

	
Effective Date:	
2/5/2021	Technical Rescue Course Administration Policy

Purpose

The administration of programs can often be as critical to its success as the quality of material or the quality of instruction. The intent of RESET policies is to provide a framework for its programs and to aid in consistent decision making, methodology and training. To aid those responsible, the Rope Curriculum Committee (RCC) has developed policies to aid in the administration of several programs it oversees.

Scope

This policy is to apply to the technical rescue courses (General Rescuer, Wilderness SAR, Confined Space, and Rope Technician) offered through ReSET. Though other courses may have similar procedures it is important for the administration of the technical rescue courses to follow the requirements below. It is the responsibility of the Lead Instructor to work with the Instructors, the Host Agency, the agency providing equipment, and the Rope Curriculum Committee to ensure this policy is followed.

Policy

Host agencies

The host agency will be chosen by either the RESET group or at the request of the Rope Curriculum Committee. Additionally an agency wishing to host a class may generate a request by contacting the chair of the RCC. The current chair and their contact can be found on the RESET website.

Responsibilities of the Host agency will include:

- Providing printed material
 - Curriculum manuals
 - Task Books
 - Incident Action Plans
 - Written Exams
 - Certificates of completion/attendance
- Providing/ assistance in acquiring and transporting needed equipment
- Providing/assistance in identifying classrooms and training sites
- Registering Students
- Providing Pre-Course Information sheets to registered students
- Provide additional support requested by the Lead Instructor

Host agencies should work closely with the Lead Instructor to ensure these items are addressed. They will be well versed in these needs and can assist in their completion.

Lead Instructor

Lead Instructors are typically assigned by the RCC Chair. Host Agencies may request a specific Lead Instructor and/or work with the RCC Chair to address the needs of the RESET programs and the Hosting Agency.

Lead Instructors will be responsible for all aspects of the Class. The Lead Instructor should address any issue that arises. If resolve cannot be found the RCC Chair will be the next level in the chain of command.

Responsibilities of the Lead Instructor include:

- Working with the Host Agency to determine course dates
- Provide needed information for the RESET website to the RCC chair
- Selecting a minimum of 3 support instructors
- Assisting the host agency with their responsibilities
- Creating a Pre-Course Information Sheet to be provided to the registered students prior to the class
- Providing materials to the host agency for printing
- Securing classrooms and training sites
- Ensuring equipment needs are met
- Supervising Instructors and students
- Directing all class activities
- Providing instructor assignments no later than 10 days prior to the class
- Conducting an After Action Review (AAR) with each instructor at the end of the class and as needed
- Providing written letters of recommendations upon request
- Providing feedback to the RCC about the RESET Program
- Ensuring that the curriculum is delivered in its entirety and with the intent of the RCC
- Ensuring the policies and expectations of the RESET programs are followed
- Maintaining a professional appearance
- Adhering to policies and procedures from their home agency (time keeping needs, IOJ needs, personnel policies, etc)

Support Instructors and Additional Instructors

Instructors should be selected from the Instructor list off the RESET website by the Lead Instructor. Three Support Instructors should be selected. These instructors can either be Instructors or Provisional Instructors. The Lead Instructor should consider having a range of experience in their Instructor group (e.g. one very experienced instructor who has taught multiple classes, one instructor who has taught one or two classes but is not new to RESET instructorship, and one instructor who is new and this would be their first class). Additionally, the instructor core, Lead included, should be made up of no more than two instructors from any one agency.

Lead Instructors may select up to two additional Instructors. These may be either Instructors or Provisional Instructors. These two slots should normally be offered to Provisional instructors working through the Instructor process, or Grandfathered Instructors who have not taught in a RESET class previously. These Instructors agencies will **NOT** be afforded any “free slots” or other benefits in the class. The benefit for these instructors and their agencies is the opportunity for instructional development and support of the RESET programs.

