

Student Guide

Chief Rudy Horist, McHenry Twp. FPD Chief Forest Reeder (ret), Tinley Park FD



Welcome and thanks for participating!!

Instructor Information:

Chief Rudy Horist



Chief Forest Reeder



Chief Rudy Horist McHenry Township FPD rudy@redelmfire.com 815-206-8299 Chief Forest Reeder (ret) Tinley Park FD











708-878-6881

Life Safety Initiatives

Life Safety Initiative #5 says: Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.



Officer Development Survey

- 1. What is the "typical profile" of a new officer in your department (i.e. time in grade, experience, education, preparation)?
- 2. Does your department have an officer development program for:
 - a. Company officers yes / no b. Shift Commanders yes / no c. Chief officers yes / no
- 3. In your opinion, has your department clearly defined what is expected of you as an officer (or of its officers)? ves / no
- 4. In your opinion, do you believe you were adequately prepared when you became an officer? yes / no
- 5. Does your department use acting officers? yes / no

- 6. Does your department have a training program for qualifying individuals to serve as acting officers? yes / no
- 7. Once an individual is promoted does your department have a program in place to educate new officers? yes / no
- 8. Does your department have an ongoing continuing education program for its officers? yes / no
- 9. If your department has a continuing education program for officers, who is included (i.e. only promoted, acting officers, next to be promoted, all of the above, etc.)?
- 10. Does your department have in place a program to prepare existing officers for the next rank? yes / no
- 11. What are your department's biggest challenges with officer development?

12. What keeps you up at night in regards to what is not getting done in regard to officer development?

Needs Assessment Review & Continuing Education Initial Training & Qualification

Needs Assessment

Professional Standards & References

- NFPA standards
- CPSE ______
- ISO _______
- State Certification
- Local requirements
- Job description
- IAFC Officer Development Handbook

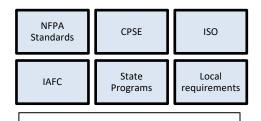
Needs Assessment

- 1. Expectations
- 2. How officers are selected
- 3. Needs of department
- 4. Needs of current and future Officers
- 5. Job Descriptions
- 6. National, State, Local standards

70%

20%

10%



Are your job descriptions up to date and accurate?

What expectations does your department hold your officers to in relation to job performance?

Check	all that apply to your officers
	Officers should have knowledge of all jobs below their level of authority
	Officers will supervise a given number of firefighters in a variety of emergency and non-emergency situations
	Officers are equipped to the same level of protection as the people that they supervise
	Officers are expected to be able to execute decision-making functions during incidents
	Officers will fill many positions of responsibility during an incident
	Officers have requisite knowledge and skills of many aspects of emergency service delivery
	A Typical Job Description for a Fire Officer & Requisite Knowledge and Skills
<u>Pl</u> a	ace an "x" In the Box for Items that are Emergency Related and Circle the Boxes for areas that are Administrative Functions:
Duties	and Responsibilities
□ 1.	Become and remain extremely knowledgeable in the policies and procedures, rules and regulations, practices and procedures/guidelines of the District.
□2.	Be responsible for the enforcement of all policies and procedures, rules and regulations, practices
□3.	and procedures/guidelines of the District within his command. Become and remain extremely knowledgeable in the Incident Command System, modern methods of
□4.	firefighting and emergency situations management. Be familiar with personnel management policies and procedures and practices as they apply to the
□5.	officers' position. Be familiar with the terms of and implication of the Collective Bargaining Agreement.
□5. □6.	Be responsible for those personnel-related functions necessary to discharge his duties. This includes responsibility for performance reviews and for discipline of personnel within his command.
□7. □8.	Respond to full still alarms, box alarms and other calls as requested.
∐ 8.	When in command at the scene of an emergency, be responsible for the deployment of equipment and personnel at the scene of a fire or other emergency until relieved by a superior officer or until command is turned over to another officer pursuant to District procedures.
Peguio	site Knowledge's and Skills
<u> 1.</u>	Knowledge of modern firefighting and emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water
□2.	supply and communications. Ability to evaluate tactical and operational requirements and conflagration situations.
□2. □3.	Knowledge of District policies and procedures, rules and regulations and of State and Federal laws related to District operations and management.
□ 4.	Knowledge of fire hazards and firefighting resources such as personnel, water supply and
□ 5.	communications. Knowledge of personnel management policies and procedures and practices, and of the Collective Bargaining Agreement.
<u>□</u> 6.	Ability to plan, coordinate and supervise the work of subordinates.
□7. □8.	Good oral and written communication skills. Ability to maintain accurate records and prepare reports.

What Knowledge & Skills Are Essential for Your Officers?

Identify Measurable Knowledge/Skills

- Identify topic coverage based on Why
 - To Be Safe & Survive (Priority #1)
 - Must Nnow / Must Do
 Low Frequency High Severity
 - To Deliver the best service possible (Priority #2)
 - <u>Need</u> Know / Do
 - To Educate for future (Priority #3)
 - <u>Should</u> Know / Do
 - To Explore our profession (Priority #4)

 - Nice to Know / Do
 Low Frequency / Low Severity

Company	Company Officer		nmander
Knowledge	Skills	Knowledge	Skills
+			

Continuing Education Needs **Purposes** Assessment Review & Revision Continuing Education Initial Training & Qualification **Topics/Scheduling/Delivery Complete Your Annual Officer Development Schedule** May <u>June</u> <u>July</u> <u>August</u> <u>September</u> October **November** December

<u>January</u>

February

March

<u>April</u>

Other Important Considerations/Lessons Learned Other Important Considerations/Lessons Learned	 				What challenges or issues w
officers?					you need to address to implement a continuing
Other Important Considerations/Lessons Learned					
Other Important Considerations/Lessons Learned	 				
Other Important Considerations/Lessons Learned	 				
Other Important Considerations/Lessons Learned					
Other Important Considerations/Lessons Learned					
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	
	Other Impo	ortant Conside	rations/Lessons	Learned	

Initial Qualif	ication
Purposes	Review & Initial Training & Qualification Continuing Education
Prerequisites	
	Prerequisites
	Assessment Process
	Education & Experience
	Qualified Acting Officer
	State Certification
Assessment process	What local policies/SOG's and other documents will you use to assess candidates? What local scenarios will you use to provide a practical assessment of candidates?
Education & Experience	
	What are your expectations of students in the program and their officers?

Knowledge & Skills – Initial Training & Qualification

Rank				
Knowledge	Skills	Minimum		

Initial Training & Qualification – Follow Up List

1.	
2.	
3.	
4.	
5.	

What challenges or issues will you need to address to implement an initial qualification component within your department?

My Personal Follow-up Plan Upon my return to duty, I plan to implement the following personal improvement plan for my department's officer development program: On my first shift / day / night back on duty I will: (High Priority) Working through the proper chain of command and staff members in my department, I will recommend the following actions be taken: I will measure progress in becoming an advocate and change agent in my organization by the following actions: **Personal Follow-Up Notes:**

Officer Development Program Resources

Red Elm Fire Solutions, LLC	www.redelmfire.com
M.A.D. Training	www.thetrainingofficer.com
Fire Engineering Magazine	https://www.fireengineering.com/
Wildland Fire Leadership Development	https://www.nwcg.gov/wfldp
Long Beach (CA) Fire Department (online tactical scenarios)	http://www.lbfdtraining.com/index.html
National Fire Academy library	1-800-638-1821
EFO Papers	https://netc-library.libguides.com/efo
Firefighter Close Calls	www.firefighterclosecalls.com
Everyone Goes Home	www.everyonegoeshome.com
San Bernardino FD Inside the Command Post videos	http://www.youtube.com/user/maldersbfd
IAFC – Volunteer & Combination Officers Section	www.iafc.org/micrositeVCOSorg
IAFC – Officer Development Handbook	https://www.iafc.org/docs/default-source/1leadership/odp_handbook.pdf
NIOSH firefighter fatality reports	https://www.cdc.gov/niosh/firefighters/fffipp/?CDC AAref Val=https://wwww.cdc.gov/NIOSH/FIRE/
IFSTA	www.ifsta.org
International Society of Fire Service Instructors	www.isfsi.org
National Volunteer Fire Council	www.nvfc.org
International Association of Firefighters	www.iaff.org
International Association of Fire Chiefs	www.iafc.org
UL Firefighter Safety Research Institute	https://fsri.org/
Chief J. Scott Thompson – Fire Service Mentoring Guide and Functional Fire Company book	www.fireserviceleadership.com



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<u>Notes</u>	



FDIC Fire Department

Officer Development Program

Step #1 – Needs Assessment	
	Remember to utilize professional standards and references and your needs assessment: • NFPA standards • ISO • State/local • Job description • Department expectations
Step #2 – Initial Training	
Requirements to participate in Officer Development Program	
 Promoted Officer Officer promotion list Firefighter/Acting Officer Minimum ofyears as member of department 	Exercise #1
Assessment Written	
□ □ Practical □	

Exercise #2

Classroom training

2	<i>lhat are your top 6 training topic areas</i> 1.		
5. 6. What specific items will you cover as part of each training topic? Training Topic #1 Specific items Reference(s) How delivered/taught. 2. 3. 4. 5.	2.		- are
5. 6. What specific items will you cover as part of each training topic? Training Topic #1 Specific items Reference(s) How delivered/taught. 2. 3. 4. 5.	3		_ your
5. 6. //hat specific items will you cover as part of each training topic? Training Topic #1 Specific items Reference(s) How delivered/taught. 2. 3. 4. 5.	4		- Top
6	5		- P
Training Topic #1 Specific items Reference(s) How delivered/taught 1 2 3 4 5	6.		_ 0.7
2. 3. 4. 5.	•	Reference(s)	How delivered/taught?
3. 4. 5.	-	Reference(s)	now delivered/tadgrics
4. 5.			
5.			
	2. 3.		
6.	2.3.4.		
	2.3.4.5.		

Exercise #3

Field Training/Experience

_		Skill			Minimum n	umher		
_	1.	JKIII			Pilitiniani	difficer		
	2.							
	3.							
	4.							
	5.							
	6.							
spe	ecific items will be part of		ork ex	perience de	ocumentation?	ride-		
	Responsibilities	Yes	No		Responsibilities	;	Yes	
				4.				
				5.				
								i
				6.				<u> </u>

2	e	19 1 1				
3.	- ·	dit can also be gain	•			
					w w	W
4.	☐ Task book☐ Training repo	urs will be document ort xperience form	ted through:	30.5	CERTIFICATE OF COMP ANABERTO [Name] For successful completion of the Military Transably Acting Company Officer Progra Availed the	LETION Five Protection District Some
Step #	# 3 - Continuing E	ducation				
Who w	ill participate in you	r on-going continuin	g education for office	ers?		
	Promoted Officer					
	Officer promotion list Firefighter/Acting O					
1.	How will you detern	nine what the contin	uing education need	s are?		
2.	What delivery meth	ods will vou use for	continuing education	?		
		, a a a a a a a a a a a a a a a a a a a			Exerci	so #4
					EXEICI	se #4
3.	What will your annu	al schedule for cont	inuing education lool	k like?		
	<u>January</u>	<u>February</u>	<u>March</u>		<u>April</u>	
		-				

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>
<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>

- Review & Revision

 1. How often will the Officer Development Program be re-evaluated?
 - 2. How will you accomplish this?

<u>Officer Development Program – Follow Up Plan</u>

The following are 6 things that I will do <u>between now and next years FDIC</u> to improve officer development in my department:

1				_	
2					
-				_	
				_	
4				_	
5				_	
6				_	
_	Signature		 Date		
	Signature		Date		
		<u>Notes</u>			

LN:	- OFFICER DEVELOPMENT PROGRAM		LEADER	HED WITH ASSIGNED MENTOR OR	DATE MENTOR STUDENT COMPLETED INITIALS INITIALS						
FIRE DEPARTMENT	- OFFICER DEVE	PERFORMANCE OBJECTIVES	SHIFT/CREWOFFICER/TEAM LEADER_	CKLIST CONSISTS OF SPECIFIC OBJECTIVES TO BE ACCOMPLISHED WITH ASSIGNED MENTOR OR CHIEF OFFICER BEFORE ASSIGNMENT AS A/AN THE COMPLETED PACKET IS TO BE FORWARDED TO	REQUIREMENTS						
	RANK OF		NAME	THIS CHECKLIST CONSISTS OF SPE CHIEF OFFICER BE THE COMPLETED PACKET	RE	MODULE #1 –			MODULE #2 -		

REQUIREMENTS	REFERENCE	DATE COMPLETED	MENTOR INITIALS	STUDENT
MODULE #3 -				
MODULE #4 -				
MODULE #5 -				
MODULE #6 -				

REQUIREMENTS	DATE MENTOR STUDENT COMPLETED INITIALS INITIALS	MENTOR INITIALS	STUDENT INITIALS
MODULE #7 – SHIFT/CREW MENTORING			
Complete hour/shifts of mentoring riding/working with			
assigned officer			

