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INFORMATIONAL BULLETIN IB-11016

TO: All Department Personnel
FROM: Scott Cullers, Fire Chief
RE: Training
Date: March 3, 2011

During recent visits to our stations, to discuss the revision of our Professional Development Program and the upcoming Sergeant promotional process, it was brought to our attention that many employees have concerns about our training process. Specifically, when an employee is compensated/not compensated for training; how an employee is approved to attend training classes and how many classes an employee may attend during a fiscal year; and how employees will receive EMS continuing education hours, etc.

Unfortunately, training was an item that was reduced in the current budget. During the preparation for the 2012 budget one of the top priorities was a request to increase the training budget, along with the overtime revenue to facilitate training. Each of us should be aware of the economic reality in these times. City Council will review and adopt the 2012 budget soon.

For now, a work group has been selected to examine and discuss training related issues. Personnel from within the department have been selected for this group based on rank, gender, and varying years of experience; instead of asking for volunteers due to the limited time frame for project completion (2-3 weeks). Lieutenant Kevin Yost has been assigned as chairman for this group.

A list of concerns has been compiled and will be given to the work group for viable solutions. Several but not all items for consideration are as follows:

- What classes are required for an employee's current/future position
- Prioritize core classes/City of Winchester Mandatory classes
- Identify compensable and non-compensable training

"To develop and deploy a coordinated service delivery system through which the community is provided public safety services in a professional and cost effective manner."

- Address local classes vs. overnight classes (require travel, meals & lodging)
- NFA classes/ Conferences/Virginia Fire Officer's Academy/College classes
- Free federal classes such as New Mexico Tech., DOJ/Anniston Live Agent training, etc.
- EMT-E, I, P, Continuing Education hours for EMS, ACLS, PALS, ITLS, CPR, etc.
- Winchester/Frederick County Regional Fire Academy
- Leave usage, shift trades, overtime, flex time, submission for classes time process
- Back filling of positions/under filling positions
- Contract: what occurs if a student drops out of class or fails?
- Purchase of books/registration; possible tiered level (3) of authorization for training

I would ask that you support the efforts of the work group and if you address the group with an issue, provide a possible or viable solution. I would like to thank you for bringing this to our attention and for those assigned to the work group and asked to tackle these complex issues. We have asked that the Interim Administration Director and the City Attorney provide their input and interpretation.

I also want to thank Captain McClellan for taking the time and initiative to make station visits to explain the revised Professional Development Program. Training and continuing education are vital to efficiency and the growth of each individual and the department, I am pleased that there is interest and initiative in this area.