

HR LF	HR HF	<p style="text-align: center;">Massachusetts District - 14</p> <p style="text-align: center;">Fire Investigation Team Structure, Membership, Training, and Attendance Requirements</p> <p style="text-align: center;">3800-19-001-01</p>	<p style="text-align: center;">Effective Date 3/15/2020</p> <p style="text-align: center;">Revision 1</p>
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I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this Standard Operating Guideline (SOG) is to ensure that all members of the District 14 Regional Fire Investigation Team have and maintain up-to-date requisite knowledge and skills in order to meet or exceed the minimum job performance requirements (JPR's) identified in NFPA 1033, Standard for Professional Qualifications for Fire Investigator (2014 edition).
- B) This SOG will apply to all District 14 Regional Fire Investigation Team members.
- C) This SOG should be referenced to ensure that members are maintaining the minimum annual training requirements of the team.

II) REFERENCE DOCUMENTS

- A) NFPA 1033 Standard for Professional Qualifications of Fire Investigator (2014 edition).

III) DEFINITIONS

- A) NA

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) District 14 Fire Investigation Team (D14FIT): The District 14 Fire Investigation Team (D14 FIT) is comprised of individual, trained fire investigators from communities within Fire District 14 and the community of Weston, that meet this SOG. The team is further broken down geographically into three Groups, A, B, and C (see map attached). The Team structure, roles and responsibilities are specified in D14 SOG FIT-3800-20-06 Team Structure.”

V) SAFETY

- A) NA

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the FIT Chairperson overseeing the team and or the District 14 Chairperson.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A

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violation of this policy, if proven, can only form the basis of compliance by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) General

- 1) Eligibility for inclusion for membership on the District 14 Regional Fire Investigation Team shall be at the Discretion of District 14 Chiefs based on the recommendation of an interested fire investigators fire chief.
- 2) Minimum requirements to be considered for team membership includes successful completion of the 48-hour Basic Fire Investigation course at the Massachusetts Firefighting Academy prior to appointment to the team. The current version of NFPA 1033 Standard for Professional Qualifications of Fire Investigator is 2014. Each investigator shall receive training based on subsequent updates to the NFPA 1033 standard edition.

B) Active/Inactive Membership

- 1) All team members shall attend 75% of the (quarterly) meetings/training sessions sponsored by District 14 they are available for, and must have been available for 50% of the activations for their respective group in a calendar year unless otherwise excused to be considered active.
- 2) Team members failing to maintain attendance and annual training requirements shall be placed on inactive status and their fire chief shall be notified of their status change.
- 3) Team members wishing to return to active status will be required to bring their training levels up to the current team standard before being considered active status.
- 4) Investigators shall use the IAR app to mark themselves as responding, on-scene, available or unavailable each time their respective group is paged.

C) Annual Training/Administrative Requirements

- 1) All members are expected to successfully complete a *minimum* of twelve (12) hours of training/continuing education each calendar year. Training can be a in-person, online, or a combination of both and shall keep the Fire Investigator up-to-date in the topics listed below as outlined in NFPA 1033, Ch. 1.3.7.:

- (a) Fire science

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- (b) Fire chemistry
 - (c) Thermodynamics
 - (d) Thermometry
 - (e) Fire dynamics
 - (f) Explosion dynamics
 - (g) Computer fire modeling
 - (h) Fire investigation
 - (i) Fire analysis
 - (j) Fire investigation methodology
 - (k) Fire investigation technology
 - (l) Hazardous materials
 - (m) Failure analysis and analytical tools
 - (n) Fire protection systems
 - (o) Evidence documentation, collection, and preservation
 - (p) Electricity and electrical systems
- 2) All members are expected to maintain a current Curriculum Vitae (CV) with appropriate proof of continuing education. The member's CV should include professional experience, formal education, continuing/professional education, certifications/licenses/credentials, professional affiliations, and courtroom testimony/expert witness experience.
 - 3) All members should maintain affiliation with the International Association of Arson Investigators (IAAI) and/or the National Association of Fire Investigators (NAFI), and at a minimum should maintain, or be actively working towards if not already obtained, designation as a Fire Investigation Technician (FIT) through the IAAI. All members should be actively working towards, if not already obtained, certification as a Certified Fire Investigator (CFI) through an accredited agency of the National Board on Fire Service Professional Qualifications (i.e. IAAI, DFS/MA Fire Training Council, Massachusetts Public Safety Fire Investigator Certification Coalition - MPSFICC) and/or Certified Fire & Explosion Investigator (CFEI) through NAFI.
 - 4) The Team Leader, or designee(s), shall be responsible for coordinating training/continuing education opportunities presented to the Fire Investigation Team to coincide with annual training requirements as outlined in NFPA 1033 Standard for Professional Qualifications of Fire Investigator.

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- 5) Each team member is responsible for documenting their annual training to include date, topic, hours, type (classroom versus online), and instructor or presenter. Documentation should be readily available electronically should be forwarded to the team leader annually.
- 6) Each team member is responsible for maintaining a log of all investigations they are involved with annually to include date, time of day, community, location (i.e. kitchen, basement, garage, field, etc.), investigator's role, and other information that may be pertinent establishing experience and credibility as an investigator.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) District 14 Fire Investigation Team Group Map:

SOG Review Dates:

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