

# Indiana County

William A. Waugh

# Public Safety Academy

## 2022

## Instructor Guide Book



## INTRODUCTION

The Indiana County, William A. Waugh, Public Safety Academy (ICPSA) provides training programs in partnership with the Pennsylvania State Fire Academy and other various educational organizations and therefore requires that instructional staff members adhere to the policy's and procedures outlined by these organizations. This guide provides to the ICPSA staff member the guidelines that must be followed in order to provide for a professional program for the attendee.

Many of the ICPSA staff members are contracted directly by Indiana County Public Safety Training Academy (ICPSA) and are not under the direct control of the Pennsylvania State Fire Academy or one of the other educational organizations that we provide training for. It is essential that the ICPSA staff meet the requirements of this guide in order to maintain a high level of instructor presence and student respect.

Included in this guide are the *Instructor Professional Standards* as outlined by the Pennsylvania State Fire Academy. It is our intent to move ICPSA instructors along a path that will meet or exceed their needs to obtain the highest level of certification as a State Certified Instructor.

A copy of the Standard Operating Procedures for the Academy is also included for instructors to follow.

perpetrator in a founded or indicated report, the employee must provide the Director with written notice not later than 72-hours after arrest, conviction or notification that the person has been listed as a perpetrator in the statewide system.

10. An employee who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination.

## B. TRAINING REQUIREMENTS

1. Individuals wishing to participate as Instructors or Support Staff at the ICPSA should be current Pennsylvania State Certified Instructor or have completed, at a minimum the following training requirements:
  - a. Interior Fire Fighter / Fire Fighter I Cert.
  - b. Structure Burn Session
  - c. Advanced Structure Burn Session (ICFA)
  - d. Pump Operations I
  - e. Confined Space Rescue
  - f. Trench Rescue
  - g. Basic Vehicle Rescue, DOH/SFA
  - h. Incident Command
  - i. First Aid / CPR
  - j. Methodologies of Education (DOH / SFA)
  - k. Hazardous Materials Operations / Haz Mat Ops Cert.
2. Individuals working their way through the State Instructor Certification process will be given consideration for instructor time in their required disciplines.
3. Consideration will be given to other individuals on a case by case basis.

## C. CONTRACTS

1. Staff members are considered professionally contracted educators and are required to meet the requirements outlined in the PASFA, Instructor - Code of Professionalism, January 27, 2020.
2. Instructional staff members will be contacted for availability to provide training or evaluation on a course-by-course basis.

- c. Pants, Uniform Style, 100% Cotton, NFPA Comp.
- d. Pants, 100% Cotton, 6-pocket, BDU Style
- e. Sweatshirt, "ICFA or ICPSA staff
- f. T Shirt, Short Sleeve, "ICFA or ICPSA" staff
- g. Boot, "9-1-1" or "AlphaForce", "Rocky"

8. Requests for Uniforms should be submitted to the Director.

#### E. COURSE MATERIALS & EQUIPMENT

- 1. All printed materials required by the instructor for a program should be submitted to the Deputy Director of Operations at least one week prior to the needed date.
- 2. Materials, such as textbooks, should be requested at least one month prior to the start date of a course.
- 3. Equipment owned by the ICPSA is available for use during any program and following use must be cleaned and returned to the proper storage area.
- 4. Damaged or expended items should be reported to the Director or any Deputy Director immediately.
- 5. Various organizations own equipment that is stored at the Academy. Before use, permission must be obtained from these owners. Instructors must advise the Director of their need for use so permission can be obtained in advance.

#### F. BUILDINGS AND GROUNDS

- 1. Staff Members will be responsible for the clean up of areas used during the presentation of a program.
- 2. All policies and procedures outlined in the ICPSA Site Users guide must be enforced.
- 3. Damage or repairs needed to any facility at the Academy must be reported to the Director Immediately.

I. EDUCATION REIMBURSEMENT

Staff members performing a minimum of 24-hours of paid course delivery annually may attain additional education that expands their instructor certification and have the tuition for said course work reimbursed by the ICPSA (said reimbursement shall be subsequent to a staff member receiving a "C" grade or pass if pass/fail). Any such courses shall have prior written approval of the Fire Academy Director. Said coursework must directly benefit the employee and ICPSA in his/her present position. Subject to the number of applicants, the annual allocation may be prorated.

J. PROPERTY AND EQUIPMENT CARE

It is the instructional staff's responsibility to understand the equipment needed to perform their duties. Good care of any equipment that is used during the course of employment, as well as the conservative use of supplies, will benefit the course and ICPSA. If any equipment is identified as not working properly or in any way appears unsafe, please notify the Fire Academy Director or Deputy Director of Operations immediately so that repairs or adjustments may be made. Under no circumstances should a staff member start or operate a piece of equipment that is deemed unsafe, nor should they adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

K. PERSONAL TRAVEL REIMBURSEMENT

An "ICPSA Travel Request Form" (Appendix – B) must be filled out completely before payment is made to the staff member. ICPSA credit cards may be used for travel expenses up to the pre-approved limit as determined by the "Total Estimated Expenses" section of the Travel Request Form. The column entitled "Before-Trip Estimated Expenses" must be completed before an ICPSA credit card can be used or an advance payment can be made to the staff member.

Out-of state travel expenses are allowable with ICPSA Board of Directors pre-approval.

Mileage reimbursement is paid at the current rate established by the US Federal Gov't annually for a staff member using their personal vehicle, with prior approval to do so for work related travel. All staff members entitled to mileage expenses must complete the appropriate sections of the Travel Request Form with Director approval in order to receive payment. This includes destination, purpose for the trip, miles traveled with odometer readings, etc.