All Assignments Completed:	(Date)	
Student	(Signature)	
Officer/Team Leader	(Signature)	

FDIC 2012

ANYTOWN FIRE PROTECTION DISTRICT ACTING LIEUTENANT WORK EXPERIENCE DOCUMENT

Name:			of worl	к ехре	erience) :		
Shift: Hours Acted:			4 hrs	□ 1	12 hrs	Other:	Hrs to	
Number of Personnel Under you	ır Supe	rvision:						
Station Assignment: 1		2		3		4		
Assigned Battalion Chief:								
During your tour-of-duty, please responsibility.	indicat	e your v	vork e	xperie	ence by	y initialing	g each a	rea of
RESPONSIBILTIES	Yes	No	F	RESPO	ONSIBI	LTIES	Yes	No
Roll Call Completed at 0700			Daily	Trainin	g Compl	eted		
Daily Personnel Assignments				Appara pleted	atus Insp	ections		
Completed Station Notes Entered			EMS	Invento	ories Cor	npleted		
If Applicable, First Report of Injuries Completed and submitted					, Accider and Subn	nt Report nitted		
Inspect The Station for Safety violations and Cleanliness						n between hift Change		
Fire Reports Completed			EMS	Repo	rts Con	npleted		
Identify the emergency incidents life or property:		your de	ecisior	n-mak	ing wa	s applied	to stop	loss of

During your tour of duty, describe any personnel issues that you had to cordecisions you made to resolve the issue:	
	nfront ar
During your tour of duty, were there any incidents, situations or problems the developed into bigger issues without your intervention? Please report on your intervention.	
The acting Lieutenant will submit their work experience documentation to their ass Chief detailing experiences, actions taken, and decision making. All documents m submitted within 72 hours of Acting.	
Chief detailing experiences, actions taken, and decision making. All documents m	
Chief detailing experiences, actions taken, and decision making. All documents m submitted within 72 hours of Acting.	
Chief detailing experiences, actions taken, and decision making. All documents m submitted within 72 hours of Acting. Signature of Acting Lieutenant: Signature Date ATTESTAION STATEMENT:	nust be
Chief detailing experiences, actions taken, and decision making. All documents m submitted within 72 hours of Acting. Signature of Acting Lieutenant: Signature Date ATTESTAION STATEMENT:	nust be
Chief detailing experiences, actions taken, and decision making. All documents meaniments of Acting. Signature of Acting Lieutenant: Signature Date	nust be

ANYTOWN FIRE PROTECTION DISTRICT ACTING BATTALION CHIEF WORK EXPERIENCE DOCUMENT

Name - Data of West Francisco					
Name:	D	ate of Work Expe	rience:		
Shift:	Hours Acted: 24 hr	s.	Other:	Hrs to	
Regular assigned Battali	on Chief:				
The Acting Battalion Chief that he/she acts detailing Chief is to provide as me and responsibilities of experience question, the	g experiences, actions to uch detail as necessary the Acting Battalion Ch	aken, and decision to document the lief. If no action	on making. T experience :	he Acting Battalion specific to the roles	
Description of the experi Battalion Chief is respons		the assigned Ba	ttalion Chief	to which the Acting	
Explain the pre-assignme	ent briefing given by the	Battalion Chief:			
Identify (by run number)	the incidents you respon	ded to during you	r tour of dut	y:	

Identify the emergency incidents where active command was taken and critical decision-making
was applied to stop loss of life or property:
During your tour of duty, list all support activities performed in order to meet the staffing requirements and deployment plan of the District:

Did you oversee any scheduled training or educational exercises? Yes No If yes, Please describe your role:
During your tour of duty, describe any personnel issues that you had to confront and the decisions you made to resolve the issue:
List any assignments or orders that you may have given to station officers to ensure compliance to the rules & regulations, procedure & policies, Labor Agreement, or Directive:
Detail any inspections made of personnel, stations, apparatus, or equipment and state the findings of those inspections.

List all accidents and injuries that occurred during you as Acting Battalion Chief (attach W/C reports).	our tour of duty and the investigative action taken by
List other command and control activities conducted of	during your tour of duty:
Signature of Acting Battalion Chief:	
Signature	Date
ATTESTATION STATEMENT:	
I have reviewed the work experience document with _	
And made recommendations where applicable.	Acting Battalion Chief
Chief Signature:	



Company Training Drill

NFPA Objectives (JPR's)	Job Levels	Critical Safety Points
NFPA 1021 (Various Levels)	All officers and acting officers	Apply at each level

Officer Training

Month	Topic 1	Topic 2
January	MAYDAY Drill	Conducting a PAR
February	Incident Communications	Emergency Evacuation Procedures
March	Completing Accident/Injury Reports	Infection Control Policy
April	Initial On-Scene Radio Reports	Apparatus Positioning at Incidents
May	Fire Alarm Investigation Procedures	Suspicious Packages
June	Completing Incident Reports	Employee Assistance Program
July	Master Stream Operations	Standard Tool Assignments
August	Company Level Instructor Skills	Company Leadership and Motivation
September	Emergency Incident Rehab	District Target Hazard Familiarization
October	Requesting a Box Alarm or Mutual Aid	HazMat Identification Resources
November	Apparatus Familiarization	Reading Smoke/Fire Behavior
December	Incident Scene Safety	Incident Management System
Wild Cards	NFPA 1410 Deployment Drills	Minimum Company Standards

Planning Officer Training Sessions

- 1. Identify who needs training at this level. Consider all officers and acting officers
- 2. Determine topic coverage and schedule training, consider make-up training methods.
- 3. Develop lesson plan, quick drill, or other resource to deliver training.
 - >Make sure you reference your department procedure for every session
- 4. Deliver and document training according to department policy.
- 5. Consider some type of evaluation for each type of training delivered.
 - >Written examination
 - >Tabletop problem
 - >Discussion group
 - >Senior officer review of training

Drill Assigned to:	Local Drill Applications	Date of Drill:
SOG #:	Reading Assignment:	Practical Assignment:

The enclosed task books and other examples represent the work of several members of the McHenry Township FPD, particularly the Professional Development Committee

McHENRY TOWNSHIP FIRE PROTECTION DISTRICT ACTING BATTALION CHIEF TRAINING PROGRAM TRAINING OBJECTIVES

LIEUTENANT			
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THIS CHECKLIST CONSISTS OF SPECIFIC OBJECTIVES TO BE ACCOMPLISHED WITH ASSIGNED MENTOR OR OR DESIGNEE BEFORE ASSIGNMENT AS AN ACTING BATTALION CHIEF. THE COMPLETED PACKET IS TO BE FORWARDED TO THE DEPUTY CHIEF

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES				
1. Shift Start duties and responsibilities:				
 Transfer of Command from previous Battalion Chief – 15 min. prior to shift. 	102.02			
Coordination of shift activities with Dispatch.	102.02			
Station Assignments.	102.02			
Mail Pickup/Delivery to Stations.				
Daily Training Plan.				
Daily check of B12 / Restart of MDT.	113			
Coordination of shift activities with stations.	102.02			
Shift Meeting with D/C of Operations.	102.02			
2. Staffing & Documentation:	103.01			
Firefighter Tardy/No Show.				
Emergency Staffing.				
Fire Manager				
FIREHOUSE Activity Payroll Report.	110			
Processing Trade Requests.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
3. Battalion 12:				
MDT Procedures.				
Radio Procedures.				
Incident Management Tools/Supplies.				
Reference Materials.				
Other Materials/Supplies.				
4. Notifications – Deputy Chief or Fire Chief.	102.02			
5. Media/PIO procedures.	101.06			
6. District Map/Boundaries.				
7. Departmental Divisions/Outside Agencies:				
Fire Chief				
Deputy Chief Horist				
Administrative Assistant – Jeannette				
Business Manager - Marjean				
Secretary – Vicki				
Fire Prevention Bureau – FPB Director Butler				
Fire Investigation Division – FPB Director Butler				
McHenry City Dispatch Center	803.01/803.02/803.03			
McHenry City Police Department – Commander Walsh				
TRAINING TOPIC #2 – OPERATIONS / INCIDENT MANAGEMENT				
1. Standard Responses:				
Battalion 12 Responses.				
Standard response by incident type.				
Multiple simultaneous incidents.	801.02			
2. Incident Management System:	301.01			
Online Blue Card Training.	ONLINE			

	SOG	DATE	MENTOR	
REQUIREMENTS	REFERENCE	COMPLETED	INITIALS	
Size up / Initial Radio Report.	301.01			
360° Survey / Secondary Radio Report.				
Assuming/Naming/Locating Command.				
Transfer of Command.				
Risk Management				
Incident Action Planning				
Tactical Boards & Worksheets				
Deployment/Command Structure – Divisions/Groups/Branches				
Resource Management / Incident Power Curve				
Upgrading Alarm/Additional Resources				
Expanded Incident Management System				
Level I & II Staging				
De-escalation / Demobilization				
Specific Target Hazards:				
McHenry Villa	316			
 Heritage Woods 				
o Alden Terrace				
o NIMC	315			
o Rohm & Haas	317			
 Buildings with Bowstring Truss Roofs 				
3. Specific Incident Scenarios - Review response and incident objectives for the follow	wing incident type	s:	T	
EMS Calls.				
Abandoned Baby at Station.	101.05			
Below Grade / Trench Rescue.				
Boat Fire.				
Bomb Threat.				
Burning Complaint / Outside Odor Investigation.				

	SOG	DATE	MENTOR	
REQUIREMENTS	REFERENCE	COMPLETED	INITIALS	
CO with Symptoms.	309			
CO with No Symptoms.	309			
Confined Space Rescue				
Elevator Rescue.				
Extrication from Machinery.				
Fire Alarm – Commercial.				
Fire Alarm – Residential.				
Fire Alarm – Target Hazard.				
Flammable Liquid Spill.				
Line Problem (Trouble Alarm).				
Grass Fire / Brush Fire.				
Hazardous Materials Incident.				
High Angle Rescue.				
Natural Gas Leak.				
Off Road / ATV Incident.				
Outside Fire – Other.				
Power Lines Down / Arcing.				
 Smoke / Odor Investigation – Inside Structure. 				
Structural Collapse.				
Structure Fire.	SOG 311-314, 319			
Vehicle Accident.	SOG202R1,203,323			
Vehicle Accident – Delayed Report.				
 Vehicle Accident – Rollover/Entrapment. 	SOG202R1,203,232			
Vehicle Fire.	320			
Water/Ice Rescue/Boat Fire in Open Water.	404			
. Severe Weather Operations.	505.01			
. Fire Investigations (Also review SOG 318).	318			
5. Fire Prevention Bureau Follow Up.	318,501			

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #3 – COMMUNICATIONS/MUTUAL AID				
1. Basic radio configuration / operation in Battalion 12.				
2. Tactical benchmarks.	801R2			
3. Emergency traffic / Mayday communications.	801R2			
4. Emergency evacuation radio tones.	MABAS Division 5			
5. Radio system failure.				
TRAINING TOPIC #4 – Mutual Aid / Automatic Aid				
1. MABAS Box alarm system:	802.01			
o Box Alarm types.	2013 BOX CARDS			
o Box Alarm levels.	2013 BOX CARDS			
o MTFPD Box Cards.	2013 BOX CARDS			
o Interdivisional/Outbound/Inbound.	2013 BOX CARDS			
2. Requesting MABAS alarms for mutual aid to MTFPD:				
o Fire / EMS.	802.01			
 Special Response Teams (SRT). 	802.01			
3. Automatic Aid:				
 MTFPD inbound automatic aid agreements/procedures. 	802.01			
 MTFPD outbound automatic aid agreements/procedures. 	802.01			
TRAINING TOPIC #5 – SAFETY				
1. Rapid Intervention Teams (RIT/RIC).	SOG314/801/802 MABAS DIV.5			
2. Lost/Trapped Firefighter – MAYDAY.	SOG314/801/802 MABAS DIV.5			
3. Emergency Evacuation.				
4. Incident Scene Accountability.	MABAS DIV. 5			
5. Incident Scene Rehabilitation.	MABAS DIV. 5			
6. Vehicle Accidents.	109			
7. Respiratory Protection.	204.01			
8. Critical Incident Stress Debriefing.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES				
1. FIREHOUSE:				
o Incident Reports.				
✓ Incident specific codes.				
✓ Incident Narratives.				
✓ Structure Fire reports.				
✓ Accessing incident information via VisionINFORM.				
o Entering Training Reports.				
✓ Fire/EMS Training.				
✓ Fitness Training.				
o Monthly Team Reports:				
✓ Staff Activity Report.				
✓ Fitness Training Analysis by Staff.				
✓ Training Analysis by Staff.				
2. Personnel Related Issues:				
 Appearance/Grooming. 	101			
o Ride Alongs.	104.02			
o On Duty Injuries.	103			
Weight Room Policy.	104			
 Equipment/Apparatus Maintenance issues. 				
 Investigation/Reporting of Damaged, Destroyed or Lost Equipment. 	123			
 Disciplinary issues. 				
 Employee Assistance Program. 				
3. Apparatus/Equipment Related Issues:				
 Equipment /Apparatus Maintenance issues. 				
o Primary-Reserve Engine Changeover.				
4. Customer Service Related issues:				
 Processing Illinois Premise Alert Program Forms. 	122			
 Smoke and CO Alarm installation/inspection requests. 				
o Customer complaints.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
 Freedom of Information requests. 				
 Station Tour requests. 				
o Block Parties.				
TRAINING TOPIC #7 – FIELD EXPERIENCE – RIDE TIME WITH BC				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
Date of completion, entire task book:				

