



# CITY OF TOPEKA

Budget Office

City Hall, 215 SE 7<sup>th</sup> St., Topeka, KS 66603

[budget@topeka.org](mailto:budget@topeka.org)

Tel: 785-368-0919

[www.topeka.org](http://www.topeka.org)

## Response to questions concerning FTE request – Training Officer

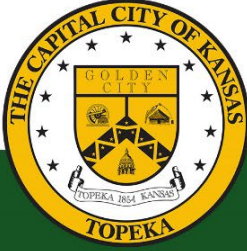
A Training Officer is required to maintain training records, track individual training hours and provide the necessary training hours to all TFD personnel. Department personnel must obtain approximately 49,248 company level training hours per year to maintain ISO rating. Training Officers will provide two (2) recruit academies each year which amounts to 2880 hours, be responsible for 3,424 EMS continuing education training hours for fire personnel EMS recertification, deliver 144 hours of small and large group training per year per Training Officer, and deliver approximately 120 hours a year of specific company training at station locations.

This is equal to 61,768 hours of total annual training provided to TFD personnel.

A Training Officer is assigned to a total of 2,080 scheduled hours annually if they utilize no leave. With the hours required for the recruit academies and the in-person class delivery to current department personnel, Training Officers are expected to deliver approximately 1,224 in-person training hours annually. Industry standards state, on average, it takes approximately four (4) hours of preparation and course development per hour of course instruction. This amounts to over 4,800 hours of work to deliver the 1,224 hours of course instruction. Even if you were to reduce the preparation time in half, 2,400 hours, the preparation time added to the course instruction time required per training officer annually is more than the total hours scheduled to work without taking any leave.

To adequately meet our annual training requirements additional resources are needed. A summary of the current status of the training division is shown below.

- Training Officers are maintaining minimum training requirements but are unable to provide needed company-specific training as needed.
- Restoration of the lost Training Officer position would allow for:
  - More hands-on training custom designed for individual company needs
  - Improved competency through hands-on training would:
    - Increase performance at emergency scenes
    - Decrease potential for accidents/injury
    - Meeting future EMS training goals
    - Increase EMS hands-on skills training for personnel
    - Mandatory BLS/ALS training required for certification renewals
  - Providing in-house training for required certifications to decrease costs of sending personnel to outside classes



# CITY OF TOPEKA

Budget Office

City Hall, 215 SE 7<sup>th</sup> St., Topeka, KS 66603

[budget@topeka.org](mailto:budget@topeka.org)

Tel: 785-368-0919

[www.topeka.org](http://www.topeka.org)

- Allow training officers to provide training at fire stations instead of bringing fire apparatus to the academy. This would benefit the city by:
  - Personnel can remain in their territories and be able to respond to emergencies
  - Reducing wear and tear on apparatus
  - Reducing fuel costs
  - Reducing wear and tear on roads
  - Reducing unnecessary travel time could reduce risk of accidents
  - Reducing the number of apparatus out of service at a

given time Training Officer Responsibilities:

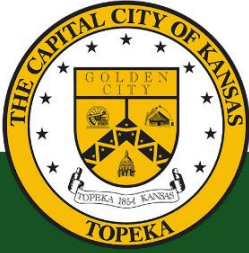
1. Delivery of Training
2. Training Content Creation
3. Training Research/Planning/Development
4. New Recruit Training and Management
  - a. 12-week recruit academies
  - b. Regular recruit evaluations
  - c. Recruit attendance and payroll management
5. Assisting company officers with training needs
6. Safety officer at emergency scenes
7. Rehab coordination at emergency scenes
8. Maintenance of training facilities
9. Assist outside agencies with training needs

Training exercise/scenario development, coordination, implementation and evaluation

