



An Roinn Tithíochta, Pleanála agus Rialtais Áitiúil
Department of Housing, Planning and Local Government



An Stiúrthóireacht Náisiúnta um Bainistíocht Dóiteáin agus Éigeandála
National Directorate for Fire and Emergency Management



Fire Service Central Training Programme
Course: Fire Service Pump Operator
Killarney Fire Station (5th to the 9th of March, 2018)

5th January, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

The Fire Service Pump Operator Course will be held in Killarney Fire Station from the 5th to the 9th of March, 2018, as part of the Fire Service Central Training Programme.

Further information on the course is provided in the Course Details which accompany this notification.

Fire authorities who wish to nominate candidates for this course should forward nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Friday the 26th of January, 2018**. Nominations will not be considered unless a completed nomination form and relevant documentation (see Section 5.2 of the Course Details) has been received in the Management Support Unit by the closing date.

Fire authorities may wish to provide notice of nominations to the Management Support Unit by Telephone (01 – 888 2334 or 2460) or by Fax (01 - 888 2645), in the first instance, and follow up by post or e-mail with the completed nomination form and relevant documentation in time for the closing date.

The appropriate e-mail address is: **fire-service-training@housing.gov.ie**

The appropriate postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G.59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
Management Support Unit
National Directorate for Fire and Emergency Management



Course: Fire Service Pump Operator

Page 1 of 5

Killarney Fire Station (5th to the 9th of March, 2018)

1. Course Aim

The aim of the course is to assist fire authorities in developing and updating their ability to deliver Pump Operator Training, through the provision of a course for instructors who are involved in training provided locally to brigades.

2. Course Objectives

At the end of the course attendees will have participated in a number of practical exercises and practiced the necessary skills in the operation of the relevant equipment and be able to:

- (a) Describe the types of pumps in general use in the fire service and the procedures for their efficient operation.
- (b) Describe the practical and theoretical elements of the construction of the equipment.
- (c) Outline the common faults arising from the malfunction of the equipment and the appropriate methods of rectifying such faults, particularly with regard to the limits of on-site "trouble-shooting".
- (d) Demonstrate the ability to effectively deliver both a classroom presentation and skills based lesson/drill in the area of pump operations in the training yard.

3. Course Dates / Venue / Capacity

- 3.1 The course will be held at Killarney Fire Station, Co. Kerry.
- 3.2 The 5-day course is scheduled to run from the 5th to the 9th of March, 2018.
- 3.3 There are 12 places on the course.

4. Eligibility

- 4.1 The course is open to all fire service officers who hold an instructor qualification (Fire Service Instructor, Breathing Apparatus Instructor, or equivalent) and are actively involved in their authority's operations and training.
- 4.2 Nominees for the course should have received training in manual handling techniques appropriate to fire service operations and each participant will be required to confirm this in writing as per the enclosed nominee form.
- 4.3 Nominees for the course should be in good physical condition, as the course programme contains a substantial number of practical exercises. Nominees will be required to confirm in writing that they are not aware of any reason that would prevent



Course: Fire Service Pump Operator

Killarney Fire Station (5th to the 9th of March, 2018)

them from taking part in practical and physical work of the nature expected of a fire service trainee, as per the enclosed nominee form.

- 4.4 In addition, for the nominees allocated a place on the course, the fire authorities should satisfy themselves that they are medically fit to attend the course and the medical fitness certification should be submitted as outlined in section 5.3

5. Nominations

- 5.1 The nomination form is attached and a separate form should be completed in respect of each nominee. Completed nomination forms should be sent to arrive with the Management Support Unit **not later than Friday the 26th of January, 2018.** Nominations will not be considered unless the fully completed nomination and nominee confirmation forms are received by the closing date.

- 5.2 **Checklist:** A nomination for each nominee for the course must include:

- Completed nomination form;
- Completed nominee confirmation form with the manual handling training and physical fitness confirmations signed by the nominee.