Date of completion, entire task book:	
Signature of Lieutenant:	
Signature of assigned Battalion Chief:	
Signature of Deputy Chief:	

Month	Date	Day	Times	Topic	Standard (s)	Hours
January	6	Monday	1900 - 2200	EMS	AHJ	3
January	13	Monday	1900 - 2200	Blood Borne Pathogens	OSHA 1910.130 NFPA 1581	3
January	20	Monday	1900 - 2200	Department Meeting	AHJ	3
January	27	Monday	1900 - 2200	SCBA Basic Operation / Maintenance	NFPA 1404 / OSHA 1910.134 NFPA 1500 / IDOL	3
February	3	Monday	1900 - 2200	Driver Training Policy & Law Review	NFPA 1500 / NFPA 1451 NFPA 1002 / ISO	3
February	8	Saturday	0800 - 1200	Officer Training	NFPA 1021 / ISO	4
February	10	Monday	1900 - 2200	EMS	AHJ	3
February	17	Monday	1900 - 2200	HazMat Training Operations Level	OSHA 1910.120 ISO	3
February	24	Monday	1900 - 2200	Department Meeting	AHJ	3
March	3	Monday	1900 - 2200	Incident Command Training	NFPA 1500 / NFPA 1001 NFPA 1021 / NIMS	3
March	10	Monday	1900 - 2200	EMS	AHJ	3
March	17	Monday	1900 - 2200	Technical Rescue Awareness Review	NFPA 1500 / OSHA 1910.156	3

Month	Date	Day	Times	Topic	Standard (s)	Hours
March	24	Monday	1900 - 2200	Department Meeting	AHJ	3
March	31	Monday	1900 - 2200	Fire Apparatus Engineer Formula Review	NFPA 1002 / ISO	3
April	7	Monday	1900 - 2200	EMS	AHJ	3
April	14	Monday	1900 - 2200	Structural Firefighter Training Tower or Aquired Structure	OSHA 1910.120 / IDOL / ISO	3
April	21	Monday	1900 - 2200	Department Meeting	AHJ	3
April	28	Monday	1900 - 2200	SCBA Consumption Course	NFPA 1404 / OSHA 1910.134 NFPA 1500 / IDOL	3
May	5	Monday	1900 - 2200	Driver Training FSVO Classroom Part #1	NFPA 1500 / NFPA 1451 NFPA 1002 / ISO	3
May	10	Saturday	0800 - 1200	Officer Training	NFPA 1021 / ISO	4
May	12	Monday	1900 - 2200	EMS	AHJ	3
May	19	Monday	1900 - 2200	Driver Training FSVO Classroom Part #2	NFPA 1500 / NFPA 1451 NFPA 1002 / ISO	3
May	26	Monday	1900-2200	HOLIDAY-NO TRAINING	Holidays	0
June	2	Monday		EMS	AHJ	3

Month	Date	Day	Times	Topic	Standard (s)	Hours
June	9	Monday	1900 - 2200	Fire Apparatus Engineer Single Line Pumping Practical	NFPA 1002 / ISO	3
June	16	Monday	1900 - 2200	Department Meeting	AHJ	3
June	21	Saturday	0800-1200	Structural Firefighter Training Tower or Aquired Structure	OSHA 1910.120 / IDOL / ISO	3
June	23	Monday	1900 - 2200	Department Specific Training	AHJ	3
June	30	Monday	1900 - 2200	SCBA Donning & Doffing / Emergency Procedures / Firefighter Survival	NFPA 1404 / OSHA 1910.134 NFPA 1500 / IDOL	3
July	7	Monday		NO TRAINING - HOLIDAY		0
July	14	Monday	1900 - 2200	Department Specific Training	AHJ	3
July	19	Saturday	0800 - 1200	Officer Training	NFPA 1021 / ISO	4
July	21	Monday	1900 - 2200	EMS	AHJ	3
July	28	Monday	1900 - 2200	Fire Apparatus Engineer Relay Pumping Practical	NFPA 1002 / ISO	3
August	4	Monday	1900 - 2200	Department Meeting	artment Meeting AHJ	
August	11	Monday	1900 - 2200	Structural Firefighter Training Tower or Aquired Structure	OSHA 1910.120 / IDOL / ISO	3

Month	Date	Day	Times	Topic	Standard (s)	Hours
August	18	Monday	1900-2200	EMS	AHJ	3
August	25	Monday	1900 - 2200	HazMat Training Operations Level		
August	30	Saturday	0800 - 1200	Driver Training Cone Course	NFPA 1500 / NFPA 1451 NFPA 1002 / ISO	4
September	1	Monday	1900 - 2200	NO TRAININ	G - HOLIDAY	0
September	8	Monday	1900-2200	Department Meeting	g AHJ	
September	15	Monday	1900 - 2200	EMS	AHJ	3
September	22	Monday	1900 - 2200	Fire Apparatus Engineer Rural Water Supply Practical	NFPA 1002 / ISO	3
September	29	Monday	1900 - 2200	Department Meeting	AHJ	3
October	6	Monday	1900 - 2200	SCBA Donning & Doffing / Emergency Procedures / Firefighter Survival	NFPA 1404 / OSHA 1910.134 NFPA 1500 / IDOL	3
October	13	Monday	1900 - 2200	Structural Firefighter Training Tower or Aquired Structure OSHA 1910.120 / IDOL / ISO		3
October	18	Saturday	0800 - 1200	Officer Training	NFPA 1021 / ISO	4
October	20	Monday	1900 - 2200	EMS	AHJ	3

Month	Date	Day	Times	Topic	Standard (s)	Hours
October	27	Monday	1900 - 2200	Department Specific Training	AHJ	3
November	3	Monday	1900 - 2200	Department Meeting	AHJ	3
November	10	Monday	1900 - 2200	Department Specific Training	АНЈ	3
November	17	Monday	1900-2200	NO TRAINING - HOLIDAY		
November	24	Monday	1900 - 2200	Officer Training	АНЈ	3
December	1	Monday	1900-2200	Forcible Entry	NFPA 1001/AHJ	3
December	8	Monday		Department Meeting	AHJ	3
December	15	Monday		NO TRAINING - HOLIDAY		0
December	22	Monday		NO TRAINING - HOLIDAY		0
December	29	Monday		NO TRAINING - HOLIDAY	Total Training Hours	158



New Career Lieutenant Orientation

Monday, August 3rd				
0800 - 0900	Welcome / History of the Organization	Chief Huemann		
0900 - 1100	Current vs. Future Culture of the Organization	Chief Huemann		
1100 - 1200	Incident Command	Chief Huemann		
1200 - 1300	Break for lunch	Chief Huemann		
1300 - 1500	Incident Command	Chief Huemann		
	301.01 – Establishing Command – Initial Radio Reports			
1500 – 1700	Cancer Prevention	DC Horist		

	Tuesday, August 4th	
0800 - 1000	102.00 – Code of Conduct	Chief Huemann
	102.05 – Discriminatory Workplace Harassment	
	701.01 – Station Visitation	
	804.01 – Radio Communications	
	202.02 – Two In/Two Out	
	203.00 – Apparatus & Vehicle Operations	
	701.04 – Shift Work Schedule	
	103.02 – Full-time Scheduling	
	102.08 – Employee Benefits	
1000 - 1100	102.01 – Uniforms	DC Horist
	102.11 – Drug Free Workplace	
	102.04 – Employee Injuries	
	204.03 — PPE	
1100 – 1200	302.05 – Structure Fire Response	DC Spraker
	801.01 – Response Guidelines	
	802.02 – Station/District Coverage	
	302.06 – Water Supply – Nursing Operations	
	302.07 – Water Supply Considerations	
1200 – 1300	Lunch	
1300 – 1400	Continued from above	DC Spraker
1400 – 1700	Apparatus Orientation / SCBA / Tactics	BC Harwood /
		BC Sears

	Monday, August 10th	
0800 - 1200	Shift Commander Expectations	BC Majercik /
	Setting up the day	BC Harwood /
	10-minute drill	BC Sears
	Scenarios: Car Fires, Gas Investigations, Hazmat,	
	And Elevator Emergencies	
1200 – 1300	Lunch	
1300 – 1700	Fire Prevention Bureau	Brent Innes
	Automatic Alarms	
	Sprinkler System Ops	
	Standpipe Operations	

0800 - 0930	Chaplains	Chaplains Hein
		& Martin
0930 - 1000	EAP	Advantage EAP
1000 - 1100	LODD Policy	DC Horist
1100 – 1200	Ambulance Review	DC Spraker
1200 – 1300	Lunch	
1300 – 1600	EMS Operations	DC Spraker /
1300 – 1000	LIVIS Operations	Instructor Rohde

Wednesday, August 12th					
0700 – 1200	Water Operations	Instructor Rohde			
1200 – 1300	Lunch				
1300 – 1600	District Familiarization	Chiefs			

McHENRY TOWNSHIP FIRE PROTECTION DISTRICT

ACTING COMPANY OFFICER TRAINING PROGRAM TRAINING OBJECTIVES

IREFIGHTER
IREFIGHTER

THIS CHECKLIST CONSISTS OF SPECIFIC OBJECTIVES AND RIDE TIME. TO BE ACCOMPLISHED WITH ASSIGNED MENTOR BEFORE ASSIGNMENT AS ACTING OFFICER.

THE COMPLETED PACKET IS TO BE FORWARDED TO THE DEPUTY CHIEF. ATTACH COMPLETED DOCUMENTS FOR EACH TASK

REQUIREMENTS	SOG/ REFERENC E	DATE COMPLETED	MENTOR INITIALS	OSFM TASK
TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES				
Shift Start duties and responsibilities: Roll Call/ Shift Outline -Create a roll call sheet (reference attached)	Attached Daily Checkoff			CoFO Task # 2
2. Training -Create a company drill using a JPR, lesson plan, and/or presentation				CoFO Task #3
PrePlans -Review a preplan. Identify landmarks and symbols 4. Job Description	1001.02			CoFO Task #11 CoFO Task

-Review SOP's and Expectations	1001.03	#10
5. Code of conduct/ Ethics -Review MTFPD SOP's/ Mission and Values TRAINING TOPIC #2 — OPERATIONS / INCIDENT MANAGEMENT	102.00 1002.01	
1. Standard Responses:		
-Review Response Matrix SOP	801.01	
2. Incident Management System: Practical -Size up / Initial Radio Report360° Survey / Secondary Radio ReportAssuming/Naming/Locating CommandTransfer of CommandRisk Management -Incident Action Planning -Deployment/Command Structure — Divisions/Groups/Branches -Upgrading Alarm/Additional Resources	MABAS Box Cards	CoFO Task #13

3. Specific Target Hazards: Review response and Incident Objectives		
-McHenry Villa	316	
-Heritage Woods		
-Alden Terrace		
-NIMC	315	
-Rohm & Haas	317	
-Buildings with Bowstring Truss Roofs		
-Berkshire Johnsburg		
4. Specific Incident Scenarios – *Physically complete skills or Review if		CoFO
Unable to perform the scenario		Task # 13
-Technical Rescue Incidents (TRT, Water, Hazardous Materials)		

-Boat Fire.				
-Bomb Threat.				
-Burning Complaint / Outside Odor Investigation.				
-CO with Symptoms and proper forms and paperwork.	309			
-CO with No Symptoms and proper forms and paperwork.	309			
-Elevator Rescue.				
-Extrication from Machinery.				
-Fire Alarm – Commercial.				
-Fire Alarm – Residential.				
-Fire Alarm – Target Hazard.				
-Flammable Liquid Spill.				
-Line Problem (Trouble Alarm).				
-Grass Fire / Brush Fire.				
-Natural Gas Leak.				
-Off Road / ATV Incident.				
-Outside Fire – Other.				
-Power Lines Down / Arcing.				
-Smoke / Odor Investigation – Inside Structure.				
-Structure Fire.	SOG 311-314, 319			
-Vehicle Accident.	SOG202R1,203,323			
-Vehicle Accident – Delayed Report.				
-Vehicle Accident – Rollover/Entrapment.	SOG202R1,203,232			
-Vehicle Fire.	320			
	SOG/	DATE	MENTOR	OSFM
REQUIREMENTS	REFERENCE	COMPLETED	INITIALS	TASK

TRAINING TOPIC #3 – COMMUNICATIONS/MUTUAL AID		
1. Basic radio configuration / Mutual aid channels: Review Cards	Radio	
	Channel	
	Card	
2. Tactical benchmarks. Report back to command. Practical/ Review	801R2	
3. Emergency traffic / Mayday communications. Practical/ Review	801R2	
4. Emergency evacuation radio tones. Practical/ Review	MABAS Division 5	
TRAINING TOPIC #4 – Mutual Aid / Automatic Aid		
1. MABAS Box alarm system: EMS, TRT, Non Hydranted, Hydranted	802.01	
-Review MTFPD Box Cards	MABAS Box	
	Cards	
TRAINING TOPIC #5 – SAFETY		
-Review Policies		
 Rapid Intervention Teams (RIT/RIC). 	SOG314/801/802 MABAS DIV.5	
2. Lost/Trapped Firefighter –	SOG314/801/802 MABAS DIV.5	
3. Emergency Evacuation.	MABAS DIV. 5	
4. Field Decon	204.04	
5. Incident Scene Rehabilitation.	MABAS DIV. 5	
6. Respiratory Protection.	204.01	
7. Cancer Prevention	201.04	
TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES		
1. Records Management Systems: Create a Fire Report		
-Incident Reports ESO		CoFo
-Incident specific codes.		Task #1
-Incident Narratives.		
-Structure Fire reports.		
-Accessing incident information via CAD Information		
-Quality Assurance.		

