The following policy was adopted by the Steuben County Fire Advisory Board on 10/22/2014

The following policy will be followed by Steuben County Fire Departments and the Steuben County Office of Emergency Management to manage the registration process for all courses being offered by the Emergency Management Office. The policy is established in order to maintain a stable and consistent training program with adequate access to all fire organizations that participate in the training program. Minor modifications can be made to this policy at the discretion of the County Fire Coordinator with major changes to this policy being brought back to the Fire Advisory Board for Board approval.

1. Course Survey Questionnaires will be sent out to County Departments once/twice per a year by the Fire Coordinators Office.

2. Each department is required to return their Course Survey Questionnaire. If a department does not return a Course Survey Questionnaire, firefighters wishing to take training from said departments will be placed on a “Waiting List” for any courses during that session.

3. Each Fire Department will receive three (3) spots for course registrations in any given course.
   3.1. If they have other students wishing to register for the class, they will go on the “Waiting list.”
   3.2. If the course does not fill, those posted first on the “waiting list” will be given the available openings in the course three (3) to five (5) days prior to the class starting.
   3.3. Firefighters on the “waiting list” are encouraged to attend the first night of class. If a student on the course roster does not show for class the instructor can take students from the “Waiting List” to fill the course. This is not a guarantee that those on the “Waiting List” will be allowed into the course, but is a means for the instructor to fill the course.

4. The Chief must call in to register department members for courses.
   4.1. This process will keep the Chief informed of whom in his department is taking what training courses.
   4.2. This will also allow for proper prerequisites to be met and proper paperwork to be prepared for the student whom is attending the course.
   4.3. When calling to register a student, please provide a contact telephone number for the student so that instructors can notify them of any course changes.
   4.4. Please make sure department students have the required prerequisites before signing them up for courses. If a prerequisite is required for a given course, the prerequisites are listed under each course on the training schedule.
   4.5. NIMS ICS-700 and ICS-100 are prerequisites for the Firefighter I curriculum. All active firefighters should be trained in ICS 700 and 100 before taking any New York State Courses.

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4.6. Students should be discouraged from calling the Coordinators Office to register for courses.

4.7. Chiefs are encouraged to keep the student accountable for attending classes.

5. For Firefighter I or Basic Exterior Firefighter Operations (Scene Support Operations) students; The Chief must complete the “Chief Authorization Form” (Available on the EMO Website) and send it to the Coordinators Office BEFORE the course starts, OR have completed and ready to hand into the instructor on the first night of class.

5.1. Proof that the student has had his/her mandatory firefighter physical before beginning the course.

6. The Chief OR a Chief Officer MUST attend the first class of Firefighter I and Basic Exterior Firefighter Operations Course (Scene Support Operations). There will be no exceptions.