Responsibilities of the Support and Additional Instructors include:

- Teach assigned lessons while adhering strictly to RESET curriculums
- Performing task as requested by the Lead Instructor
- Conducting Skills Examinations consistent with RESET policies and curriculums
- Directing students as needed
- Participating in AAR's, Hot Washes, and other activities both before and after normal class hours
- Maintaining a professional appearance
- Adhering to policies and procedures from their home agency (time keeping needs, IOJ needs, personnel policies, etc)
- Only performing tasks or delivering material that the Instructor or Provisional Instructor is competent

Equipment for Classes

RESET does not own any equipment. The Lead Instructor should procure equipment for a RESET class from an organization who has an equipment cache consistent with RESET needs. An agency wishing to provide equipment should ensure their cache meets the equipment requirements as posted on the RESET website. The Lead Instructor should make a request for equipment at least 14 days prior to the class. The Lead Instructor should ensure the equipment cache contains the required equipment.

Registration

All student slots are first come first serve. Agencies providing instructors will NOT receive automatic slots in the class. Any agency or individual wishing to register shall e-mail the Lead Instructor with the student's name, e-mail address, and phone number. No student will be registered until these three things are provided. Lead Instructors are responsible for tracking the registration process and maintaining current registration lists and wait lists for their assigned classes. Cancellations made after 10 calendar days prior to the first day of class are NOT REFUNDABLE

In an effort to facilitate regional cooperation, normally only 9 students may be registered at one time from a single agency. Additional students beyond 9, may be placed on a waitlist. If open seats

Student Count and Accounting

The Lead Instructor should work with the hosting agency and the Rope Curriculum Committee (RCC) Chair to ensure the requirements below are met.

- For each training/evaluation a student/candidate slot will have the value of:
 - General Rescuer Skills Challenge- \$100.00
 - Wilderness SAR- \$320.00
 - General Rescuer- \$500.00
 - Confined Space- \$500.00
 - Rope Technician- \$1000.00
- A minimum of 12 students is required to conduct a RESET course listed above (except General Rescuer Skills Challenges). If there are not 12 students registered two weeks prior to the start date, the class should be canceled.
- A maximum of 15 students are allowed in all classes except.
 - The Lead Instructor must request approval from the RCC for approval to go beyond these maximum numbers. This will be decided on a case-by-case basis and notification to the RESET Committee Chair should be made if this deviation is made. This should not be standard practice.
- Agencies providing an Instructor or Lead Instructor will be reimbursed the amounts listed below. These reimbursements will be provided either in reimbursement from tuition or in student slots.
 - Instructor reimbursements will be as follows:
 - General Rescuer Skills Challenge- \$30.00 per hour
 - Test Day Evaluator- \$30.00 per hour
 - Wilderness SAR- \$960.00
 - General Rescuer- \$1500.00
 - Confined Space- \$1500.00
 - Rope Technician- \$3000.00
 - In essence this provides 3 student slots per instructor. If an agency chooses to send less than the allotted students, reimbursement should be provided equivalent to the identified Instructor reimbursement values in student slots and/or reimbursement.
- All Instructors shall be on the clock with their home agency and will be paid by their home agency for time spent teaching.
- If there are 13 or more students the Lead Instructor may choose to bring an additional Instructor in on test day as a "Test Day Evaluator". The Test Day Evaluator's agency will be reimbursed for the time he/she is testing. A maximum of 8 hours will be reimbursed at a rate of \$30 an hour to the Instructor's agency.
- Any excess funds after agency reimbursement should be allocated, in order, as follows:
 - 15% Paid to the Lead Instructor's agency to help offset the additional cost of class preparation, student evaluations, and additional hours worked by the Lead Instructor.
 - 10% Paid to each Instructors agency to help offset the additional cost of class preparation, student evaluations, and additional hours worked by the Instructor.