2. Personnel Related Issues:		
-On Duty Injuries	103	CoFO
-Complete an injury report		Task #14
-Investigation/Reporting of Damaged, Destroyed or Lost Equipment.	123	
-Disciplinary issues/ Problem Employee		CoFO
-Complete Problem Employee Scenario		Task # 4
-Employee Assistance Program.	205.02	
-Fitness/ Importance of Health and Wellness:		CoFO
-Review a Health related NIOSH Report		Task # 15
3. Apparatus/Equipment Related Issues:		
-Perform Vehicle/ Apparatus Accident Report	Vehicle	CoFO
	Accident	Task #14
	Report	
-Review Primary-Reserve Engine Changeover	Fire	
	Manager	
	Form	
4. Customer Service Related issues:		
- Complete a station Tour/ Firefighter friendly		СоГо
		Task #5
-Document a public complaint		CoFO
		Task #6
-Respond to a public Inquiry		CoFO
		Task #7
-Perform Fire Investigation with FP Bureau		CoFO
-Complete a fire investigation form		Task #12
TRAINING TOPIC #7- LIVE OFFICER PRACTICALS		
-Complete 120 hours of Right Seat Time (96 of those hours on E41)		
-Officer H.O.T. day at drill tower/ Structure		

Company Fire Officer (CoFO) Task Book Objectives

Company Fire Officer (CoFO-1) – Station and Emergency Operations Company Fire Officer (CoFO-2) – Human Resource Management – Assign Tasks & Duties
Company Fire Officer (CoFO-2) - Human Resource Management - Assign Tasks & Duties
Company The Officer (Coro-2) - Human Resource Wanagement - Assign Tasks & Duties
Company Fire Officer (CoFO-3) Human Resource Management – Training
Company Fire Officer (CoFO-4) Human Resource Management – Member Related Issues
Company Fire Officer (CoFO-5) Community and Government Relations – Community Needs
Company Fire Officer (CoFO-6) Community and Government Relations – Citizen Concerns
Company Fire Officer (CoFO-7) Community and Government Relations – Public Inquiry
Company Fire Officer (CoFO-8) Administration – Recommending Change / Mid-Level Admin Functions
Company Fire Officer (CoFO-9) Administration – Budget Request
Company Fire Officer (CoFO-10) Administration – Department Organization
Company Fire Officer (CoFO-11) Inspection and Investigation – Fire Inspections & Installed Systems
Company Fire Officer (CoFO-12) Inspection and Investigation – Secure Incident Scene

Company Fire Officer (CoFO-13) Emergency Service Delivery – IAP, Post-Incident Analysis				
Company Fire Officer (CoFO-14) Health and Safety – Company Level Safety Company Fire Officer (CoFO-15) Health and Safety - Fitness				
Date of completion, entire task book:				
Signature of Firefighter:				
Signature of assigned Officer:				
Signature of Deputy Chief:				



New Lieutenant Handbook

2022



New Lieutenant Mentoring Program – Day 1

Lieutenant: Date:		
Task to be Completed	New Lt Signature	Mentor's Signature
Meet with B/C and Mentor to go over B/Cs expectations and the mentor's role		
Review next year time line		
Set up Logins and Passwords for		
1. Isolved		
2. Email		
3. Network		
4. MTFPD webpage		
5. ESO		
6. Imagetrend		
7. Firemanager		
8. Vector Solutions		
Review CAD, Dispatching, and Rig Computers		
Review Task Book		
Task Book		
1. TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES		
4. Job Description-Review SOP's and Expectations		
5. Code of conduct/ Ethics-Review SOP's/ Mission and Values		
keview SOGs	数是总量数	
SOGs		
1. 1000- Job Descriptions / Career Fire Lieutenant 1001.03		
2. 102 Personnel / Code of Conduct 102.00		
3. 800- Response & Communications / Response Guidelines 801.01		
4. 800- Response & Communications / Radio Communications 804.01		
Review District & Street Review		
District & Street Review		
Meet Crews		
Meet with mentor at the end of shift		
ivicet with mentor at the end of shift		

Mentor Comments:

New Lieutenant Signature	Date	Mentor Sign	ature
_			



New Lieutenant Mentoring Program – Week 1

New Lieutenant Signature_____

Lieutenant: Date:		
Task to be Completed	New Lt Signature	Mentor's Signature
Observe Mentor managing day/crew 1. Morning conference 2. Morning meeting with crew 3. Prioritizing what needs to be done 4. Making adjustments 5. How they manage calls 6. Dealing with conflicts		
Review CAD, Dispatching, and Rig Computers		
Review Task Book		
Task Book assignment 1. TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES 1. Shift Start duties and responsibilities: Roll Call 2. TRAINING TOPIC #2 – OPERATIONS/INCIDENT MANAGEMENT 1. Standard Responses: 2. Incident Management System: Practical 3. TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES 1.Records Management Systems: Create a Fire Report -Incident Reports ESO -Incident specific codes. -Incident Narratives. -Structure Fire reports. -Accessing incident information via CAD information -Quality Assurance		
Review SOGs		
 300- Fire Operations / Structure Fire Response 302.05 300- Fire Operations / Establishing Command – Initial Radio Reports 301.01 300- Fire Operations / Water Supply – Nursing Operations 302.06 300- Fire Operations / Water Supply Considerations 302.07 200- Safety / Two In/Two Out 202.02 Review District & Street Review 		
District & Street Review County Address system Review Target Hazards		
Target Hazards 1. Green Street / Main Street / Riverside Dr 2. McHenry Villa 3. Northwestern McHenry Hospital		
Meet Crews		
Neet with mentor at the end of shifts		
Mentor Comments:		

Date_____



New Lieutenant Mentoring Program – Month 1

New Lieutenant Signature_____

Lieutenant:	Date:		
	Task to be Completed	New Lt Signature	Mentor's Signature
Take the Lead of managing of 1. Morning conference 2. Morning meeting with 3. Prioritizing what need 4. Making adjustments 5. How they manage call 6. With the Mentor Deal	n crew is to be done		J
Review Task Book		No para	
Task Book assignment 1. TRAINING TOPIC #2 – OPE 4.Specific Incident Scenarion -Structure FireVehicle AccidentVehicle Accident – Delayer -Vehicle Accident – Rollover -Vehicle FireFire Alarm – CommercialFire Alarm – ResidentialFire Alarm – Target Hazarr -Line Problem (Trouble Alarm – Smoke / Odor Investigation 1. Basic radio configuration 2. Tactical benchmarks. 3. Emergency traffic / M	d Report. er/Entrapment. d. urm).		
Review SOGs			X ALXIN
THE RESIDENCE OF THE PARTY OF T	Vests 202.05 m 204.01 tective Equipment 204.03 Services / COVID Response 402.04		
Review District & Street Rev District & Street Review	leW		
Station 1			
Review Target Hazards Target Hazards 1. Rohm & Hass 2. St Johns Church 3. Heritage Woods Review Bow String Building Weet with mentor at the en-			
Mentor Comments:	u oi siiits		

Date



New Lieutenant Signature_____

McHenry Township Fire Protection District Professional Development Committee

New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Battalion Chief's Comments	
Rattalian Chiof Signatura P. Data	
Battalion Chief Signature & Date	
Deputy Chief Signature & Date	

Date_____



New Lieutenant Mentoring Program – Month 2

New Lieutenant Signature_____

Lieutenant: Date:					
	Task to be Completed	New Lt	Mentor's		
		Signature	Signature		
	ad Crew				
1.	Run the Station & Experience both aspects of the 1241 and 1251				
2.	Continue to run the station as the officer, once they begin to settle into that roll, start				
	to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241				
3.	While both officers are assigned to the same station, and on separate rigs they will				
٥.	manage their rig/crew and be the point of contact for the chain of command				
	-Begin to be independent make decisions without the mentor with you				
	-Experience 1251 and what that experience is like				
	-Continue to run the morning meetings, prioritizing the day, and making				
	adjustments				
	-Communicate with mentor and have mentor sit in while they deal with conflict				
	view Task Book				
	sk Book assignment				
1.	TRAINING TOPIC #2 – OPERATIONS/INCIDENT MANAGEMENT				
	4.Specific Incident Scenarios – -Burning Complaint / Outside Odor InvestigationVehicle Accident.				
7	-CO with Symptoms and proper forms and paperwork.		,		
	-CO with No Symptoms and proper forms and paperwork.				
	-Natural Gas Leak.				
	-Outside Fire – Other.				
	-Power Lines Down / Arcing.				
2.	TRAINING TOPIC #4 – Mutual Aid / Automatic Aid				
-	1.MABAS Box alarms: Review Box Cards-EMS, TRT, Non-Hydrant, Hydrant				
3.	TRAINING TOPIC #5 – SAFETY 1. Rapid Intervention Teams (RIT/RIC).				
	2.Lost/Trapped Firefighter –				
	3. Emergency Evacuation.				
Rev	view SOGs		艾斯尼 克里		
SO	Gs				
1.	300 – Fire Operations / St. John's Church Water Supply Plan 302.09				
2.	300 – Fire Operations / Knox Box Access 302.08				
3.	500 – Special Operations / Severe Weather Operations 505.01 400 – Emergency Medical Services / Helicopter Response & LZ Guide 402.01				
4. 5.	400 – Emergency Medical Services / Helicopter Response & LZ Guide 402.01 400 – Emergency Medical Services / Invalid Assist 402.02				
6.	400 – Emergency Medical Services / Non-Lights & Siren EMS Transport 402.03				
DAMES OF PERSONS	view District & Street Review				
Dis	trict & Street Review				
	Station 2				
Review Target Hazards			经验证的		
lar	get Hazards				
	Fox Hole Apartments				
Z. Review Bow String Buildings Meet with mentor at the end of shifts					
IVICI	Mentor Comments:				

Date_____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

New Lieutenant's Comments	Lieutenant:	Date:
Battalion Chief's Comments attalion Chief Signature & Date	New Lieutenant's Comments	
Battalion Chief's Comments attalion Chief Signature & Date		
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	Battanon Chief's Comments	
	Rattalion Chief Signature & Date	
eputy Chief Signature & Date	Sattanon enter signature & Date	
	Deputy Chief Signature & Date	
)	

Date_____

Mentor Signature_____



New Lieutenant Mentoring Program – Month 3

New Lieutenant Signature_____

Lieutenant: Date:				
Task to be Completed	New Lt Signature	Mentor's Signature		
 Lead Crew Run the Station & Experience both aspects of the 1241 and 1251 Continue to run the station as the officer, once they begin to settle into that roll, start to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241 While officers are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command Begin to be independent make decisions without the mentor with you Experience 1251 and what that experience is like Run as the only officer on 1241 Continue to run the morning meetings, prioritizing the day, and make adjustments 				
-Communicate with mentor and have mentor sit in while they deal with conflict Review Task Book				
Task Book assignment 1. TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES 2.Training -Create a company drill using a JPR, lesson plan, and/or presentation 3.PrePlans-Create a pre plan and know how to access them TRAINING TOPIC #2 – OPERATIONS/INCIDENT MANAGEMENT 4.Specific Incident Scenarios – -Technical Rescue Incidents (TRT, Water, Hazardous Materials) -Boat Fire. -Bomb Threat. -Elevator Rescue. -Extrication from Machinery. -Off Road / ATV Incident. -Grass Fire / Brush Fire. -Flammable Liquid Spill. Review SOGs				
SOGs				
 1. 106 -Records Management / Imagetrend Reports 106.02 2. 800- Response & Communications / Station/District Coverage 801.02 3. 800-Response & Communications/Response to Auto Aid & Mutual Aid Request 802.01 4. 800-Response & Communications / Dispatch of Automatic Aid Requests 803.02 5. 800- Response & Communications / Dispatch of Mutual Aid Requests 803.03 6. 800-Response & Communications / Startup and Shutdown of CAD on Mobile Computer Terminals 804.02 				
Review District & Street Review District & Street Review				
Station 3				
Review Target Hazards Target Hazards Alden Terrace Aleview Bow String Buildings				
Meet with mentor at the end of shifts Mentor Comments:				

