

## **BLANKETED-IN EMPLOYEES**

**4182**

(No. 6 February 2007)

Typically, when CAL FIRE enters into a new cooperative fire agreement, the local government employees who previously performed the work assumed by CAL FIRE are transferred or “Blanketed-In” to state service by State Personnel Board resolution. When this occurs, the Unit originating the contract is responsible for conducting a thorough review of the Blanketed-In employee training records and work history, developing an individual training plan for each new employee, and submitting it to SubJAC for review.

The review, development, and approval of training plans for Blanketed-In employees will be as follows:

### **TRAINING AND EDUCATION REVIEW**

**4182.1**

(No. 6 February 2007)

The Unit is responsible to assemble and analyze the training, education and experience records for Blanketed-in employees. This step is typically done by the Unit Training Officer, but can be completed by the Unit JAC Coordinator, Instructor of Record or other designee. The Unit will compare the employee’s work history and training records to the related and supplemental training for JAC FFII and FAE apprentices, required training in the 4000 handbook and any additional required local or department training.

Once the Unit has completed their review and developed recommendations for the SubJAC review, they submit the training package to SubJAC. The training package will include the summary memo of the Unit’s recommendations, completed Individual Training Record forms, and copies of all training records, certificates, etc. for verification of completion. This should occur at least 30 days prior to the effective date of CAL FIRE employment.

SubJAC will develop and submit an Individual Training Plan for each Blanketed-in employee based on the review of the training package, assessment of the summary memo and requirements of the department and JAC training programs.

Responsibilities for processing of the Individual Training Plans are as follows:

## **Unit Chief**

1. The Unit Chief originating the contract will review and approve the Unit training package for submittal to the SubJAC.
  - This review will allow the Unit Chief an opportunity to become familiar with the training and experience requirements for each employee.
  - Allows identification of operational needs that may arise while the Blanketed-In employees meet their training requirements.
2. Once approved, the Unit Chief will forward the training plans to the Statewide JAC Coordinator.

## **Unit Training Officer**

Review each Blanketed-In employee's work history and training records and include a thorough assessment of the employees existing training records, position(s) held, and the types and duration of duties performed within those position(s).

1. Only training that can be verified through documentation will be accepted for equivalency or for satisfying any training requirements as set forth in the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs. Copies of the following documents will be included with the plan:
  - Certificates of attendance in training courses at the local, state, or national level.
  - Certificates of attendance in training courses specific to their existing department.
  - ICS position qualification that is proven by certification and position performance evaluation.
  - Any licenses, diplomas, cards, or documents that verify currency with mandated training, professional skills, or proficiency requirements.
  - Other documentation that will verify any related training the employee has completed.
    - a. Indicate what JAC training requirements have been met by the employee, by filling in the Individual Training Record form contained in the FFII and FAE Apprentice Progress Notebooks and include certificates necessary for verification.
    - b. Reference the training matrix in the 4000 Handbook to be sure the employee meets any of the requirements or recommendations listed and include certifications.

2. Evaluate the employee's work history and focus on their skills and ability to successfully perform in the duties of the classification they will hold once appointed to CAL FIRE.
  - a. This will require a thorough assessment of the actual duties performed, duration those duties were performed, evaluations of performance, and any specialty skills that may be applicable.
  - b. Include this information in the summary memo to assist in determining any additional needs for training.
3. Develop a summary memo, or recommendation for training, based on a comparison of the work history and training records.
  - a. Include information regarding possible apprenticeship status, training to be completed and any recommendations regarding attendance in the BFC.
  - b. Often times it is determined that a Blanketed-In employee must complete several training classes that may be offered within the Academy Basic Fire Control (Fire Fighter and/or Company Officer Academy). The SubJAC recognizes the benefit of a new employee's attendance in the Academy Basic Fire Control Course and when beneficial, the Department should send the employee through Basic Fire Control rather than send them to several stand alone courses.
  - c. Base summary memo recommendations on areas other than documented training; for example, experience, education, time in grade, expertise in a particular area, or other relevant factors that substantiate the recommendations.

### **Statewide JAC Coordinator**

It is the responsibility of the Statewide JAC Coordinator to collect and review the Training Plans to assure that plans have been developed for all of the Blanketed-In employees and prepare them for SubJAC review.

1. Submit the Unit's training package to the SubJAC for review and recommendations.
2. Once the Individual Training Plans are developed and approved by the SubJAC, the Statewide JAC Coordinator will notify the Unit regarding the outcome.

