GREENE COUNTY DEPARTMENT OF EMERGENCY SERVICES
25 Volunteer Drive Cairo, New York 12413
(518) 622-3643
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Fire Training Request and Scheduling Procedures

Purpose

This procedure establishes the process for submitting, reviewing, scheduling, and managing requests for New York State Office of Fire Prevention and Control (OFPC) outreach fire training courses through Greene County Emergency Services.

Course scheduling is based on the course start date, not the course end date.

1. Submission of Training Requests

All fire training requests must be submitted through the online Fire Training Request Form:

https://form.jotform.com/43564364232150

Courses requested at the Greene County Training Center are subject to facility scheduling and availability.

A. Requests for Host Training at a Fire Station

Fire departments or companies requesting to host a training course at their fire station must meet the following requirements:

1. **Student Demand and Registration:** The department or company requesting fire training must ensure sufficient interest and demand within its own organization and/or surrounding area to meet the course's minimum student registration requirements.

2. **Course Requirements:** Requested courses that are confirmed but fail to meet minimum registration numbers or logistical requirements may result in the requesting agency's future training requests receiving lower scheduling priority.

3. **Logistical Support:** The requesting agency is responsible for coordinating with the lead instructor to provide the necessary logistical support, including:
    - Suitable facilities and classroom space.
    - Required apparatus and equipment.
    - A projector and screen, or a suitable television, for PowerPoint presentations.
    - Any additional resources required by the lead instructor.

4. **Student Prerequisites:** Departments must ensure that members registering for a course meet all applicable prerequisites, including required refresher training, Apparatus Operator courses, Fire Police courses, or other prerequisites specified for the requested course.

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5. **Alternative Training Location:** If a department or company cannot meet the minimum student registration requirements or provide the necessary logistical support, it may request that the course be held at the Greene County Training Center.
   Courses hosted at the County Training Center may require logistical support from the home departments of enrolled students, when necessary. Departments should be aware of this possibility when signing a Training Authorization Letter (TAL) for a member to attend training.

   Courses scheduled at the County Training Center that are cancelled or do not run because of low student registration will not negatively affect the requesting agency's future training requests.

2. Instructor Availability

Upon receipt of a fire training request, Peter Alberti, Deputy Fire Coordinator, will contact New York State fire instructors to determine their availability to teach the requested course.

3. Facility and Room Reservations

Peter Alberti, Deputy Fire Coordinator, will check room availability and reserve an appropriate room at the Emergency Operations Center (EOC), as needed.

Any reservation is subject to facility availability and confirmation of the course schedule.

4. Proposed Training Schedule (PTS)

Once the course dates, times, location, and instructor have been confirmed, a Proposed Training Schedule (PTS) will be completed and submitted to OFPC by email.

The course schedule must be coordinated and submitted in accordance with applicable OFPC requirements.

5. Standard Scheduling Process

All OFPC outreach fire training requests must follow the procedures outlined in this document. Departments and companies should submit requests through the designated online form and allow sufficient time for instructor coordination, facility reservations, and OFPC scheduling approval.

6. Course Rescheduling or Cancellation

If a scheduled course is rescheduled or cancelled for any reason, the requesting department or company must promptly notify Peter Alberti, Deputy Fire Coordinator.

Upon notification, Peter Alberti will:

1. Cancel the applicable room reservation, as necessary.
2. Notify OFPC of the schedule change or cancellation by submitting the required State Change Form.
3. Coordinate any additional scheduling changes with the affected instructors and agencies, as appropriate.