

**Indiana Firefighter Training System  
Purchasing List of Allowable Items  
August 13, 2014**

**Coordinator:**

- Coordinator Payroll
- Mileage

**Insurance:**

- Insurance
  - Accident and Health Insurance covering the members of the District Fire Training Council and the following individuals while performing activities funded through an IDHS regional public safety training grant: training coordinator, all instructors, evaluators, and proctors.
  - Workers Compensation covering the members of the District Fire Training Council and the following individuals while performing activities funded through an IDHS regional public safety training grant: training coordinator, all instructors, evaluators, and proctors.
  - Errors and Omissions covering the members of the District Fire Training Council and the following individuals while performing activities funded through an IDHS regional public safety training grant: training coordinator, all instructors, evaluators, and proctors.
  - Trailers and equipment covering all trailers and equipment purchased with IDHS regional public safety training funds

**Maintenance & Equipment:**

**Props, Prop Repair & Equipment Below \$500.00:**

The following items can be purchased with full council approval provided the items are under \$500.00

- Entanglement Drill Simulator
- Vertical Ventilation/Washington Prop
- Wall Breach Simulator
- Fire Extinguishers
- Maintenance and repair on district props costing less than \$500.00
- Saws
- Totes for Storage
- Coolers

- Hoses
- Nozzles
- Helmet Covers
- Actual “metered” water usage
- Any prop or project request not listed

**Props, Prop Repair & Equipment Above \$500.00:**

The following item must have written approval from the Fire Academy Training System Director before ordering;

- Prop Trailers
- Forcible Entry Door
- Burn Pans
- Computers, including tablets
- Projectors,
- Sprinkler Trainer
- Painting props by local organizations and associated costs
- Maintenance and repair on district props
- Vent Fans-Electric or Gas Operated
- Mist Fans
- Decontamination Tent
- Decontamination Equipment
- Gas Meter
- Any prop or project request not listed above that costs more than \$500.00

**Disposables and Replacement:**

- Prop replacement materials (plywood, 2X 4's, hardware, drywall, nails, fuel)
- Training Foam (Not actual firefighting foam)
- Training fuel (propane and propane accessories)
- Hay
- Office Supplies and Equipment
- Disposables for non-district funded classes
  - o Agencies must request approval from the DFTC
  - o DFTC's shall create a standard policy to determine minimum number of students to be eligible and maximum allowable amounts but shall adhere to at least no less than 6 students to be eligible and no more than \$350.00 per student is permitted
  - o Classes eligible are Mandatory, FF I/II and Hazardous Materials Operations

- o Disposable items include hay, 2 X 4's, OSB, drywall, screws, nails, training foam and propane

### **Books:**

- All book purchases must have written approval of the Fire Academy Training System Director
- All book purchases shall be the currently BFFPSE approved text
- Mandatory
- Firefighter I/II (IM&SM):
- Driver Operator Pumper and Aerial (IM & SM):
- Fire Officer I/II (IM&SM):
- Fire Officer III (IM&SM):
- Fire Instructor I/II/III (IM&SM):
- Fire Officer Strategy & Tactics (FOST):
- Hazmat Awareness and Operations:
- Fire Inspector I/II:
- Fire Investigator:
- Any other text must have the approval of the Fire Academy Training System Director
- No purchase of or printing of study guides

### **Live Fire:**

- Instructor Pay – Follows the same scale as mentioned below
- Propane and accessories
- Span Gas
- Nitrogen

### **Fiscal Agent:**

- Fiscal Payroll, 3% of grant amount, fiscal agents may also use this item to pay for office supplies & equipment

### **Course Delivery:**

If amounts are specified below, these are the maximum amounts that IDHS will reimburse under the regional public safety training grant program. The recipient can use its own funds to pay more than the below-specified amounts.

### **Instructor Pay:**

- Instructor Pay – Based on the following sliding scale;
  - o Mentoring period – No pay

- o Probationary Period (Initial 100 hours of district instruction) – \$25.00/hr
- o Instructor (completed probationary evaluation) – \$30.00/hr
- o Senior Instructor (DFTC approval) – \$35.00/hr
- DFTC’s may elect to use the flat rate of pay for all instructors \$25.00/hr
- Course Manager fees (must adhere to the course management fee schedule below)
- Specialty advanced level courses may seek approval (in writing) for higher rate, flat rate or travel reimbursement from the Fire Academy Training System Director
- DFTC’s may determine a need to conduct final skills examinations for FF I/II classes not associated with a funded course intermittently throughout the year
  - o If it is determined appropriate the DFTC’s shall create a standard policy to determine minimum number of students to be eligible for funding but shall adhere to at least no less than 6 students to be eligible
  - o Skills exams shall be scheduled at the beginning of the year and should have no more than 4 per district per year
  - o Skills exams must be posted to [www.indianafiretraining.com](http://www.indianafiretraining.com)
  - o Students must register to take the exam and must bring all necessary paperwork to the skill exam location
  - o If the minimum number of students are not registered 2 weeks from the start date the class will be cancelled