## **Sub-JAC Committee**

The final review and development for the Blanketed-In employee's individual training records will be conducted by the Department SubJAC Committee. Training plans will identify the specific training needs for the classification the Blanketed-In employee will be assuming within CAL FIRE and the time frames for completion of the training.

1. A Sub-JAC Training Review sub committee made up of both labor and management will review the training plans and make recommendations for changes that they deem appropriate.
2. SubJAC will hold a meeting to discuss the Training Review sub committee's findings and to provide final approval of all training plans.
3. Approved Training Plans and any changes made by Sub-JAC will be returned to the Unit Chief for implementation.
4. The Statewide JAC Coordinator will provide copies of Blanketed-In apprentice training requirements to Region and Unit JAC Coordinator, and CFFJAC.

## **TRAINING PLANS**

4182.2

(No.14 August 2014)

Employees Blanketed-In to the classifications of FFII and FAE may be required to participate in the entire apprenticeship program, a portion of the apprenticeship program, or may be granted journey-level status upon transfer to CAL FIRE employment. The determination of apprenticeship status lies with SubJAC and is accomplished through the training and education review process. Employees Blanketed-in to other fire service classifications will have an Individual Training Plan that specifically identifies any required training as recognized by the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs.

The Region and Unit JAC Coordinator will receive written notice of the SubJAC determination. The Individual Training Plan developed by SubJAC will list the specific training and experience needs of the Blanketed-In employee and a time frame for completion. Separate categories and completion time frames will be established in the Training Plan for listing the required, recommended, and enhancement training that the employee will be expected to complete. A category will also be established for listing the process for gaining experience in specific Department programs and familiarity with the Department operations.

If the SubJAC review process identifies an employee's Individual Training Plan requires attendance at the Firefighter Academy and/or Company Officer Academy at the CAL FIRE Academy, successful completion of the identified course(s) of instruction is required.

The SubJAC review will result in one of the following:

- 1) Participation in 1 to 3 years of the prescribed apprenticeship program:
  - The Blanketed-in employee is considered an apprentice and will sign an apprentice agreement for the prescribed period. The apprentice will be issued the appropriate Progress Notebook(s).
  - Upon completion of the required apprenticeship training, the employee will be issued a journey-level certificate. Once the employee achieves journey-level status they will be entitled to receive the Educational Incentive Pay.
  
- 2) Participation in prescribed training courses identified by SubJAC:
  - The Blanketed-in employee will not sign an apprentice agreement but may be issued Progress Notebook(s)
  - Training may include the Basic Fire Control courses, 4000 Handbook courses and other training deemed appropriate for the classification.
  - Employee will be required to successfully participate in identified training/examination(s) prior to being granted a journey-level equivalency. Once the employee achieves journey-level status they will be entitled to receive the Educational Incentive Pay.
  - A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.
  - CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations
  
- 3) Granting of journey-level status:
  - Based on the training records and work history of the Blanketed-In employee they may be considered a journey-level FFII or FAE.
  - The effective date they were appointed to CAL FIRE employment will be the date they are entitled to receive the Educational Incentive Pay.
  - No journey-level certificate is issued.

See [Section 4187 Education Incentive Pay](#), for additional information.

## **Driver Training**

If it is determined that the Blanketed-In employees will not be attending the Company Officer Academy, they will need to become familiar with the CAL FIRE Defensive Driving program and orientation to CAL FIRE Fire Apparatus. In order to address the employee's need for Defensive Driving certification, the employee will attend the Defensive Driver Training at the earliest available opportunity. Employees that need to recertify their defensive driving certification will follow the same guidelines as all state vehicle operators.

Blanketed-In employees required to attend training at the Unit level must complete it within 30 days of the employee's Blanketed-In hiring date. A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations.

### **DOCUMENTING COMPLETION OF REQUIRED TRAINING**

**4182.2**

(No. 8 September 2008)

Documented training of Blanketed-In employees placed in an apprenticeship program or participating in prescribed training and given an Individual Training Plan will submit 304's monthly to the Unit JAC Coordinator.

Once the Blanketed-In employee has satisfied SubJAC training requirements, the Unit Instructor of Record must certify such completion by submitting a letter with appropriate documentation (304) to the Region JAC Coordinator. The Region JAC Coordinator will forward the request for journey-level status and certification to the Statewide JAC Coordinator and CFFJAC. CFFJAC will declare the employee a journey-level or equivalent.

See Exhibit: [First/Journey Level JAC Completion Certification](#).

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms and Forms Samples\)](#)