

# Indiana Firefighter Training System



## Funding Guidance Manual

*Indiana Department of Homeland Security  
Division of Training*

*June 1, 2009*

## **Overview**

The Indiana Department of Homeland Security (IDHS), through the Division of Preparedness and Training, has been tasked to provide the fire service of Indiana with the most effective, efficient and economical approach to fire training throughout the state. IDHS believes that a fire training funding guidance manual should be a common sense approach to ensure that state and federally funded fire training accomplishes identified goals. The fire training funding guidance manual serves as a means to accomplish these goals while incorporating any guidance provided by the state or federal government.

The IDHS receives federal grants and state funding for training purposes. It is the function of the IDHS to ensure that these funds are used specifically for the delivery of approved training throughout the state. In addition, it is the responsibility of the IDHS to ensure that all recipients of state and/or federal funding comply with all applicable federal and state requirements.

## **General Requirements**

1. All fire training courses designed and conducted with the financial support of the IDHS, using state or federal funds, are subject to the approval of the IDHS Director of Training (Training Director).
2. All fire related training requests funded by IDHS shall be coordinated and approved through District Fire Training Councils (DFTC). To be eligible for fire training funding, a DFTC shall complete a Request for Fire Training Funding as prescribed by the IDHS.
3. The use of fire training funding shall be in compliance with all applicable requirements and guidance of the United States Department of Homeland Security and IDHS.
4. Funding support from the IDHS shall be denied if the fire training development process is not in compliance with the goals and objectives of the Indiana Firefighter Training System (IFTS).
5. All training funded under the IFTS shall be conducted in compliance with applicable Indiana statutes, Board of Fire Fighting Personnel Standards and Education (BFFPSE) rules and IDHS policies.
6. All courses funded under IFTS shall offer an opportunity for the students to evaluate the course and instructor(s) through the use of the standard student evaluation form provided by the IDHS Division of Training (see Attachment B). Evaluations shall be submitted to the DFTC for review. The DFTC shall submit a summary of the evaluations to the Division of Training at least quarterly.
7. Any fire training equipment (books, props, computers, software, projectors, and etc.) that is not being used shall be made available for loan to any qualified Indiana fire department upon request.

8. The primary focus of funding for the Indiana Firefighter Training System (IFTS) is to provide a consistent and solid training foundation for entry level firefighters throughout the State of Indiana. Future efforts may focus on intermediate and advanced level skill development, at the direction of the IDHS Division of Training (Training Division). DFTCs submitting requests for funding should keep this focus in mind as the training plan and budget needs are developed. Priority IFTS training courses include:
  - 8.1. Indiana Mandatory Fire Training
  - 8.2. Indiana Basic Fire Training
  - 8.3. Firefighter I-II
  - 8.4. AWR-160 WMD Awareness Course
  - 8.5. Technical Rescue Awareness Course
  - 8.6. Driver-Operator courses
  - 8.7. FF Instructor I
  - 8.8. FF Instructor II-III
  - 8.9. Fire Officer Strategy and Tactics
  - 8.10 Fire Officer I
  - 8.11 Fire Officer II-III
  - 8.12 Training conducted in support of the Indiana Fire Safe Initiative
  - 8.13 Training aids, student materials, or props needed to support the above listed training.
  - 8.14 Live Fire Training using the State Live Fire trainer.
  - 8.15 Hazardous Material Awareness and Operations level courses
  
9. **All funded courses that have available certifications authorized by the BFFPSE:**
  - 9.1. Shall have the instructor or coordinator submit the prescribed course application and receive an IDHS course number from the IDHS Certification Section web page in accordance with established IDHS procedures. Applications for course registration should be submitted at least 30 days prior to the start of the class.
  - 9.2. Required written and practical skills tests shall be administered and state certification applications shall be submitted in accordance with BFFPSE rules and IDHS policies.
  - 9.3. Applications for International Fire Service Accreditation Council (IFSAC) certification (if applicable) is optional and is at the expense of the student.
  
10. **Approved items for firefighter training under the grant funding guidelines**
  - 10.1 Instructors, Proctors, and Lead Evaluators for approved courses will be paid an hourly rate as per the budget and set classes. The number of Instructors, Proctors, and Lead Evaluators are set in the District 's plan and budget.
  - 10.2 Cost of a class is based on 15 student level. If the number of students goes below 15 the DTC must report to the State Training Director and adjust the amount allotted of the class.
  - 10.3 IFTS will only pay for fuel use of an apparatus used in a training session during the operational period that the apparatus is needed, and not for idle time.
  - 10.4 All training related equipment request must have prior written approval by IDHS Director of Training. Items that are requested must appear on the "Purchasing List of Approved Item" "Attachment B".
  - 10.5 Additional books and other printing materials used during training classes may be funded with prior written approval from the Sate Training Director.