## **Response Regarding Fire Inspectors vs. Fire Company Inspections**

The fire department operates a dedicated inspection division with four nationally certified inspectors, a plans reviewer and the fire marshal. The purpose of the dedicated staff is to provide a highly competent group of subject matter experts to deliver complex fire inspections for the citizens and businesses of the city. This division conducts annual inspections required by the Office of the State Fire Marshal. These include but are not limited to:

- Schools, Preschools and Universities (Washburn has almost 60 buildings by itself)
- Hospitals and surgical centers
- Hotels
- Churches



# CITY OF TOPEKA

Budget Office

City Hall, 215 SE 7<sup>th</sup> St., Topeka, KS 66603

[budget@topeka.org](mailto:budget@topeka.org)

Tel: 785-368-0919

[www.topeka.org](http://www.topeka.org)

- Child Care Facilities
- Board and Cares
- Restaurants

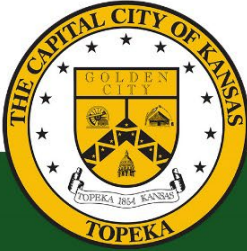
The mandatory inspection list encompasses about 790 businesses. The results from these inspections are then sent to the State Fire Marshal.

In addition to the mandatory inspections, inspectors also handle:

- In-home daycare facilities before a license is granted by the Kansas Department of Health and Environment
- Apartment inspections
- Commercial burn permits
- Residential burn permits
- Special events
- Exhibitions and trade
- Events using a tent of over 400 square feet
- Complaints from the public
- Follow-ups generated by issues discovered in pre-plans
- Fireworks stands
- Fireworks shows
- Tracking of mandatory fire alarm testing
- Fire alarm installation testing
- Tracking of mandatory sprinkler system testing
- Sprinkler final installation testing/water-flow monitoring
- Tracking of hood suppression testing and cleanings
- Final kitchen hood suppression testing
- Special suppression testing
- Final Certificate of Occupancy Inspections
- On-site consultation with general contractors through the construction process for new construction and renovations

Each of the inspections conducted by a fire inspector may lead to enforcement action by the city. To comply with fire codes, businesses often must spend hundreds if not thousands of dollars to address problems. These complex inspections often require as many as four re-inspections and numerous consultations. In all, the division handles 49 different types of inspections.

There are challenges with having fire crews conduct inspections. It would be tough to



# CITY OF TOPEKA

Budget Office

City Hall, 215 SE 7<sup>th</sup> St., Topeka, KS 66603

[budget@topeka.org](mailto:budget@topeka.org)

Tel: 785-368-0919

[www.topeka.org](http://www.topeka.org)

track the progress of completing mandatory inspections across the 54 different fire crews (18 units per shift times 3 shifts = 54 crews). Furthermore, there could be issues with the accuracy and quality of inspections.

Lastly, a significant hurdle will be getting the company officers certified as Fire Inspectors. To become a certified fire inspector, many hours of coursework and on-the-job training is required. Each inspector is a Certified Fire Inspector by the International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (PRO BOARD) and the International Code Council (ICC). Additionally, several inspectors have level one and two certifications from the ICC. Our plans reviewer/assistant fire marshal is a certified fire inspector and a certified plans reviewer. These certifications are difficult to obtain. Each certification is equivalent to a three (3) credit hour college class. The ICC certifications require recertification consisting of mandatory in-person training. For fire crews to conduct inspections required by the state, they must have a minimum level of National certification. The logistics of getting 108 company officers through fire inspector training is daunting. Only the initial Fire Inspector 1 class is allowed to be taught locally. This class is challenging and has a very high failure rate. After an inspector is initially certified, there is an extended field training period. New inspectors must do a minimum of 3 months of field training working with a fully trained inspector daily before they can do simple inspections on their own. For more complex inspection types, years of training and experience is required before an inspector is competent.

**What has the budget and actual expense been for Fire Callback Pay over the last three years?**

Fire Callback Pay				
	2019	2020	2021	2022
Budget	250,000	200,000	200,000	500,000
Actual	578,542	343,613	793,567	875,000*
*Estimate based on actuals through August				