimbursement must be retained and made available to the State Fire Marshal's Program Manager, upon request, for seven years following the completion date or termination of a program funding application.

The principal administrator for the program at each department is the Fire Chief. Only the fire chief has authority to verify an individual's qualifications.

The trainee is responsible to:

1. Review and understand the instructions in the skill sheets.
2. Ensure that they are ready to perform the tasks of a Firefighter I position prior to undertaking an assignment.
3. Make sure that a qualified instructor evaluator initials all tasks as they are completed and completes the appropriate evaluation record.
4. Keep and safeguard their training records. This is extremely important, as the skill sheets may be the only record of task performance. It is suggested that a copy of the verification sheet be made following an evaluation.

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Training Record Content

Fire departments or districts participating in the Fire Protection Bureau Firefighter I training reimbursement program must record attendance or participation in classes or drills on a roster. As a minimum, the following information must be provided:

Class Information

- Class Title
 - Start date and Completion date
 - Number of contact hours
 - Instructor or evaluators name
 - Signature of training officer *or* instructor
- (NOTE: EVAP rosters require chief's signature)

Student Information

- Student Name, last 4 of Social Security number or department ID number
- Record of Attendance
- Test score if applicable
- Practical score or pass/fail notation

The State Fire Marshal's Office may request a roster for any training for which reimbursement is requested.

The sample roster may be adopted or adapted when a department or district's existing training documentation does not contain the required information.

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TRAINING RESOURCES

TO SCHEDULE LIVE FIRE TRAINING AT THE FIRE TRAINING ACADEMY

1. Contact the Fire Training Academy at (425) 453-3000 to inquire about available training courses, the Fire Training Academy training calendar, or any other information about the facility.

COMMUNITY AND TECHNICAL COLLEGE RESOURCES

Educational support from Community and Technical Colleges is available throughout the state. In some cases, college credit may be granted for successful mastery of Firefighter I competencies. The following is a list of contacts at the colleges with fire training programs:

Bates Technical College
Contact: 253-596-1708

Skagit Valley College
Contact: 360-416-7783

Everett Community College
Contact: 425-388-9591

Spokane Community College
Contact: 509-533-7292

Columbia Basin Community College
Contact: 509-547-0511

Walla Walla Community College
Contact: 509-527-4330

Pierce College
Contact: 253-912-2399

Wenatchee Valley College
Contact: 509-664-3950

Skagit Valley College
Contact: 360-416-7783

For further information Contact the State Board for Community and Technical Colleges

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IMPORTANT DEFINITIONS

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The following definitions are used in association with the Basic Firefighter Training Program performance based qualification system and related skill books.

Accreditation: Verification that the accredited entity meets the objectives of the applicable performance standards approved by the Fire Protection Policy Board and the Office of the State Fire Marshal.

Approved: A method, person, procedure or practice which is sanctioned, consented to, confirmed or accepted as good or satisfactory for a particular purpose by a person or organization authorized to make such as judgment.

Authorized: A person approved or assigned by the fire chief to perform a specific type of duty or duties.

Basic Firefighter Training: Means training provided in instructional modules, intended to provide city fire departments and fire protection districts with firefighter training to basic safety and professional requirements. The modules include all of the following:

Certify: To officially recognize the competency of an individual; to provide with credentials; to vouch for as conforming to a standard.

Certification:

- (1) Acknowledgement that an individual has met Washington State adopted professional qualification standards in accordance with the administrative guidelines of the State Fire Marshal's Office.
- (1) Attests authoritatively, specifically, the issuance of a document that states that one has demonstrated the knowledge and skill necessary to function in a field.

City:

A first class city is a city with a population of ten thousand or more at the time of its organization or reorganization that has a charter.

A second-class city is a city with a population of fifteen hundred or more at the time of its organization or reorganization that does not have a charter.

A non-charter code city is one regardless of population that has initially incorporated as a non-charter code city, or is an incorporated municipality, which has elected to be classified as a non-charter code city.

A charter code city is one having at least ten thousand inhabitants at the time of its organization or reorganization and has adopted a charter or has elected to be classified as a charter code city.

Competency: Possessing knowledge, skill, and judgment needed to perform indicated objectives satisfactorily. A learner who demonstrates mastery of the performance criteria is judged or measured as competent.

Evaluator: A person who is certified *or* has the knowledge, skill, and abilities in the position in which the trainee is being evaluated and who is assigned to evaluate a trainee's performance. The fire chief may certify a person as qualified.

Firefighter I (Basic Essentials): The person, at the first level of progression in training as described in selected standards as described in Module I. When engaged in hazardous activities, the basic essentials trained Firefighter I works under direct supervision.

Firefighter I (Qualified): The person, at the level of progression in training as described in selected standards described in Skills Books I, II, III, who has demonstrated the knowledge and skill necessary to function safely and effectively as an integral member of a fire fighting team. When engaged in hazardous activities, the Firefighter I works under direct supervision.

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Firefighter I (Certified). A person who has passed the State Certification Test.