10.6 Rehab supplies and equipment maybe funded through this grant with prior written approval from the State Training Director. IFTS funds may be used to supply re-hydration drinks (such as Gatorade, Power Ade, etc. in powder form) for training participants (students and instructors) during hands-on and practical skills training sessions. Bottle water and drinks shall not be funded with IFTS funds.

**11. The use of fire training funding is restricted as follows:**

11.1. Training courses must be open to students from any eligible fire department within the Indiana Homeland Security District (HSD) to be funded. Indiana students from outside the hosting HSD are permitted to attend training in another district so long as they are not preventing students from the host HSD from attending.

11.2. Members of a fire department whose department has not submitted the data requested by the DFTC for completion or revision of the District Needs Assessment shall not be eligible to participate in any fire training supported by this funding until such data is provided.

11.3. Members of fire departments whose departments are not part of the National Fire Incident Reporting System (NFIRS) or who have not submitted the required NFIRS reports within the past 90 days shall not be eligible to participate in any fire training supported by this funding.

11.4 Members of fire departments whose departments are not National Incident Command System (NIMS) compliant shall not be eligible to participate in any fire training supported by this funding. NIMS compliance shall be determined through the use of the NIMSCAST system. Departments may obtain their own NIMSCAST account through their county Emergency Management Director.

11.5 IFTS funding shall not be used to train firefighters who are not members or recruits of an Indiana fire department.

11.6 Use of IFTS funds for training other Indiana based non-fire public safety personnel may be authorized with the approval of the DFTC and written permission of the IDHS Director of Training.

11.7 The use of state fire training funds shall be applied first to those entities that support BuyIndiana efforts. The use of fire training funds for agencies, businesses and personnel from outside the State of Indiana shall be approved by the IDHS Director of Training or designee, in writing, prior to such use of fire training funds. Geographic preferences are not applicable to the use of federal funds.

11.8 IFTS funding may not be used for construction of new training buildings or other infrastructure without the written permission of the IDHS Director of Training. Usage fees and fees for the replacement of expendable items are allowable and should be addressed in the district training budget.

11.9 IFTS funds shall not be used to fund burning materials used in Class A live fire training this would include wood, paper, and straw. Local partnership would be asked to supply the materials.

11.10 IFTS funds shall not be used for classroom rental cost without prior approval from the Training Director.

11.11 IFTS funds will not fund utility fees (electric, phone, trash pickup or dumpsters, water, and sewage) associated with training centers. Fund will not be used custodial services at training centers.

12. All courses and course material funded through the IFTS shall bear the IFTS logo and indicate that the course has been made possible through funding provided by the Indiana Department of Homeland Security, Division of Training.
  - 12.1. All publications created in whole or part with U.S. Department of Homeland Security funds shall prominently contain the following statement:  
*“This Document was prepared under a grant from the Office of Grants and Training, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security.”*

## **District Fire Training Council Responsibilities**

13. The DFTC shall complete the training and infrastructure needs assessment for each county in their District, in a format prescribed by IDHS Preparedness and Training Division.
14. The DFTC shall develop policies and procedures, and approved by IDHS for their district which, as a minimum, outlines the following:
  - 14.1. Formal membership of the DFTC (fair representation from each county in the district shall be maintained)
  - 14.2. Selection process for DFTC members
  - 14.3. Terms of DFTC members
  - 14.4. Process for selection of chairperson(s), other officers, or sub-committee chairpersons
  - 14.5. Organizational structure and lines of responsibility
  - 14.6. Brief description of duties of any officer or sub-committee
  - 14.7. Minimum instructor qualification standards
  - 14.8. List of approved instructors
15. The DFTC shall use the information compiled from their training and infrastructure needs assessment to develop a District Fire Training Plan (Plan). This Plan shall outline the estimated number of firefighters to be trained during each state fiscal year in the IFTS Training Priority as listed in Paragraph 4 above. Training priorities shall be established to allow for funding awarded versus funding requested.
- 16. 15. The Plan shall include:**
  - 16.1. Executive summary explanation of the DFTC Training Needs Assessment information (Note: Detailed data from the Training Needs Assessment shall be included as an attachment);
  - 16.2. Justification for the projected training based on the DFTC Needs Assessment, identified weaknesses, inability to perform critical tasks, and other local factors.
  - 16.3. List of participating fire departments and name and contact information of their chief and training officer;
  - 16.4. List of DFTC members, their respective departments, and the county/jurisdiction represented;
  - 16.5. List of training courses to be delivered and number of offerings for each course;
  - 16.6. Projected course delivery locations;
  - 16.7. Projected number of students to be trained in each course;