Date____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:		
New Lieutenant's Comments			
Mentor's Comments			
Battalion Chief's Comments			
Battalion Chief Signature & Date			
buttanon omer dignatare & bute			
Deputy Chief Signature & Date			

Date_____

Mentor Signature_____



New Lieutenant Mentoring Program – Month 4

New Lieutenant Signature_____

Lead Crew 1. Run the Station & Experience both aspects of the 1241 and 1251 2. Continue to run the station as the officer, once they begin to settle into that roll, start to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241 3. While officers are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command -Begin to be independent make decisions without the mentor with you -Experience 1251 and what that experience is like -Run as the only officer on 1241 -Continue to run the morning meetings, prioritizing the day, and make adjustments -Communicate with mentor and have mentor sit in while they deal with conflict Review Task Book Task Book assignment 1. TRAINING TOPIC #5 – SAFETY 4. Field Decon 5. Incident Scene Rehabilitation. 6. Respiratory Protection. 7. Cancer Prevention 2. TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES 2. Personnel Related Issues: -On Duty Injuries-Complete an injury report -Investigation/Reporting of Damaged,Destroyed or Lost EquipmentDisciplinary issues/ Problem Employee -Complete Problem Employee Scenario -Employee Assistance ProgramFitness/ Importance of Health and Wellness: -Review A Health-related NIOSH Report Review SoGs SOGs 1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Increarms at Emergency Scenes 201.06 6. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms at Emergency Scenes 201.06 Review District & Street Review District & Street Review Station 4 Review Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Weet with mentor at the end of shifts	Lieut	enant: Date:	
1. Run the Station & Experience both aspects of the 1241 and 1251 2. Continue to run the station as the officer, once they begin to settle into that roll, start to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241 3. While officers are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command -Begin to be independent make decisions without the mentor with you -Experience 1251 and what that experience is like -Run as the only officer on 1241 -Continue to run the morning meetings, prioritzing the day, and make adjustments -Communicate with mentor and have mentor sit in while they deal with conflict Review Task Book Task Book assignment 1. TRAINING TOPIC #5 - SAFETY 4. Field Decon -Sincident Scene RehabilitationRespiratory Protection7. Cancer Prevention 2. TRAINING TOPIC #6 - ADMINISTRATIVE DUTIES 2. Personnel Related issues: -0 n Duty injuries-Complete an injury report -Investigation/Reporting of Damaged,Destroyed or Lost EquipmentDisciplinary issues/ Problem Employee -Complete Problem Employee Scenario -Employee Assistance ProgramFitness/ Importance of Health and Wellness: -Review a Health-related NIOSH Report Review Soos SOGS 1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Infection Control Plan 201.03 4. 200 - Safety / Firearms at Emergency Scenes 201.06 Review Dorstrick & Street Review District Buildings pileet with mentor at the end of shifts		Task to be Completed	
Task Book assignment 1. TRAINING TOPIC #5 – SAFETY 4. Field Decon 5. Incident Scene Rehabilitation. 6. Respiratory Protection. 7. Cancer Prevention 2. TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES 2. Personnel Related Issues: -On Duty Injuries-Complete an injury report -Investigation/Reporting of Damaged,Destroyed or Lost EquipmentDisciplinary issues/ Problem Employee -Complete Problem Employee Scenario -Employee Assistance ProgramFitness/ Importance of Health and Wellness: -Review A Health-related NIOSH Report Review SOGs SOGs 1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Infection Control Plan 201.03 4. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms at Emergency Scenes 201.06 Review District & Street Review Station 4 Review Target Hazards Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Weet with mentor at the end of shifts	1. 2.	Run the Station & Experience both aspects of the 1241 and 1251 Continue to run the station as the officer, once they begin to settle into that roll, start to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241 While officers are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command -Begin to be independent make decisions without the mentor with you -Experience 1251 and what that experience is like -Run as the only officer on 1241 -Continue to run the morning meetings, prioritizing the day, and make adjustments	
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-Employee Assistance ProgramFitness/ Importance of Health and Wellness: -Review a Health-related NIOSH Report Review SOGs SOGs 1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Infection Control Plan 201.03 4. 200 - Safety / Cancer Prevention 201.04 5. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms at Emergency Scenes 201.06 Review District & Street Review	2.	TRAINING TOPIC #5 – SAFETY 4. Field Decon 5. Incident Scene Rehabilitation. 6. Respiratory Protection. 7. Cancer Prevention TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES 2. Personnel Related Issues: -On Duty Injuries-Complete an injury report	
Review SOGs SOGs 1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Infection Control Plan 201.03 4. 200 - Safety / Cancer Prevention 201.04 5. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms at Emergency Scenes 201.06 Review District & Street Review District & Street Review Station 4 Review Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Indeet with mentor at the end of shifts		-Employee Assistance ProgramFitness/ Importance of Health and Wellness:	
1. 800- Response & Communications / Retrieval of CAD Incident Data 804.03 2. 800- Response & Communications / Illinois Premise Alert Program 804.04 3. 200 - Safety / Infection Control Plan 201.03 4. 200 - Safety / Cancer Prevention 201.04 5. 200 - Safety / Firearms on District Property 201.05 6. 200 - Safety / Firearms at Emergency Scenes 201.06 Review District & Street Review District & Street Review Station 4 Review Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Indeet with mentor at the end of shifts	Rev	iew SOGs	
District & Street Review Station 4 Review Target Hazards Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Meet with mentor at the end of shifts	1. 2. 3. 4. 5. 6.	800- Response & Communications / Retrieval of CAD Incident Data 804.03 800- Response & Communications / Illinois Premise Alert Program 804.04 200 – Safety / Infection Control Plan 201.03 200 – Safety / Cancer Prevention 201.04 200 – Safety / Firearms on District Property 201.05 200 – Safety / Firearms at Emergency Scenes 201.06	
Review Target Hazards Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Meet with mentor at the end of shifts	A SOUR MADERNA		
Target Hazards 1. Berkshire Johnsburg Review Bow String Buildings Meet with mentor at the end of shifts			NAMES OF THE OWNERS OF THE
	Targ	get Hazards Berkshire Johnsburg	

Date____



New Lieutenant Mentoring Program - mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Wenter 3 comments	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
Deputy Chief Signature & Date	

Date_____

Mentor Signature_____



New Lieutenant Mentoring Program – Month 5

Lieuten	ant: Date:		
	Task to be Completed	New Lt Signature	Mentor's Signature
2. Co to ric 3. W	In the Station & Experience both aspects of the 1241 and 1251 In the Station & Experience both aspects of the 1241 and 1251 Intinue to run the station as the officer, once they begin to settle into that roll, start rotate the new officer off of the same rig as the mentor and have the new officer le on both 1251 and 1241 hile officers are assigned to the same station, and on separate rigs they will manage eir rig/crew and be the point of contact for the chain of command -Begin to be independent make decisions without the mentor with you -Experience 1251 and what that experience is like -Run as the only officer on 1241 -Continue to run the morning meetings, prioritizing the day, and make adjustments -Communicate with mentor and have mentor sit in while they deal with conflict		
Reviev	v Task Book		
1. TR 3Ri -Ri 4 C -D -Ri	ook assignment AINING TOPIC #6 – ADMINISTRATIVE DUTIES Apparatus/Equipment Related Issues: eview Equipment /Apparatus Maintenance issues eview Primary-Reserve Engine Changeover Customer Service-Related issues: complete a station Tour ocument a public complaint espond to a public Inquiry erform Fire Investigation with FP Bureau		
	v SOGs		
 2. 20 3. 20 4. 20 5. 20 6. 20 Review	0 – Safety / Accidents Involving District Vehicles 203.03 0 – Safety / Air Purifying Respirators 204.02 0 – Safety / Field Decontamination 204.04 0 – Safety / Annual Medical Examinations (Revised) 205.01 0 – Safety / Employee Assistance Program 205.02 0 – Safety / Exposure Reporting 205.03 v District & Street Review		
Distric	t & Street Review Station 5		
Reviev	v Target Hazards		
Target 3. Ra 4. Re	Hazards ndal Residence view Bow String Buildings with mentor at the end of shifts		

Mentor Comments:

New Lieutenant Signature	Date	Mentor Signature
		Wertor orginature



New Lieutenant Signature_____

McHenry Township Fire Protection District Professional Development Committee

New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:	
New Lieutenant's Comments		
Mentor's Comments		
)		
Battalion Chief's Comments		
Battalion Chief Signature & Date		
Deputy Chief Signature & Date		
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)		

Date_____



New Lieutenant Mentoring Program – Month 6 (end of Phase 1)

Lieutenant: Date:			
	Task to be Completed	New Lt Signature	Mentor's Signature
Lea	nd Crew		
1.	Run the Station & Experience both aspects of the 1241 and 1251		
2.	Continue to run the station as the officer, once they begin to settle into that roll, start		
	to rotate the new officer off of the same rig as the mentor and have the new officer		
2	ride on both 1251 and 1241		
3.	While officers are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command		
	-Begin to be independent make decisions without the mentor with you		
	-Experience 1251 and what that experience is like		
	-Run as the only officer on 1241		
	-Continue to run the morning meetings, prioritizing the day, and make adjustments		
	-Communicate with mentor and have mentor sit in while they deal with conflict		
Re	view Task Book		
	sk Book assignment		
1.	TRAINING TOPIC #7- LIVE OFFICER PRACTICALS		
	- Officer H.O.T. day at drill tower/Structure		
	-Walk Through NERCOM		
SO	view SOGs		
1.	100 – Administration / Uniforms 102.01		
2.	100 – Administration / Acting B/C – Daily Responsibilities 102.02		
3.	100 – Administration / Leave of Absence 102.03		
4.	100 – Administration / Employee Injuries 102.04		
5.	100 – Administration / Discriminatory Workplace Harassment 102.05		
6.	100 – Administration / Personal Grooming 102.06		
7.	100 – Administration / Part-Time Firefighter Testing Process 102.07		
8.	100 – Administration / Employee Benefits 102.08		
9.	100 – Administration / Serious Injury/ Line of Duty Death 102.09		
	100 – Administration / Light Duty Program 102.10 100 – Administration / Drug Free Workplace 102.11		
Annual Control	view District & Street Review		
	trict & Street Review		
DIS	Boat Launch Sites		
Rev	view Target Hazards		
	get Hazards		
	Multi-Family Apartments in the District		
	et with mentor at the end of shifts		

Mentor Comments:

New Lieutenant Signature	Dat	te Mer	ntor Signature
_			0



New Lieutenant Signature_____

McHenry Township Fire Protection District Professional Development Committee

New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Wellton's Comments	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
Deputy Chief Signature & Date	
)	

Date_____



New Lieutenant Mentoring Program – Month 7-12 (Phase 2)

