



**KENTUCKY FIRE
COMMISSION
STATE FIRE RESCUE TRAINING**

118 James Court
Lexington, KY 40505
1-800-782-6823
Fax: 859-256-3125

To: Kentucky Fire Departments
From: Larry Potter
Date: April 8, 2020
Re: Virtual Classrooms/Learning

Dear Fire Chief/Training Officer/Instructor:

The current COVID-19 global pandemic is an unprecedented threat to not only the public but to our first responders. Governor Beshear has declared a State of Emergency and taken proactive steps to implement aggressive social distancing measures to “flatten the curve” in order to keep Kentuckians safe and reduce the harm caused by this disease.

With the current directives and the uncertainty of time frame for a return to normalcy in our daily lives both at home and while on the job, it has become apparent that we must make accommodations to allow for the continued training of our fire department personnel. The Kentucky Fire Commission and State Fire Rescue Training staff are actively involved daily with the Joint Operations Command at the State Emergency Operations Center in Frankfort along with holding internal virtual meetings to review current policies/procedures, plan for the future, and provide direction to the fire departments of the Commonwealth.

The Kentucky Fire Commission recognizes that virtual classrooms/learning/meetings have become the norm due to the current COVID-19 state of emergency. There are several platforms from which your department may utilize, but not limited to, SKYPE, Outlook Teams, Zoom, Go-to-Meeting, and Google Classroom. This directive shall be effective as of April 10th, 2020 and will stand effective until which time Governor Beshear rescinds the current State of Emergency. At that time all training regulations, policies, and procedures will return to the currently approved manner or until additional review and approval by the Kentucky Fire Commission Board. Currently the Kentucky Fire Commission approves of virtual learning.

All virtual learning classes and/or training shall meet the following criteria:

1. All classes/training shall be instructor-led.
2. All classes/training shall have a proctor/monitor, not required to be an instructor, to ensure student participation.
3. All classes/training shall be by virtual platform which allows for an individual video viewing of each attendee.
4. All classes/training shall have a roster completed by the lead instructor and shall be made available to all attendees or the attendees department within 24 hours of the completion of the class.
5. The proctor/monitor shall be responsible to complete a check of roster to attendees at the mid-point and end of the class to ensure continued participation throughout the class.
6. All curriculum requirements remain in effect and shall be adhered to.

(continued)



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7. It is recommended that visual aides be utilized during virtual training sessions including but not limited to Powerpoint, pictures, and other documents approved and provided by curriculum and product manufacturers.
8. The classes are considered classroom learning, not online, since they are instructor led. This will allow the virtual learning classes to be entered for initial certification.

We understand these are difficult times for everyone and know that virtual learning is just another avenue that will allow Kentucky's firefighters to continue improving their skills and knowledge in our quest to remain dedicated to the safety of our citizens and communities.

Please contact our office if you have any questions regarding virtual training.

Sincerely,

Larry Potter