- 16.8. Detailed budget worksheet denoting the projected expenses by course for the delivery of the proposed training or project, including instructor fees, facility usage fees, student materials, props or training aids, other supporting information, etc.
- 16.8.1. An explanation of the proposed expenses shall accompany the detailed budget worksheet in order to ensure that the expenses are in compliance with the IDHS fire training funding requirements and guidance and the United States Department of Homeland Security requirements and guidance (if applicable).
17. The DFTC shall designate a fiscal agent (Fiscal Agent) with the necessary financial resources to support the initial payment of approved training funds. The Fiscal Agent shall be a component of an Indiana political subdivision. The agreement between the DFTC and the Fiscal Agent shall be renewed at a minimum of every two years.
18. The DFTC shall designate a District Training Center as the training hub and coordination point for the district. It is the intention of the IFTS that the DFTC should partner with and leverage existing training facilities within the district.
19. 18. The DFTC may determine the amount of administrative fees paid to the Fiscal Agent to cover costs incurred to administer this program, subject to the approval of IDHS. Generally, these fees should not exceed two and one half percent (2 ½%) of the approved fire training budget unless the services provided by the Fiscal Agent can be justified, in writing, by the DFTC and approved by the Training Director. While the amount of state funding may be authorized to exceed two and one half percent (2 ½%), in no case shall the amount of federal funding granted designated for administrative costs exceed two and one half percent (2 ½%). Requests for administrative fees require a detailed explanation and budget for the use of these fees. A written statement from the Fiscal Agent is required assuring that the administrative fees do not supplant any other funding sources of the Fiscal Agent.
- 19.1. If U.S. Department of Homeland Security grant funds are being used as the source of funding for the training, up to 2.5% of the amount of grant funds awarded can be used to reimburse for management and administrative costs incurred by the recipient of the funds. Management and Administrative (M&A) costs are direct costs that are incurred to administer a particular program/award. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project. M&A costs may include: (1) Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program; (2) hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the program; (3) Travel expenses; or (4) Meeting-related expenses.

- 19.2. Annually, the DFTC shall submit a district fire training plan to the Training Division (refer to paragraph 13). This Plan shall detail training to be conducted during the upcoming state fiscal year and outline projected training needs for the following two state fiscal years. This Plan shall be submitted together with the Request for Fire Training Funding each year (February/March). This plan shall be based on the state fiscal year (July-June). *Project expenditures must be completed prior to May 25<sup>th</sup> each year and be submitted to IDHS for reimbursement with supporting documentation no later than June 1st<sup>d</sup>.*

## **Insurance responsibilities**

20. Each District Training Council has the availability in their budgets to provide liability insurance and workman's comp for instructors that are providing training that is funded under the State Firefighter Training System. All props and equipment used the firefighting training in the districts will be insured through the local departments that have been issued.

## **Use of District Training Website Registration**

21. The District Training Councils will use the Indiana Fire Training Web-site to register all students for courses held in their districts and are funded through the State Firefighter Training Funds. The web site address is <http://www.indianafiretraining.com> The District Training Council is responsible for keeping the web site updated for their district.

## **Fiscal Agent Responsibilities**

22. 21. The Fiscal Agent shall enter into a Grant Agreement and a Sub-Grant Agreement with the IDHS. The Grant Agreement will address the state provided funds and the Sub-Grant Agreement will address the federally provided funds.
23. Funding for fire training generally will be provided on a reimbursable basis to the fiscal agents that, in cooperation with the DFTC, have submitted completed applications and detailed budgets that have been accepted by the IDHS. Reimbursement requests shall be accompanied by supporting documentation as required by IDHS.
24. The Fiscal Agent may contract for or otherwise purchase services or supplies subject to the prior written approval of the DFTC. Purchases outside of the scope of the approved DFTC budget shall have written approval from the Training Director.
25. Requests for Fire Training Funding shall be submitted to the Training Division by the DFTC for review and approval. The request shall be reviewed and agreed upon by the fiscal agent prior to submission.
26. All Fire Training Funding Requests shall be in electronic format readable with Microsoft Word, Excel, and/or Adobe Portable Document Format (PDF).