Lieu	tenant: Date:		
	Task to be Completed	New Lt Signature	Mentor's Signature
Rui	n your station with little over sight	3.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5.5	
1.	Moved to your assigned station- run your crew and your station. Manage your own training when		
	applicable. Deal with conflict, seek guidance from mentor only if needed or wanted		
2.	Mid-month meet with mentor for Q/A		
3.	End of Probation. Review what year two should look like		
	view SOGs		
SOC			
1.	1000 – Reference & Other Documents / Immediate Evacuation 1003.01		
2.	1000 – Reference & Other Documents / Fire/EMS Hostile Situation 1003.02		
3.	1000 – Reference & Other Documents / Incident Rehabilitation 1003.03		
4.	1000 – Reference & Other Documents / Passport Procedure 1003.04 1000 – Reference & Other Documents / Ethics 1002.01		
5. 6.	1000 – Reference & Other Documents / Ethics 1002.01 1000 – Reference & Other Documents / Part-time Firefighter / Paramedic 1001.01		
7.	1000 –Reference & Other Documents / Part-time Lieutenant 1001.02		
8.	1000 –Reference & Other Documents / Part-time Captain 1001.02		
9.	1000 –Reference & Other Documents / Full-time Firefighter/ Paramedic 1001.05		
10.	1000 –Reference & Other Documents /Municipal Burn Ordinances 1004.01		
11.	HE 및 BUILTING CONTROL OF THE PROPERTY OF THE		
12.			
13.	1000 –Reference & Other Documents / Portable Radios 1004.05		
1.	1000 –Reference & Other Documents/Structure Fire Matrix–Hydrant Areas 1004.06		
	1000 –Reference & Other Documents /Structure Fire Matrix –Non-Hydrant Area 1004.07		
570.00	100 – Administration / Part Time Shift Scheduling 103.01		
	100 – Administration / Probationary Firefighter Response 103.02		
	100 – Administration / Full-Time Shift Scheduling 103.03		
100000	700 – Stations & Apparatus / Station Visitation 701.01		
	700 – Stations & Apparatus / Fitness Room Usage 701.02		
	700 – Stations & Apparatus / Smoking on District Property 701.03 700 – Stations & Apparatus / Shift Work Schedule 701.04		
	700 – Stations & Apparatus / Sinit Work Scriedule 701.04 700 – Stations & Apparatus / Use of District Vehicles, Apparatus & Equipment 702.01		
	100 – Administration / Technology System Use 101.04		
The state of the s	100 – Administration / Abandoned Newborn Infant Act 101.05		
ACCUPATION OF	100 – Administration / Media/Public Information 101.06		
	100 – Administration / Employee Identification 101.07		
28.	100 – Administration / Fire Chaplain Duties and Responsibilities 101.08		
29.	100 – Administration / Outside Training Courses 104.01		
70.24	100 – Administration /Ride-Alongs 104.02		
	100 – Administration / Tuition Payment Reimbursement 104.03		
32.			
33.	100 – Administration / Probationary Firefighter Training & Education 106.05		
34.	100 – Administration / Driver's Qualification Training Program 104.06		
35. 36.	100 – Administration / Criminal Justice Information Service 106.03 400 – Emergency Medical Services / Paramedic Licensure 401.01		
2000	600 – Fire Prevention Bureau /Illegal Burning Complaints 601.01		
38.	600 – Fire Prevention Bureau / Fire Investigations 601.02		
THE REAL PROPERTY.	view District & Street Review		
-555-052-05	trict & Street Review		
	view Target Hazards		
-	get Hazards		
6.	Commercial Buildings in the District		
Me	et with mentor mid-month		

New Lieutenant Signature	Date	Mentor Signature	
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New Lieutenant Signature_____

McHenry Township Fire Protection District Professional Development Committee

New Lieutenant Mentoring Program - mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:	
New Lieutenant's Comments		
Mentor's Comments		
Battalion Chief's Comments		
Dattailon Chief's Comments		
	·	
Battalion Chief Signature & Date		
Deputy Chief Signature & Date		
)		

Date_____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
buttanon ciner signature & bute	
Deputy Chief Signature & Date	

Date__

Mentor Signature_



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Wentor's comments	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
Deputy Chief Signature & Date	

Date__

Mentor Signature_____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant's Comments New Lieutenant's Comments Mentor's Comments Battalion Chief's Comments		
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	\dashv	
Battalion Chief Signature & Date		
Deputy Chief Signature & Date		

Date__

Mentor Signature___



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:	
New Lieutenant's Comments		
Mentor's Comments		
Battalion Chief's Comments		
Battalion Chief Signature & Date		
Deputy Chief Signature & Date		

Date___

Mentor Signature_____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
)	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
Danutu Chiaf Cianatura Q Data	
Deputy Chief Signature & Date	

Date__

Mentor Signature_____



New Lieutenant Mentoring Program – mid-month Eval (separate from B/Cs Final eval)

Lieutenant:	Date:
New Lieutenant's Comments	
Mentor's Comments	
Battalion Chief's Comments	
Battalion Chief Signature & Date	
Deputy Chief Signature & Date	
Dopary offici digitation & Date	

Date____

Mentor Signature_____

New Lieutenant Signature_____



Lieutenant:

McHenry Township Fire Protection District **Professional Development Committee**

New Lieutenant Mentoring Program – Task Book Time Line

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT

New Lieutenant Task Book TRAINING OBJECTIVES

ieutenant:	Date:

THIS CHECKLIST CONSISTS OF SPECIFIC OBJECTIVES. TO BE ACCOMPLISHED WITH ASSIGNED MENTOR THE COMPLETED PACKET IS TO BE FORWARDED TO THE DEPUTY CHIEF.

TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE COMPLETED
1. Shift Start duties and responsibilities: Roll Call/ Shift Outline -Create a roll call sheet (reference attached)				Day 1
2. Training -Create a company drill using a JPR, lesson plan, and/or presentation				Month 3
3. PrePlans -Create a pre plan and know how to access them				Month 3
4. Job Description -Review SOP's and Expectations	1001.03			Day 1
5. Code of conduct/ Ethics -Review SOP's/ Mission and Values	1002.01			Day 1
TRAINING TOPIC #2 – OPERATIONS/INCIDENT MANAGEMENT	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE COMPLETED
1. Standard Responses:				
-Review Response Matrix SOP	1004.06 1004.07			Week 1
2. Incident Management System: Practical -Size up / Initial Radio Report -360° Survey / Secondary Radio Report -Assuming/Naming/Locating Command -Transfer of Command -Risk Management -Incident Action Planning -Deployment/Command Structure Divisions/Groups/Branches -Upgrading Alarm/Additional Resources	301.01			Week 1

3	3. Specific Target Hazards: Review response and		Month 1
	Incident Objectives		
	-McHenry Villa		
	-Heritage Woods		
	-Alden Terrace		
	-NIMC		
	-Rohm & Haas		
	-Buildings with Bowstring Truss Roofs-Berkshire Johnsburg		
4	4. Specific Incident Scenarios – *Physically complete skills or Review if Unable to perform the scenario		
	-Technical Rescue Incidents (TRT, Water,		Month 3
	Hazardous Materials)		
	-Boat Fire		Month 3
	-Bomb Threat		Month 3
	-Burning Complaint / Outside Odor		Month 2
	Investigation		
	-CO with Symptoms and proper forms and		Month 2
	paperwork		
	-CO with No Symptoms and proper forms		Month 2
	and paperwork		
	-Elevator Rescue		Month 3
	-Extrication from Machinery		Month 3
\	-Fire Alarm – Commercial		Month 1
)	-Fire Alarm – Residential		Month 1
	-Fire Alarm – Target Hazard		Month 1
	-Flammable Liquid Spill		Month 3
	-Line Problem (Trouble Alarm)		Month 1
	Line Problem (Trouble Alarm)		Working
	-Grass Fire / Brush Fire		Month 3
	-Natural Gas Leak		Month 2
	-Off Road / ATV Incident		Month 2
	-Outside Fire – Other		Month 2
	-Power Lines Down / Arcing		Month 2
	-Smoke / Odor Investigation – Inside		Month 1
	Structure		
	-Structure Fire	30205	Month 1
	-Vehicle Accident		Month 1
)	-Vehicle Accident – Delayed Report		Month 1
/	-Vehicle Accident – Rollover/Entrapment		Month 1
	-Vehicle Fire		

TRAINING TOPIC #3 – COMMUNICATIONS/MUTUAL AID	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE
Basic radio configuration / Mutual aid channels: Review Cards	Radio Channel Card			Month 1
Tactical benchmarks. Report back to command. Practical/ Review				Month 1
Emergency traffic / Mayday communications. Practical/ Review				Month 1
4. Emergency evacuation radio tones. Practical/ Review	1003.01			Month 1
TRAINING TOPIC #4 – Mutual Aid / Automatic Aid	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE COMPLETED
 MABAS Box alarm system: Review MTFPD Box Cards EMS, TRT, Non Hydrant, Hydrant 	MABAS Box Cards			Month 2
TRAINING TOPIC #5 – SAFETY	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE COMPLETED
-Review Policies				
1. Rapid Intervention Teams (RIT/RIC)				Month 1
2. Lost/Trapped Firefighter				Month 1
3. Emergency Evacuation				Month 1
4. Field Decon	204.04			Month 2
5. Incident Scene Rehabilitation	MABAS DIV. 5 1003.03			Month 2
6. Respiratory Protection	204.02			Month 2
7. Cancer Prevention	201.04			Month 2
TRAINING TOPIC #6 –				WHEN IT
ADMINISTRATIVE DUTIES	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	SHOULD BE COMPLETED
Records Management Systems: Create a Fire Report				
-Incident Reports ESO -Incident specific codes -Incident Narratives -Structure Fire reports -Accessing incident information via CAD information -Quality Assurance				Week 1
2. Personnel Related Issues:				
-On Duty Injuries -Complete an injury report	102.09			Month 3
-Investigation/Reporting of Damaged -Destroyed or Lost Equipment.				Month 3
-Disciplinary issues/ Problem Employee -Complete Problem Employee Scenario				Month 3
-Employee Assistance Program	205.02			Month 3

TRAINING TOPIC #3 –	sog/	DATE	MENTOR	WHEN IT SHOULD
COMMUNICATIONS/MUTUAL AID	REFERENCE	COMPLETED	INITIALS	BE COMPLETED
Basic radio configuration / Mutual aid channels: Review Cards	Radio Channel Card	The section of the se		Month 1
2. Tactical benchmarks. Report back to command. Practical/ Review				Month 1
3. Emergency traffic / Mayday communications. Practical/ Review	,			Month 1
4. Emergency evacuation radio tones. <i>Practical/ Review</i>	1003.01			Month 1
TRAINING TOPIC #4 –	sos/		MENTOD	WHEN IT
Mutual Aid / Automatic Aid	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	SHOULD BE COMPLETED
 MABAS Box alarm system: -Review MTFPD Box Cards EMS, TRT, Non Hydrant, Hydrant 	MABAS Box Cards			Month 2
TRAINING TOPIC #5 – SAFETY	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	WHEN IT SHOULD BE COMPLETED
-Review Policies				COMMITTED
1. Rapid Intervention Teams (RIT/RIC)				Month 1
2. Lost/Trapped Firefighter				Month 1
3. Emergency Evacuation				Month 1
4. Field Decon	204.04			Month 2
5. Incident Scene Rehabilitation	MABAS DIV. 5 1003.03			Month 2
6. Respiratory Protection	204.02			Month 2
7. Cancer Prevention	201.04			Month 2
TRAINING TOPIC #6 –				WHEN IT
ADMINISTRATIVE DUTIES	SOG/ REFERENCE	DATE COMPLETED	MENTOR INITIALS	SHOULD BE COMPLETED
 Records Management Systems: Create a Fire Report 				
-Incident Reports ESO -Incident specific codes -Incident Narratives -Structure Fire reports -Accessing incident information via CAD information -Quality Assurance				Week 1
2. Personnel Related Issues:				
-On Duty Injuries <i>-Complete an injury report</i>	102.09			Month 3
-Investigation/Reporting of Damaged-Destroyed or Lost Equipment.				Month 3
-Disciplinary issues/ Problem Employee -Complete Problem Employee Scenario	l l			Month 3
-Employee Assistance Program	205.02			Month 3

-Fitness/ Importance of Health and Wellness:				Month 3
-Review a Health related NIOSH Report				
Apparatus/Equipment Related Issues:				
-Review Equipment /Apparatus Maintenance issues	Corrective Maint. Form			Month 3
-Review Primary-Reserve Engine Changeover				Month 3
4. Customer Service Related issues:				
- Complete a station Tour				Month 3
-Document a public complaint				Month 3
-Respond to a public Inquiry				Month 3
-Perform Fire Investigation with FP Bureau				Month 3
TRAINING TOPIC #7-	sog/	DATE	MENTOR	WHEN IT
LIVE OFFICER PRACTICALS	REFERENCE	COMPLETED	INITIALS	SHOULD BE COMPLETED
- Officer H.O.T. day at drill tower/Structure				
- Sit in at Nercom				

Date of completion, entire task book:	
Signature of Lieutenant:	
Signature of assigned Battalion Chief:	
Signature of Deputy Chief:	



New Lieutenant Mentoring Program – SOG Review

100 - Administration	600 - Fire Prevention Bureau
200 - Safety	700 - Stations & Apparatus
300 - Fire Operations	800 - Response & Communications
400 - Emergency Medical Services	1000 - Reference & Other
	Documents
500 - Special Operations	