- d. Each vehicle log shall include reason for use, driver's name, date, beginning and ending time, beginning and ending mileage.
4. Drivers of vehicles owned by ICPSA are responsible for the security of the vehicle to which they are assigned. Windows shall be closed and the doors locked when the vehicle is unattended.
5. Each operator must dispose of trash in bags placed in the vehicle and must remove all trash that has accumulated during their use.
6. Physical cleaning of the vehicles will be the responsibility of the operator of the vehicle on a routine basis or as needed.
7. Fuel will be purchased using the ICPSA supplier unless the vehicle is out of County on Official business.
8. The ICPSA provides insurance on vehicles, however, you will be considered completely responsible for any fines and moving or parking violations incurred. ICPSA vehicles shall be recorded with the insurance carrier and all paperwork shall be filed in the office of the Director.
9. Prior to operation of any ICPSA vehicle, staff members will be trained on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses and so on.
10. Pennsylvania laws regarding operation of motor vehicles apply to all operators regardless of where the operation of that vehicle occurs.

#### N. MEDICAL REHABILITATION POLICY

Consistent with the Pa. State Fire Academy Live Burn Policy the Indiana County Public Safety Academy can designate its own employees, with the proper medical credentials, to act as on site EMS providers. These individuals will be required to follow the PA DOH BLS protocols and the PA DOH Guidelines for Fire Fighter Rehabilitation. Below are the guidelines from the PSFA Live Burn policy as it applies to a fixed facility.

1. The personnel staffing the Basic Life Support (BLS) EMS function will NOT be permitted to participate in the training. BLS functions shall be located near the operations area, and all personnel involved in the training must be aware of its location.
2. Fixed Facility Interior Live Fire Training: Basic Life Support (BLS) emergency medical services shall be available on site to handle injuries.

ATTACHEMENT "A"  
STAFF PAY SCALE  
(Change effective January 14, 2023)



(724) 479-0686  
(724) 349-9300

**Indiana County**

**William A. Waugh**

**Public Safety Academy**

85 Haven Drive  
Indiana, PA 15701



"Since 1974"  
E-Mail:  
ICFA@indianacounty.org

TO: All Public Safety Academy Staff  
FROM: ICPSA Executive Board  
DATE: January 14, 2023  
SUBJECT: Payroll rate changes

Effective January 1, 2023, the following pay rates will apply:

Industrial Program Lead Instructor	\$30.00 p/h
Industrial Support Inst. & Support Staff	\$20.00 p/h
Local Level Lead Instructor / EMS Staff	\$20.00 p/h
Local Level Assist. / Support Staff	\$17.00 p/h
Certification Evaluator	\$20.00 p/h
Certification Exam Support Staff	\$17.00 p/h

2023 Mileage Reimbursement Rate = \$0.655 per mile traveled for off-site work assignments.

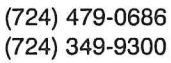
2023 Meal Reimbursement Rate =

MEETING/TRAINING ALLOWANCE	
BREAKFAST	\$12.00
LUNCH	\$15.00
DINNER	\$25.00

NOTE: Meal reimbursement is payable only when overnight stays are required for work related assignments. All overnight assignments must be approved in advance.

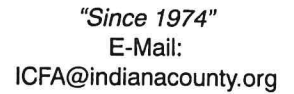


APPENDIX - A  
MONTHLY PAYROLL SHEET



**William A. Waugh**

85 Haven Drive  
Indiana, PA 15701



During the month of \_\_\_\_\_, 20\_\_, I have presented or assisted in the following courses on the dates listed below, for the listed programs totaling \_\_\_\_\_ hours for the month.

[illegible]

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1/2013 VERSION

<http://icfa.indianacounty.org/>

APPENDIX – B  
TRAVEL SHEET

**INDIANA COUNTY PUBLIC SAFETY ACADEMY  
TRAVEL REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_ DATE(S) OF INCURRED EXPENSES: \_\_\_\_\_

POINTS OF TRAVEL, FROM: \_\_\_\_\_ To: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

ITEMIZED EXPENSES:

	BEFORE TRIP ESTIMATED EXPENSES	AFTER TRIP ACTUAL EXPENSES	
LODGING	\$ _____	\$ _____	LODGING TOTAL # OF NIGHTS : _____ LODGING COST PER NIGHT: \$ _____
MEALS	\$ _____	\$ _____	
MISC.	\$ _____	\$ _____	(MILEAGE PAID AT ANNUAL FEDERAL RATE)
MILEAGE	\$ _____	\$ _____	_____ MILEAGE @ _____ PER MILE
=====			
TOTAL	\$ _____ (ADVANCE)	\$ _____ (REIMBURSE)	

➤ IF THIS IS A BEFORE TRIP ADVANCE TO WHOM SHOULD THE CHECK(S) BE WRITTEN?

A. \_\_\_\_\_ \$ \_\_\_\_\_

B. \_\_\_\_\_ \$ \_\_\_\_\_

➤ IF THIS IS AN AFTER TRIP ADJUSTMENT OR REIMBURSEMENT TO WHO IS THE BALANCE OWED?

FIRE ACADEMY \$ \_\_\_\_\_ STAFF MEMBER: \$ \_\_\_\_\_

**NOTE: ADVANCE REQUESTS MUST BE SUBMITTED TO THE DIRECTOR NO LESS THAN TWO (2) WEEKS PRIOR TO TRAVEL DATE. RECEIPTS WITH ACTUAL COSTS EXPENDED, EITHER FROM AN ADVANCE PAYMENT OR ACTUAL COST REIMBURSEMENT MUST BE SUBMITTED TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER THE TRIP.**

\_\_\_\_\_  
STAFF MEMBER SIGN

\_\_\_\_\_  
DIRECTOR SIGN

CHECK ISSUED: # \_\_\_\_\_