- 5.3 Medical fitness certification *for nominees allocated a place* on the course are to be received in the Management Support Unit by **Wednesday the 21st of February, 2018.** The certification should be provided in either of two formats: -

- (a) Where medical fitness certification is effected using the Occupational Health Scheme for Members of the Retained Fire Service, a copy of the final page of the examination documentation should be provided, showing the local authority name, the nominee's name and rank and the doctor's medical decision – expressed in the range (*a) to (*e), confirmed by the doctor's signature and date of examination, or
- (b) A medical certificate, bearing a current date, provided by a doctor and confirming that the nominee is medically fit to participate in the specific training course.

6. Participation

- 6.1 The personnel who are allocated a place on the course will be notified through their fire authorities and joining instructions will also issue at that time.

7. Assessments

- 7.1 The Fire Service Pump Operator Course is designed to train and develop participants to undertake specific tasks for which there are defined levels of skill and knowledge.

- 7.2 Participants will be subject to continuous assessment and, for successful completion of the course, will be required to demonstrate appropriate skill and knowledge through participation in practical exercises and a written assessment. An assessment of participant performance, including grades awarded for specific skills and knowledge, will be provided to the course participants and their employing fire authority.



Course: Fire Service Pump Operator

Killarney Fire Station (5th to the 9th of March, 2018)

8. Freedom of Information Act

- 8.1 The Freedom of Information Act contains obligations to disclose certain information if it is requested. Any decision to release information will be in compliance with the Act and will have due regard to the sensitivity of the information.

9. Insurance

- 9.1 The Department of Housing, Planning and Local Government and the fire authorities at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the course. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and Kerry County Council (at whose centre the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

10. Course Content – Fire Service Pump Operator

- Theory of Pump Operation and Water Pressure Delivery – Appliance Mounted and Portable
- Operational Procedures for Pumps – including Standard Tests
- Use of Pumps and Related Equipment including “Trouble Shooting” on-site
- Practical Exercises
- Written Assessment
- Practical Assessments

**Course: Fire Service Pump Operator**

Page 4 of 5

Killarney Fire Station (5th to the 9th of March, 2018)

NOMINEE CONFIRMATION FORM

This form should be completed by each nominee and returned to the National Directorate Management Support Unit with the completed nomination form.

Name of Nominee : _____
(BLOCK CAPITALS PLEASE)

Manual Handling Training Confirmation

I confirm that I have received training in manual handling of loads appropriate to fire service operations.

Signed : _____

Date : _____

Physical Fitness Confirmation

I am not aware of any reason that would prevent me from taking part in practical and physical work of the nature expected of a fire service trainee.

Signed : _____

Date : _____

**Course: Fire Service Pump Operator**

Page 5 of 5

Killarney Fire Station (5th to the 9th of March, 2018)**NOMINATION FORM**

1. Fire Authority: _____
2. Name of Nominee : _____ 3. Fire Brigade: _____
4. Rank : _____ Date Appointed to Present Rank : / /
5. Date of Birth : / /19 _____ Date of Entry to the Fire Service : / /
6. Instructor Qualification Courses : Fire Service Instructor 1 Course Year: _____
 Breathing Apparatus Instructor Course Year: _____
 Or Equivalent Instructor Course (Please Specify and attach details) Year: _____
 _____ Year: _____

7. Has the Nominee received training in Manual Handling Techniques appropriate to fire service operations? No Yes

Manual Handling Training

Course	Dates	Training Location
Most Recent Refresher Course		

8. Is the Nominee qualified as a First Responder ? No Yes

First Responder Training

Course	Dates	Training Location
Initial EFR Training Course		
Most Recent Refresher Course		

9. Is the nominee qualified to drive a fire appliance ? No Yes Licence Class _____

10. Brief Outline Statement in Support of the Nomination: _____
- _____
- _____

11. Home Address : _____
(for issue of assessment)
- BLOCK CAPITALS
PLEASE _____

Contact Telephone Number or E-Mail Address: _____

12. The above-named officer is nominated to attend the course. I confirm that he/she satisfies the eligibility conditions for the course and that the information supplied above in respect of the nominee is correct.

13. Signed : _____ Rank : _____
(On behalf of Fire Authority)

Date: _____