27. Funding for approved fire training shall be disbursed in accordance with IDHS and U.S. DHS regulations and policies. All allowable reimbursement for travel shall not exceed the rates approved by the State of Indiana.
28. Upon completion of the approved fire training, the Fiscal Agent for the DFTC shall submit a request for reimbursement/expenditure report and copies of associated invoices for the fire training related expenses incurred (in some cases, copies of Purchase Orders issued by the Fiscal Agent may be submitted in lieu of invoices, subject to the approval of the Training Director, or designee).
- 28.1. Each request for training course delivery reimbursement shall contain a roster of those who participated in the funded fire trainings. The roster shall include the IDHS assigned course number, dates conducted, lead instructor name, lead evaluator name, student names and departments.
- 28.2. Requests for reimbursement shall be mailed to:  
***Firefighter Training Section  
Indiana Department of Homeland Security  
302 West Washington Street, Room E-239  
Indianapolis, IN 46204***
29. Upon approval by the Training Director or designee, IDHS will release funds to the requesting Fiscal Agent for the approved amount of reimbursement. It shall be the responsibility of the Fiscal Agent to ensure that all persons eligible for payment under each approved submission receive the proper payment.
30. The Fiscal Agent shall maintain all books, documents, papers, accounting records and other evidence pertaining to this project in a central location and adhere to all other requirements set forth in the Sub-Grant Agreement with IDHS and applicable federal grant record-keeping guidelines. See Attachment C for more information on federal grant requirements.
31. The Fiscal Agent shall provide to the DFTC and/or Training Director a financial activity/expenditure report (current to the most recent county payment cycle), upon request.

Questions and additional guidance may be obtained by contacting:

**Bradley D. Thatcher**  
Director of Training  
IDHS  
317-233-4280 office  
[bthatcher@dhs.in.gov](mailto:bthatcher@dhs.in.gov)

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Division Chief  
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## **Indiana Firefighter Training System Purchasing List of Allowable Items**

### **Printed Materials:**

- Firefighter I/II (IM&SM): Order only IFSTA 5<sup>th</sup> Edition Essentials
- Fire Officer I (IM&SM): Order only IFSTA Fire and Emergency Services Company Officer 4<sup>th</sup> Edition
- Fire Instructor I/II/III (IM&SM): Order only IFSTA Instructor 7<sup>th</sup> Edition
- Fire Officer Strategy & Tactics (FOST): Order only Brady 2<sup>nd</sup> Edition Strategic and Tactical Considerations on the Fireground
- Hazmat Awareness and Operations: Order only IFSTA Hazardous Materials for First Responder

### **Props & Equipment:**

- Prop Trailers, vehicles for towing will not be allowed.
- Entanglement Drill Simulator
- Forcible Entry \*
- Vertical Ventilation/Washington Prop
- Wall Breach Simulator
- Burn Pans \*
- Fire Extinguishers
- Computers, must get pre-approval from IFTS
- Projectors, must get pre-approval from IFTS
- Sprinkler Trainer \*
- Rescue Ladder
- Saws
- Incident Command Board & Command Vests
- Vent Fans-Electric or Gas Operated
- Mist Fans

### **Hazardous Materials:**

- Decontamination Tent, must get pre-approval from IFTS
- Decontamination Equipment, must get pre-approval from IFTS
- Gas Meter, must get pre-approval from IFTS

### **Live Burn Facilities:**

- Hoses
- Nozzles
- Helmet Covers,
- SCBA's will not be approved

### **Survival Trailer & Misc:**

- Insurance
- Accident and Health Insurance
  
- Workers Compensation

- Errors and Omissions
- No Insurance on vehicles or equipment is allowed.
- Office Supplies & Equipment
- Fire Engine Usage: Paid out only for time actually used, not sitting idle
- Totes for storage
- Coordinator Payroll
- Mileage
- Instructor Fees: For Approved Classes Only
- Fiscal Payroll
- Misc Training Supplies as well as propane and propane accessories
- General maintenance on props purchased from DFTC funds
- Painting props by local organizations and cost associated with this
- Printing & printing materials
- Denotes DFTC's need to contact IFTS first, there be items or supplies already around the state not being utilized.
- If there is any question if an item or product is allowable please contact the Fire Training Section prior to purchasing or ordering.
- **No State of Indiana Assets will be taken out of state or deployed without first getting pre-approval from IFTS.**
- **IFTS will not pay for EMS standby.**
- **IFTS will not pay for additional testing/proctoring of skills or written testing. Written testing has a maximum of 3 HRS for an exam.**
- **We do not compensate instructors or any district training staff for test review.**