Fire Protection District. RCW 52.02.020 Districts authorized. Fire protection districts for the provision of fire prevention services, fire suppression services, emergency medical services, and for the protection of life and property in areas outside of cities and towns, except where the cities and towns have been annexed into a fire protection district or where the district is continuing service pursuant to RCW's 35.02.202, are authorized to be established as provided in this title.

RCW 52.12.011. Fire protection districts created under this title are political subdivisions of the state and shall be held to be municipal corporations within the laws of the Constitution of the state of Washington.

Job Performance Requirement: A statement that describes a specific job task or skills, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task or skills.

Interior structural firefighting: The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures, which are involved in a fire situation beyond the incipient stage.

Live fire training: Any fire set within a structure, tank, pipe, pan, etc., under controlled conditions to facilitate the training of firefighters under actual fire conditions.

Member: A person involved in performing the duties and responsibilities of a fire department under the auspices of the organization. A fire department member may be a full-time or part-time employee or a paid or unpaid volunteer, may occupy any position or rank within the fire department, and engages in emergency operations.

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NWCG: National Wildfire Coordinating Group

Shall: Indicates a mandatory requirement.

Should: A permissive use or an alternative method to a specified requirement.

Qualified: One who by possession of a recognized degree, certificate, or professional standing, or who by knowledge, training or experience has successfully demonstrated their ability to solve, or resolve problems related to the subject matter, the work, or the project. A fire chief may qualify a member of his or her department.

Verification: The process whereby an organization, office, or individual responsible for approving a procedure or process confirms through the completion of a training record such as a Skill Book or training roster that an individual is qualified to perform specific activities. Completion of a Skill Book or a transcript allows someone to enter the certification process.

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Applications

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THE BASIC FIREFIGHTER TRAINING APPLICATION/REIMBURSEMENT PROCESS

PART ONE															PART TWO – TRAINING VERIFICATION										Hours Eligible for Payment (WSP use only)
FIRE FIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT															WSP Agreement No.										
County			District No. or City Name			Region		FDID No.		Address															
Federal Taxpayer Identification No.					Telephone No.			Point of Contact Name and Title					E-mail Address												
Program Start Date			Program End Date (see terms & conditions)			# of Students		Number of Firefighters in Agency Volunteer: Career:			Number of Continuation Pages														
APPLICATION/AGREEMENT Completed by the Fire Service Agency two weeks prior to the beginning of training															MAXIMUM COMP HOURS PER MODULE PER STUDENT										
	NAME (Last, First, MI)	Last 4 SSN	Volunteer or Career	Date of Birth	Max # HRS	40	100	20	40	40	60	30	40	160	8	8	TOTAL HOURS	TOTAL HOURS							
1																									
2																									
3																									
4																									
5																									
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14																									
15																									
SUBTOTAL:												SUBTOTAL:													
TOTAL FROM ALL CONTINUATION PAGES:												TOTAL FROM ALL CONTINUATION PAGES:													
GRAND TOTAL:												GRAND TOTAL:						-							
Maximum Consideration Payable: \$ -						Total Request for Reimbursement: \$ -																			
The parties signing below warrant that they have read and understand this Application/Agreement and have the authority to enter into this Application/Agreement.						Fire Agency Certification: I hereby certify under penalty of perjury that each firefighter listed on this form has met all the qualifications for the skills identified in these training modules; and that this Application/Agreement reflects the actual training hours completed as noted herein.																			
Signature			Date			Signature of Certifying Official					Date														
ACCEPTED BY THE WASHINGTON STATE PATROL:						Received by:					Agency Approval:														
Signature			Date			Signature					Signature					Date									
Accounting Approval for Payment		Doc Date:		Print Due Date:			Current Doc No:			Vendor No:															
		Vendor Message:		TC	Mod	Fund	AI	PI	Sub Obj	SS Obj	Project	Amount	Invoice Number												
Signature		Date		UBI Number:																					

3000-420-028 6/04

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Application Instructions

Complete Part One of the application located at:

<https://www.wsp.wa.gov/wp-content/uploads/2018/03/Basic-Firefighter-1-Application-Agreement.xls>

PART ONE

DEPARTMENT INFORMATION

Name of Fire Agency	County, Fire district and #, or "City of (name)" if a Municipality
Region	Fire Bureau region number
FDID #	Number assigned to you by the Office of the State Fire Marshal
Address	Address that mail can be returned to
Federal Tax Payer Id #	Number assigned to your department by the IRS
Telephone #	Phone contact for questions regarding this application
Pt of Contact Name/Title	Person to contact for questions regarding this application
E-mail Address	E-mail address for questions regarding this application
Program Start Date	Date Training is to start between the span of 7/1/05-6/30/07
Program End Date	Date Training is to end between the span of 7/1/05-6/30/07
Number of Students	Number of firefighters on application
Number of Firefighters in Agency	Number of career & volunteer students