- After Instructors agencies are reimbursed, any equipment that was lost or damaged should be replaced. This should be done by reimbursing the agency that provided the equipment for the estimated cost of the lost/damaged equipment. The lead instructor will work with the said agency to determine a mutually agreeable price.
- After the above is paid, the agency that owns the equipment should receive 50% of the left-over funds to assist in the long-term cost of maintaining the provided equipment cache. The Host Agency should receive the other 50% of the left-over funds to cover administrative cost for hosting the class.
- The RESET Budget worksheet should be used to track funds and reimbursements. The Lead Instructor is responsible for completing the Budget Worksheet. The use of this worksheet will ensure that everyone consistently receives class information in the same format.
- No later than 7 calendar days after the end of the class, the Lead Instructor will send a completed Budget Worksheet and a detailed fund distribution breakdown. The fund distribution breakdown should detail, what agencies will receive Invoices, how much money is owed to what agency, and a description of what that money is being paid to compensate for what. The Budget Worksheet and fund distribution breakdown should be e-mailed to the following:
 - RCC Chair
 - Instructors who taught the class
 - Each agency points of contact who will pay tuition or is owed money
- The Pedernales Fire Department (ESD8) will handle the financials for RESET classes (including invoicing and fund distribution). The RCC will serve as the single Point of Contact (POC) and forward the Budget Worksheet and distribution breakdown to the appropriate personnel within the Pedernales Fire Department (ESD8), Currently:
 - reset@pedernalesfd.org
- Once the Pedernales Fire Department (ESD8) receives this information, they will work with the agencies to invoice and distribute the identified funds.
- The student names and their home agencies will be identified on the Budget Worksheet including if they are "Instructor Comps" or "Tuition Paying" students.
- Each student paying tuition should be sent an invoice by the Pedernales Fire Department (ESD8) for the tuition due, no later than 10 business days after receiving the Budget Worksheet. Invoices should reflect the student name and class they attended.
- Fund distribution should be made to the appropriate agencies, according to the Budget Worksheet, no later than 30 days after all tuition invoices are paid.
- Once a class has been closed out the Pedernales Fire Department (ESD8) will notify the RCC Chair that the class is closed out. The RCC will notify the RESET Committee Chair that the class is closed out.
 - Rope Curriculum Chair (RCC)
 - DJ Walker- dj.walker@mac.com

Attendance Requirements

It is paramount that students attend every hour of training. With the compressed timeframe to cover the vast amount of material it is impractical for various sections of training to be missed. If a student is going to miss any portion of training they should notify the Lead Instructor as early as possible. The ability for a student to continue in the class will be a judgment call on the part of the Lead Instructor. The Lead Instructor should consider the material missed, ability to make up missed material, consistency with similar decisions from previous classes, etc. Any material that is missed is the responsibility of the Student. Time allotments for the missed material should be considered when making up lessons. If it is determined a student is unable to continue with the training he/she will be required to complete a full GR class on a future date. If this occurs the RCC Chair should be notified.

Disciplinary issues

The Lead Instructor should address any disciplinary issues that may arise. If a disciplinary issue cannot be resolved the agency the individual represents should be contacted. Generally negative reinforcement such as disciplinary push-ups, or disciplinary physical training should not be used.

Injuries

In the event there is an injury the injured person should follow the Injury On the Job (IOJ) procedures for their respective agency. Most policies require that notification of IOJ's be made within 24 hours. The Lead Instructor should ensure that the person is following up with their requirements.

IAP

Each student and Instructor should be provided with an Incident Action Plan (IAP) for the class. At a minimum the IAP should include:

- Cover
- 202 (Control objectives)
- Weather Report
- 203 (Squad assignments)
- 204 (student and instructor)
- 205 (communication plan, to include contact info for students, and POC with each agency)
- 206 (medical plan)
- Schedule
- Maps and directions to training sites

Curriculum Manuals

Curriculum Manuals should be provided to each student on the first day of class. The current version of the Curriculum Manual can be downloaded from the RESET website.

Task Book

Task Books should be provided to each student on the first day of class. The current version of the Task Book can be downloaded from the RESET website. Instructors should document each student performance in their Task Book. Each Task Book has explanations for how various evaluation requirements will be met.

Written Exam

The written exam should be conducted on the last day of class. The instructions for delivering the written exam are in the Task Book. When conducting the testing measures to minimize or eliminate distractions and cheating should be taken. Examples include:

- All items should be removed from the desktop
- No talking during testing
- No sitting close together

Evaluations

Each Student should be provided an evaluation for completion. These evaluations can be found on the Rope Curriculum Committee File Sharing Site.

Time Capsule

At the end of each class a “Time Capsule” should be assembled. The Time Capsule should contain:

- The IAP for the class
- Copy of the curriculum used for the class
- Sign-in sheets for the class
- Copy of each students filled out Task Book
- Copy of the written exam
- Students answer sheets from the written exam
- Course and Instructor Evaluations filled out by the students

All of these materials should be compiled and put in a storage container for storage at the Austin Fire Department Spec Ops office.

Reporting

At the end of class the Lead Instructor should send notice to the RCC Chair to update the Student History Spreadsheet and the Instructor Spreadsheet on the website.