#### **Evaluator and Proctor Pay:**

- Evaluator Fees: Follows the same scale mentioned above
- Proctor Fees: Shall be for online exams with a 3 hour limit at \$25.00/hr approval to have a paper exam must be submitted to the director

#### **Course Supplies:**

- Printing & printing materials (must adhere to the printing fee schedule below)
- **IFTS does not allow or condone the printing of copyrighted materials such as student manuals or study guides provided by the publisher.**
- Printing of chapter tests and quizzes will only be allowed if used during the class. The tests and quizzes used will be handed out, completed by the students, graded and scores recorded.
- Class A burn materials
- Fuel

#### **Learning Management Systems:**

- Beginning 1 January, 2015 all district funded courses will utilize the Edmodo Learning Management System unless permission is granted to use a different Learning Management System
- The exception to the above rule is all district Mandatory and Firefighter I/II courses shall use the Pennwell Learn Learning Management System

- Each district shall establish a district Edmodo page with an established library of resources for all certification classes
- Full utilization of a Learning Management System shall include giving students access to a wide variety of resources (articles, videos, powerpoint presentation), develop and deliver quizzes and assignments as well providing a means of communication between the students and instructors

**Course Management Fees:**

- The district fire training council may determine an appropriate fee to be associated with the course management aspect of a district fire training course.
- The activities associated with course management are identified as: class scheduling, instructor and evaluator selection, coordination of instructors, coordination of evaluators, coordination with the training center for skills and classroom, coordinates all logistical needs, and provides periodic reports on class progress to the DFTC.
- Setting up a classroom is not considered course management and is not to be invoiced.
- Posting on the website and development of the course schedule
- Assignment of Instructors, Evaluators and Proctor
- Practical Skill station setup (1 hour limit)
- Prop Delivery (must show original and final destination and miles traveled)
- Book Delivery (must show original and final destination and miles traveled)
- All course management time submission must be accompanied by a detailed list of work completed
- Course management time is limited to the following
  - o Mandatory – 12 Hours
  - o Module A – 8 Hours
  - o Module B – 6 Hours
  - o Module C – 8 Hours
  - o Module D – 8 Hours
  - o FF I/II – 30 Hours
  - o Hazardous Materials Awareness – 1 Hour
  - o Hazardous Materials Operations – 3 Hours
  - o Driver Operator Pumper or Aerial – 15 Hours
  - o Instructor I – 3 Hours
  - o Instructor II/III – 9 Hours
  - o Fire Officer Strategy and Tactics – 6 Hours
  - o Fire Officer I/II/III – 3 Hours each

- o Inspector I/II – 5 Hours
- o Investigator – 15 Hours
- o If hours exceed the allotted amount or the program is not mentioned above then a written request and approval from the Fire Academy Training System Director must be obtained. Approval must be given prior to the work being completed.
- Apparatus Usage:
  - o Only Available for Mandatory, Firefighter I/II, DOP and DOA
  - o Only available for pumping time during live fire for Mandatory and FF I/II and driving and pumping time for DOP and DOA
  - o Request for apparatus usage must be submitted and approved by the DFTC before the start of class
  - o Requests for apparatus usage must have the class days and times with an approximate amount
  - o DFTC's may set a maximum allowed charge
  - o \$40.00/hr (includes operator pay) \$15.00/hr (without operator pay)
  - o Paid out only for time actually used, not sitting idle
  - o If an agency has more than 25% of the students in the class they are not eligible
  - o Only available for one apparatus per day

### **General Notes:**

- If there is any question if an item or product is allowable please contact the Fire Academy Training System staff prior to purchasing or ordering.
- If the DFTC would like to have an item or service considered for payment that is not included in this document they must submit a request to the Fire Academy Training System Director for approval.
- No State of Indiana Assets will be taken out of state or deployed without first getting pre-approval from IFTS.
- We do not compensate instructors or any district training staff for test review.

### **Printing Cost**

Printing Allowances for each certification course being offered as part of a district sponsored course is as follows:

Mandatory - \$25.00

Modules A – D - \$25.00 each

Firefighter I/II – \$100.00

FOST – \$115.00

Fire Instructor I - \$25.00

Fire Instructor II/III – \$50.00

Fire Officer I – IV – \$25.00 each

Haz Mat Awareness – \$.00

Haz Mat Operations – \$25.00

Technical Rescue Awareness – \$.00

Driver Operator Pumper & Aerial – \$35.00 each

Safety Officer – \$35.00

Investigator I– \$35.00

Inspector I – \$35.00

Inspector II – \$45.00

Printing invoices shall include a report detailing what was printed and how it was used in the course. Only one copy of a Lead Evaluator Handbook is permitted. Students can receive an electronic copy of the document and choose to print it on their own. Requests for printing above the allotted amounts or for courses not listed may receive approval from the Fire Academy Training System Director prior to the printing.

Instructors are not authorized to make copies of any copyrighted materials without written permission from the publisher. Any instructor who is found to have made copies of copyrighted materials shall no longer be permitted to instruct for any of the District Fire Training Councils.