Lieutenant: Date:	
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SOG-Category / Title	SOG#	Proficient Date	Mentor's Signature
1000- Job Descriptions / Career Fire Lieutenant	1001.03		
102 Personnel / Code of Conduct	102.00		
800- Response & Communications / Response Guidelines	801.01		
800- Response & Communications / Radio Communications	804.01		
300- Fire Operations / Structure Fire Response	302.05		
300- Fire Operations / Establishing Command – Initial Radio Reports	301.01		
300- Fire Operations / Water Supply – Nursing Operations	302.06		
300- Fire Operations / Water Supply Considerations	302.07		
200- Safety / Two In/Two Out	202.02		
200- Safety / Apparatus & Vehicle Operations	203.00		
200- Safety / Traffic Safety Vests	202.05		
200- Safety / SCBA Program	204.01		
00- Safety / Personal Protective Equipment	204.03		
400 – Emergency Medical Services / COVID Response	402.04		
300 - Fire Operations / St. John's Church Water Supply Plan	302.09		
300 – Fire Operations / Knox Box Access	302.08		
500 – Special Operations / Severe Weather Operations	505.01		
400 – Emergency Medical Services / Helicopter Response & LZ Guide	402.01		
400 – Emergency Medical Services / Invalid Assist	402.02		
400 – Emergency Medical Services / Non-Lights & Siren EMS Transport	402.03		
106 -Records Management / Imagetrend Reports	106.02		
800- Response & Communications / Station/District Coverage	801.02		
800- Response & Communications / Response to Automatic Aid & Mutual Aid Request	802.01		
800-Response & Communications/ Dispatch of Automatic Aid Requests	803.02		
800- Response & Communications / Dispatch of Mutual Aid Requests	803.03		
800- Response & Communications / Startup and Shutdown of CAD on Mobile Computer Terminals	804.02		
800- Response & Communications / Retrieval of CAD Incident Data	804.03		o.
800- Response & Communications / Illinois Premise Alert Program	804.04		
200 – Safety / Infection Control Plan	201.03		
200 – Safety / Cancer Prevention	201.04		
200 – Safety / Firearms on District Property	201.05		
200 – Safety / Firearms at Emergency Scenes	202.06		
70 – Safety / Accidents Involving District Vehicles	203.03		
∠00 – Safety / Air Purifying Respirators	204.02		
200 – Safety / Field Decontamination	204.04		
200 - Safety / Annual Medical Examinations (Revised)	205.01		
200 – Safety / Employee Assistance Program	205.02		

200 - Safety / Exposure Reporting	205.03
100 – Administration / Uniforms	102.01
100 – Administration / Acting B/C – Daily Responsibilities	102.02
100 – Administration / Leave of Absence	102.03
100 – Administration / Employee Injuries	102.04
100 – Administration / Discriminatory Workplace Harassment	102.05
100 – Administration / Personal Grooming	102.06
100 – Administration / Part-Time Firefighter Testing Process	102.07
100 – Administration / Employee Benefits	102.08
100 – Administration / Serious Injury/ Line of Duty Death	102.09
100 – Administration / Light Duty Program	102.10
100 – Administration / Drug Free Workplace	102.11
1000 –Reference & Other Documents / Immediate Evacuation	1003.01
1000 –Reference & Other Documents / Fire/EMS Hostile Situation	1003.02
1000 –Reference & Other Documents / Incident Rehabilitation	1003.03
1000 –Reference & Other Documents / Passport Procedure	1003.04
1000 –Reference & Other Documents / Ethics	1002.01
1000 –Reference & Other Documents/Part-time Firefighter/ Paramedic	1001.01
1000 – Reference & Other Documents / Part-time Lieutenant	1001.02
1000 – Reference & Other Documents / Part-time Captain	1001.04
1000 –Reference & Other Documents / Full-time Firefighter/ Paramedic	1001.05
1000 –Reference & Other Documents / Municipal Burn Ordinances	1004.01
1000 –Reference & Other Documents/Dailey/Weekly Apparatus Checks	1004.02
1000 – Reference & Other Documents / Automatic POC Response	1004.04
1000 – Reference & Other Documents / Portable Radios	1004.05
`000 -Reference & Other Documents/Structure Fire Matrix-Hydrant Areas	1004.06
2000 –Reference & Other Documents/Structure Fire Matrix –Non-Hydrant	1004.07
Area	1004.07
100 – Administration / Part Time Shift Scheduling	103.01
100 – Administration / Probationary Firefighter Response	103.02
100 – Administration / Full-Time Shift Scheduling	103.03
700 – Stations & Apparatus / Station Visitation	701.01
700 – Stations & Apparatus / Station Visitation 700 – Stations & Apparatus / Fitness Room Usage	701.02
700 - Stations & Apparatus / Triness Room Osage 700 - Stations & Apparatus / Smoking on District Property	701.03
700 – Stations & Apparatus / Shift Work Schedule	701.04
700 – Stations & Apparatus / Shift Work Schedule 700 – Stations & Apparatus / Use of District Vehicles, Apparatus &	702.01
Equipment	702,01
100 – Administration / Technology System Use	101.04
100 – Administration / Abandoned Newborn Infant Act	101.05
100 – Administration / Media/Public Information	101.06
100 – Administration / Employee Identification	101.07
100 – Administration / Fire Chaplain Duties and Responsibilities	101.08
100 – Administration / Outside Training Courses	104.01
100 – Administration / Ride-Alongs	104.02
100 – Administration / Tuition Payment Reimbursement	104.03
100 – Administration / Travel Related Expenses for Training	104.04
100 – Administration / Probationary Firefighter Training & Education	106.05
*90 – Administration / Probationary Friengitter Framing & Education **Tobal Control of Training & Education Program Progr	104.06
30 – Administration / Criminal Justice Information Service	106.03
400 – Emergency Medical Services / Paramedic Licensure	401.01
600 – Fire Prevention Bureau /Illegal Burning Complaints	601.01
600 – Fire Prevention Bureau / Fire Investigations	601.01
000 - File Frevention Dureau / Fire investigations	001.02



New Lieutenant Mentoring Program – District & Street Review

Lieutenant:	Date:	
County Address System-		
100s= tenth of a mile- 4800 is .10mile	les from 4900	
1,000s=one mile- 4800 is 1 mile from		
10,000s=ten miles- 10108 is ten miles		
	e Westside of the road & Even numbers on the Eastside of the road	
	5000 numbers, 6100 Out of District	
	listrict and 300s east of the river (st 3 district) ween Beach Rd. & Landl Park Rd.	
	etween S. Elmkirk Pk. & Emerald Ct.	
Green-St Knox I		
31-just north o		
	d Greenbriar Rd. & Malibu Ct.	
	hside of the road & Even numbers on the Southside of the road	
Numbers go up from east to		
	with the exception of East Wonder Lake Rd.	
West to 8000 south of 12		
Station 1 3610 W. Elm St. McHenry,	, IL 60050	
ineral Spring Dr. & N Emerald Dr. 8	& S Emerald Dr.	
-3 rd St vs 3 rd Ave.		
-W. Shore vs W Westshore Dr.		
-Riverside Dr. (downtown McHenry),	, vs Riverside Dr. Lakemore three-digit number (north of 120) vs Riverside Dr.	West (south by State
Park Rd.) vs S Riverside Dr. in McHeni	nry Shores	
-River Rd. south of 120 & River Rd. no	orth of 120	
Ctation 2 2710 Johnshuur Dd. Johnsh	- 	
Station 2 3710 Johnsburg Rd. Johnsb	ourg, IL	
-Pistakee Lake & the islands		
-River Terrace Dr.		
-Bayview Ln. and area		
-Pistakee Highlands		
Station 3 809 Rand Rd. Lakemoor, IL	_ 60050	
-Holiday Hills		
-Moraine Hills State Park		
-West Blvd.		
-Neighborhood off 176		
-McHenry Dam State Island		
-the Dam (always ask what side of th	he dam they are on)	
Station 4 6300 Dartmoor Dr. McHeni	nry, IL 60050	
-Swarthmore Rd.	•	
Concord Dr. (Bull Valley) vs Concord L	Dr. (McHenry vs Veterans Pkwy.)	

-W. Shore vs W Westshore Dr.

-Shepherd Premier Senior Living of Bull Valley

tion 5 3705 N Ringwood Rd. Ringwood, IL 60072 -Wonder Lake Fire Department staff at night (west side)

-East Wonder Lake Rd.

-Stonewater Subdivision (Cad is not updated with new street names)

Boat Launch Sites

1. The Boat House-515 Bald Knob Rd. Johnsburg, IL 60051

Map page 38

District 231

Boat launch and Drafting site

2. The Lake House on Pistakee-614 W Bald Knob Point. Johnsburg, IL 60051

Map page 38

District 231

Boat launch and Drafting site

3. Oak Park Lounge-801 Oak Grove Rd. Johnsburg, IL 60051

Map page 38

District 231

Boat launch and NO Drafting site

Steep access hill close to Coon Island

4. Alfred J May Boat Launch- 1303 W Riverview Dr. Johnsburg, IL 60051

Map page 27

District 253

Boat launch and No Drafting site

5. Water Front Hotel-3309 N Chapel Hill Rd. Johnsburg, IL 60051

Map page 37

District 231

Boat launch and No Drafting site

Knox Box present

Munsion Marina or Water Tower- 3112 Lincoln Rd. McHenry, IL 60051

Map page 55

District 132

Boat launch and Drafting site

7. Miller's Dream Marine- 1208 Riverside Dr. McHenry, IL 60050

Map page 55

District 134

Boat launch and NO Drafting site

Drive to the ramp is tight

8. Miller Riverfront Park- 3200 Charles J Miller Rd. McHenry, IL 60050

Map page 45

District 134

Boat launch and NO Drafting site

9. McHenry Dam Rd. or Lock Lane if you carry the Zodiac boat into the river

The Locks- 2910 State Park Rd. McHenry, IL 60050

Map page 45

District 134

No Boat launch and No Drafting site

10. Turnkey Marina- 3600 Riverside Dr. Crystal Lake IL, 60014

Map page 45

District 134

Boat launch and No Drafting site



New Lieutenant Mentoring Program – Target Hazards

Lieutenant:	Date:

Target Hazards		Review Date	Mentor's Signature
McHenry Villa		Date	Signature
Northwestern McHenry Hospital			
Rohm & Hass			
St Johns Church			
Heritage Woods			
Alden Terrace			
Berkshire Johnsburg			
Randal Residence			
Fox Hole Apartments			
Green Street & Main Street & Riverside Dr			
Multi-Family Apartments			
Bowstring Buildings	Di-1 224		
3312 N Chapel Hill Rd-Chinabar/ 7 Day Market/ Fox River Lique			
3012 N Chapel Hill Rd	Dist 231		
4102 W Crystal Lake Rd- McCann Equipment	Dist 143		
3331 WEIm St- Great Lakes Fire Equipment	Dist134		
3714 WElm St- The Sparrow's Nest Thrift Shop	Dist124		
3716 WElm St- Radio Shack/ Mill Pond Ct Shopping Center	Dist 124		
3718 WElm St- Sherwin Williams	Dist 124		
3814 WElm St - 1st National Bank of McHenry	Dist 124		
4704 W Elm St- McHenry Auto Body	Dist 412		
4910 WElm St- Rex's Auto Body	Dist 412		
913 N Front St- B & B Automotive	Dist 143		
920 N Front St-Vacant (Warehouse)	Dist 143		
1112 N Front St-Next Auto Sales	Dist 143		
1219 N Green St- Green St. Café	Dist 143		
1219 N Green St- Kent Corp	Dist 143		
3910 WJohn St -Bernie's Auto Center	Dist 143		
2020 W Johnsburg Rd-Kappy Ink	Dist 231		
3311 W Pearl St - Smith's	Dist 124		
3318 W Pearl St-Bike Haven	Dist 124		
3421 W Pearl St -Elite Furniture/Pearl st Music/Cloud 9	Dist 124		
1216 W River Rd- McHenry Recreation	Dist 132		
1301 N Riverside Dr-Old World Coin	Dist 124		
1310 N Riverside Dr- Black Rooster Antiques & Gifts	Dist 124		
1312 N Riverside Dr-Northwest Auto Electric Company	Dist 124		
1314 N Riverside Dr-Clip Joint	Dist 124		
1801 WRoute 120- Retek Auto Sales	Dist 321		
2815 WRoute 120- Jessup over office area	Dist 321		
3012 WRoute 120 - Vacant	Dist 132		
3014 W Route 120- Marathon Towing	Dist 132		
6610 WRoute 120- Kiddie Campus	Dist 132		



New Lieutenant Mentoring Program – Outline for First Year

<u>Phase 1-</u> More hands on and more guidance. Timeframe is a guide as some new officers might move quicker through the process and others might need more time

a. Orientation

- i. Meet with B/C and Mentor to go over B/Cs expectations and the mentors role
- ii. Review timeline
 - 1. Day 1-6 month
 - 2. Last 6 months of first year
 - 3. SOG review- prioritized list
 - 4. Task Book -Condensed Timeline
- iii. Street review
- iv. CAD Review

b. Day 1 after orientation Mentor/Mentee 1-on-1

- i. Start introducing yourself to everyone and begin meeting your crew and MTFPD personnel (shake hands and address by rank)
- ii. Observe the mentor set the day and manage day/crew & review Sears PP on Setting up the day
- iii. Take care of log ins and computer set up
- iv. Street Review
- v. Meet station captain to go over station maintenance and the lieutenant's role in station maintenance
- vi. End day/shift with a Q/A with the mentor and or BC
- vii. Sit in on BC monthly evaluation

c. Week 1-Observe Mentor

- i. Observe Mentor managing day/crew
 - 1. Morning conference
 - 2. Morning meeting with crew
 - 3. Prioritizing what needs to be done
 - 4. Making adjustments
 - 5. How they manage calls
 - 6. Dealing with conflicts
- ii. SOGs review- prioritize on Emergency Response SOGs
- iii. Review High hazard areas
- iv. Review Response Guidelines
- v. Street Review- Start learning main roads and how the district is laid out
 - 1. Start reviewing unique areas and buildings in the district. (I.e. Green street, Main street, Hospital, The Villa, River Terrace, streets around the river, Holiday Hills, etc.)
- vi. End day/shift with a Q/A with the mentor and or BC

d. Month 1-Take Lead

- Begin to run the station with the mentor observing while riding on same rig and available for guidance as needed
 - 1. Make the morning call
 - 2. Run the morning crew meeting