STUDENT INFORMATION

Name	Each student's name: Last, First, Middle Initial
Last 4 SS#	Last 4 digits of student's Social Security Number
Volunteer or Career	By firefighter, indicate volunteer/career status
Date of Birth	Month, Day, and Year of Birth
Maximum # of Hours	Maximum # of training hours to be completed in the program time
Sub Total	Total # of hours on page (auto-populates if completed excel)
Total from all Cont. Pages	Total # of hours on other pages (auto-populates if completed excel)
Grand Total	Total # of all hours (auto-populates if completed excel)
Maximum Consideration Payable	Total # of all hours times \$3.00 (auto-populates if completed excel)
Signature & Date	Signed and dated by chief or training officer

Print, sign, date and mail original to:
Basic Firefighter Training Program
Office of the State Fire Marshal
P.O. Box 42600
Olympia, WA 98504-2600

Once the application is signed by WSP, it becomes a contract. A yellow contract will be sent back to you.
When training is completed insert the number of training hours per module for each firefighter on Part Two.
Do not exceed the maximum compensatory hours in each module.

PART TWO

Sub Total	Total # of hours on page (auto-populates if completed excel)
Total from all Cont. Pages	Total # of hours on other pages (auto-populates if completed excel)
Grand Total	Total # of all hours (auto-populates if completed excel)
Maximum Consideration Payable	Total # of all hours times \$3.00 (auto-populates if completed excel)
Signature & Date	Signed and dated by chief or training officer

Sign and date the BFFTP Application verifying that the training was completed.
Submit yellow copy with completed hours for reimbursement back to Office of the State Fire Marshal.

FIREFIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT

PART ONE																			
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**FIREFIGHTER TRAINING REIMBURSEMENT APPLICATION/AGREEMENT
GENERAL TERMS AND CONDITIONS**

1. **Purpose.** This Interagency Agreement (Application/Agreement), pursuant to Chapter 39.34 RCW (Interlocal Cooperation Act), is made and entered into by and between the Washington State Patrol, hereinafter referred to as "WSP," and the statutorily authorized fire agency within the State of Washington identified on Page 1 of this Agreement, hereinafter referred to as "Fire Agency." The purpose of this Application/Agreement is to reimburse the Fire Agency for Firefighter training in accordance with RCW 43.43.934.
2. **Statement of Work.** If the Fire Agency wishes to be reimbursed under the Firefighter Training Program, the Fire Agency shall complete Part One of this Application/Agreement prior to beginning training, and forward this Application/Agreement to the WSP Office of the State Fire Marshal for approval. Once WSP approves this Application/Agreement, a copy of this Application/Agreement with WSP's signature shall be sent to the Fire Agency; the Fire Agency may proceed with training once this approval has been received. The Fire Agency shall conduct all training in accordance with WSP's The Basic Firefighter Training Program, 5th Edition, dated 06/01/05, which is incorporated into this Application/Agreement by this reference. The program end date will be no longer than a 12 month period or the end of the Washington State government biennium, whichever time period is shorter. The Fire Agency will complete the training described in this Application/Agreement prior to the program end date. The Washington State government biennium ends on June 30th of every odd-numbered year (2005, 2007, etc.).
3. **Billing Procedures.** The Fire Agency will complete Part Two of this Application/ Agreement, and forward it to the WSP Office of the State Fire Marshal for reimbursement no later than 30 days after the program end date as described in Section 2 above. WSP will reimburse the Fire Agency at hourly reimbursement rates established in 43.43.934 RCW, minus any payments for Firefighter Training received by any firefighter identified in this Application/Agreement in excess of 200 hours or the maximum hours per module. Claims for payment submitted by the Fire Agency to WSP for costs due and payable under this Application/Agreement shall be paid by WSP within 60 days from the end of the agreement period. The Fire Agency shall submit only one claim for each Application/Agreement.
4. **Agreement Alterations and Amendments.** This Application/Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties
5. **Complete Agreement.** This Application/Agreement, including these General Terms and Conditions and any other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Application/Agreement shall be deemed to exist or bind the parties.
6. **Compliance with Civil Rights Laws.** During the period of performance for this Application/Agreement, both parties shall comply with all federal and state nondiscrimination laws.
7. **Disputes.** In the event that a dispute arises under this Application/Agreement, it shall be determined in the following manner: The Chief of WSP shall appoint one member to the Dispute Board. The Fire Agency shall appoint one member to the Dispute Board. The Chief of WSP and the Fire Agency shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.
8. **Hold Harmless.** Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing under this Application/Agreement.
9. **Records Maintenance.** The Fire Agency shall retain all training records resulting from this Application/Agreement for a minimum of seven years from the date of payment by WSP. These records shall be subject to inspection, review or audit by WSP, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
10. **Termination.** Either party may terminate this Application/Agreement upon thirty (30) calendar days' written notification to the other party. If this Application/Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Application/Agreement for performance prior to the effective date of termination.

WASHINGTON STATE PATROL
OFFICE OF THE STATE FIRE MARSHAL
PO BOX 42600, OLYMPIA WA 98504-2600