- 3. Prioritize the day
- 4. Make the adjustments
- 5. Manage the calls
- ii. Observe the mentor dealing with conflict
- iii. SOGs review- prioritize on Emergency Response SOGs
- iv. Review High hazard areas
- v. Review Response Guidelines
- vi. Continue to learning main roads and how districts lay out- Drive the District
 - 1. Reviewing unique areas and buildings in the district. (I.e. green street, Main Street, hospital, the villa, river terrace, streets around the river, holiday hills, etc.)
- vii. End day/shift with a Q/A with the mentor and or BC

e. Month 2-6 Independence

- i. Run the Station & Experience both aspects of the 1241 and 1251
- ii. Continue to run the station as the officer, once they begin to settle into that roll, start to rotate the new officer off of the same rig as the mentor and have the new officer ride on both 1251 and 1241
- iii. Set up and lead trainings
- iv. While both officer are assigned to the same station, and on separate rigs they will manage their rig/crew and be the point of contact for the chain of command
 - 1. Begin to be independent make decisions without the mentor with you
 - 2. Experience 1251 and what that experience is like
 - 3. Be the sole officer on 1241
 - 4. Continue to run the morning meetings, prioritizing the day, and making adjustments
 - 5. Communicate with mentor and have mentor sit in while they deal with conflict
- v. End day/shift with a Q/A with the mentor and or BC if needed
- vi. Mid-month meet with mentor for Q/A to go over BC's eval and to make sure on track to meet goals set by the BC.
- vii. Continue to Sit in on BC monthly evaluation
- viii. Complete Task Book
- ix. If ready move to phase 2
 - 1. At month end eval
 - a. Go over expectations and communication for the new lieutenant while in phase 2
- x. Signed off and proficient on all phase 1 SOGs

Phase 2- Less hands on and less guidance.

a. Month 6-12 Sink or Swim

- i. New Lt should be moved to their assigned station to run their crew and their station
- ii. Finish review of remaining SOGs
- iii. Manage their own training when applicable
- iv. Deal with conflict, seek guidance from mentor only if needed or wanted
- v. Work as all the other officers off probation do
- vi. Mid-month meet with mentor for Q/A to go over BC's eval and to make sure on track to meet goals set by the BC.
- vii. Sit in on BC monthly evaluation
- viii. End of Probation
 - 1. Review what year two should look like



New Lieutenant Mentoring Program – Mentor Lesson Plan

Topic: New Lieutenant Mentor

Level of Instruction: Hands on

Objective:

Cognitive:

- 1) Review Emergency Responses
- 2) Review SOGs
- 3) Review Target Hazards
- 4) Review Street Guide

Psychomotor:

- 1) Communicate direction and give feedback
- 2) Hands on equipment review
- 3) Sign off on; 1-New Lieutenant Mentoring Program, 2-Task Book, & 3-SOG Reviews

Materials Needed: New Lieutenant Handout, SOGs, New Lt Task Book

References: New Lieutenant Mentor Plan

Preparation:

Part 1-Review

- 1) Review New Lieutenant Handout
- 2) Communicate with Battalion Chief their expectations of the mentor

Part 2- Support

1) Sit Down with New Lieutenant every shift and review the plan for the year and the different phases.

Time Frame:

Phase 1- Day 1- month 6 or completion of Phase 1 book material

Phase 2- Completion of Phase 1- End of Probation

Instructor Information: Designated Officer selected by Professional Development Committee

Line of Authority:

- 1) All questions or concerns go up to through the Battalion Chief
- 2) Mentor is there to help, guide or assist

Training Developer Info: Lieutenant Patrick Ryan & Professional Development Committee

Application:

1) N/A

Lesson Summary:

- 1) Mentor will work directly with new lieutenant and sign off on; 1-New Lieutenant Mentoring Program, 2-Task Book, & 3-SOG Reviews which is in the New Lieutenant Hand-Out Book, As well as review handouts on Target Hazards, & District and Streets.
- 2) Mentor is to provide guidance and to be a person the new lieutenant can talk to for any reason whether they are seeking input, just venting or looking for advice. The Mentor has to understand that role and make the new lieutenant comfortable in communicating with them, otherwise this will not work to the maximum of the intention.
- 3) The Mentor will sit in on end of month eval with the BC and have a mid-month sit down with the new lieutenant to go over progress from previous month's BC evaluation.

Vision:

To have the most professional, confident, and tactically sound group of officers in the State of Illinois.

McHENRY TOWNSHIP FIRE PROTECTION DISTRICT ACTING BATTALION CHIEF TRAINING PROGRAM TRAINING OBJECTIVES

LIEUTENANT			
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THIS CHECKLIST CONSISTS OF SPECIFIC OBJECTIVES TO BE ACCOMPLISHED WITH ASSIGNED MENTOR OR OR DESIGNEE BEFORE ASSIGNMENT AS AN ACTING BATTALION CHIEF. THE COMPLETED PACKET IS TO BE FORWARDED TO THE DEPUTY CHIEF

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #1 – DAILY /ROUTINE RESPONSIBILITIES				
1. Shift Start duties and responsibilities:				
 Transfer of Command from previous Battalion Chief – 15 min. prior to shift. 	102.02			
Coordination of shift activities with Dispatch.	102.02			
Station Assignments.	102.02			
Mail Pickup/Delivery to Stations.				
Daily Training Plan.				
Daily check of B12 / Restart of MDT.	113			
Coordination of shift activities with stations.	102.02			
Shift Meeting with D/C of Operations.	102.02			
2. Staffing & Documentation:	103.01			
Firefighter Tardy/No Show.				
Emergency Staffing.				
Fire Manager				
FIREHOUSE Activity Payroll Report.	110			
Processing Trade Requests.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
3. Battalion 12:				
MDT Procedures.				
Radio Procedures.				
Incident Management Tools/Supplies.				
Reference Materials.				
Other Materials/Supplies.				
4. Notifications – Deputy Chief or Fire Chief.	102.02			
5. Media/PIO procedures.	101.06			
6. District Map/Boundaries.				
7. Departmental Divisions/Outside Agencies:				
Fire Chief				
Deputy Chief Horist				
Administrative Assistant – Jeannette				
Business Manager - Marjean				
Secretary – Vicki				
Fire Prevention Bureau – FPB Director Butler				
Fire Investigation Division – FPB Director Butler				
McHenry City Dispatch Center	803.01/803.02/803.03			
McHenry City Police Department – Commander Walsh				
TRAINING TOPIC #2 – OPERATIONS / INCIDENT MANAGEMENT				
1. Standard Responses:				
Battalion 12 Responses.				
Standard response by incident type.				
Multiple simultaneous incidents.	801.02			
2. Incident Management System:	301.01			
Online Blue Card Training.	ONLINE			

	SOG	DATE	MENTOR	
REQUIREMENTS	REFERENCE	COMPLETED	INITIALS	
Size up / Initial Radio Report.	301.01			
360° Survey / Secondary Radio Report.				
Assuming/Naming/Locating Command.				
Transfer of Command.				
Risk Management				
Incident Action Planning				
Tactical Boards & Worksheets				
Deployment/Command Structure – Divisions/Groups/Branches				
Resource Management / Incident Power Curve				
Upgrading Alarm/Additional Resources				
Expanded Incident Management System				
Level I & II Staging				
De-escalation / Demobilization				
Specific Target Hazards:				
McHenry Villa	316			
 Heritage Woods 				
o Alden Terrace				
o NIMC	315			
o Rohm & Haas	317			
 Buildings with Bowstring Truss Roofs 				
3. Specific Incident Scenarios - Review response and incident objectives for the follow	wing incident type	s:	T	
EMS Calls.				
Abandoned Baby at Station.	101.05			
Below Grade / Trench Rescue.				
Boat Fire.				
Bomb Threat.				
 Burning Complaint / Outside Odor Investigation. 				

	SOG	DATE	MENTOR	
REQUIREMENTS	REFERENCE	COMPLETED	INITIALS	
CO with Symptoms.	309			
CO with No Symptoms.	309			
Confined Space Rescue				
Elevator Rescue.				
Extrication from Machinery.				
Fire Alarm – Commercial.				
Fire Alarm – Residential.				
Fire Alarm – Target Hazard.				
Flammable Liquid Spill.				
Line Problem (Trouble Alarm).				
Grass Fire / Brush Fire.				
Hazardous Materials Incident.				
High Angle Rescue.				
Natural Gas Leak.				
Off Road / ATV Incident.				
Outside Fire – Other.				
Power Lines Down / Arcing.				
 Smoke / Odor Investigation – Inside Structure. 				
Structural Collapse.				
Structure Fire.	SOG 311-314, 319			
Vehicle Accident.	SOG202R1,203,323			
Vehicle Accident – Delayed Report.				
 Vehicle Accident – Rollover/Entrapment. 	SOG202R1,203,232			
Vehicle Fire.	320			
Water/Ice Rescue/Boat Fire in Open Water.	404			
. Severe Weather Operations.	505.01			
. Fire Investigations (Also review SOG 318).	318			
5. Fire Prevention Bureau Follow Up.	318,501			

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #3 – COMMUNICATIONS/MUTUAL AID				
1. Basic radio configuration / operation in Battalion 12.				
2. Tactical benchmarks.	801R2			
3. Emergency traffic / Mayday communications.	801R2			
4. Emergency evacuation radio tones.	MABAS Division 5			
5. Radio system failure.				
TRAINING TOPIC #4 – Mutual Aid / Automatic Aid				
1. MABAS Box alarm system:	802.01			
o Box Alarm types.	2013 BOX CARDS			
o Box Alarm levels.	2013 BOX CARDS			
o MTFPD Box Cards.	2013 BOX CARDS			
o Interdivisional/Outbound/Inbound.	2013 BOX CARDS			
2. Requesting MABAS alarms for mutual aid to MTFPD:				
o Fire / EMS.	802.01			
 Special Response Teams (SRT). 	802.01			
3. Automatic Aid:				
 MTFPD inbound automatic aid agreements/procedures. 	802.01			
 MTFPD outbound automatic aid agreements/procedures. 	802.01			
TRAINING TOPIC #5 – SAFETY				
1. Rapid Intervention Teams (RIT/RIC).	SOG314/801/802 MABAS DIV.5			
2. Lost/Trapped Firefighter – MAYDAY.	SOG314/801/802 MABAS DIV.5			
3. Emergency Evacuation.				
4. Incident Scene Accountability.	MABAS DIV. 5			
5. Incident Scene Rehabilitation.	MABAS DIV. 5			
6. Vehicle Accidents.	109			
7. Respiratory Protection.	204.01			
8. Critical Incident Stress Debriefing.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
TRAINING TOPIC #6 – ADMINISTRATIVE DUTIES				
1. FIREHOUSE:				
o Incident Reports.				
✓ Incident specific codes.				
✓ Incident Narratives.				
✓ Structure Fire reports.				
✓ Accessing incident information via VisionINFORM.				
o Entering Training Reports.				
✓ Fire/EMS Training.				
✓ Fitness Training.				
o Monthly Team Reports:				
✓ Staff Activity Report.				
✓ Fitness Training Analysis by Staff.				
✓ Training Analysis by Staff.				
2. Personnel Related Issues:				
 Appearance/Grooming. 	101			
o Ride Alongs.	104.02			
o On Duty Injuries.	103			
Weight Room Policy.	104			
 Equipment/Apparatus Maintenance issues. 				
 Investigation/Reporting of Damaged, Destroyed or Lost Equipment. 	123			
 Disciplinary issues. 				
 Employee Assistance Program. 				
3. Apparatus/Equipment Related Issues:				
 Equipment /Apparatus Maintenance issues. 				
o Primary-Reserve Engine Changeover.				
4. Customer Service Related issues:				
 Processing Illinois Premise Alert Program Forms. 	122			
 Smoke and CO Alarm installation/inspection requests. 				
o Customer complaints.				

REQUIREMENTS	SOG REFERENCE	DATE COMPLETED	MENTOR INITIALS	
 Freedom of Information requests. 				
 Station Tour requests. 				
o Block Parties.				
TRAINING TOPIC #7 – FIELD EXPERIENCE – RIDE TIME WITH BC				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
DATE & HOURS:				
Date of completion, entire task book:				

Date of completion, entire task book:	
Signature of Lieutenant:	
Signature of assigned Battalion Chief:	
Signature of Deputy Chief:	