

District Liaison Officer Responsibilities

1. Coordinate the accreditation review of district/department/college training programs:
 - a) Schedule the review
 - b) Organize and train review team
 - c) Provide forms - supply available from the Department of Public Safety Standards and Training (DPSST) and forward recommendation promptly
2. Assist district fire service units, training providers, and personnel seeking accreditation:
 - a) Explain requirements
 - b) Provide forms
 - c) Coordinate task performances - select tasks and monitor process
 - d) Assist instructors in the district to gain approval to instruct courses, complete forms and recommend approval
3. Maintain close communication with district and local fire service organizations including fire agency:
 - a) Explain the DPSST programs
 - b) Announce DPSST activities
 - c) Determine district needs which should be brought to DPSST
4. Encourage or foster participation in DPSST programs - accreditation, training events.
5. Participate in annual DLO training sessions/conferences.
6. As requested, monitor accredited training in the district - conferences, individual classes, and training programs.
7. Provide DPSST with e-mail and hard mailing address to further communication. DLO is expected to provide his own computer and modem for this.
8. Distribute information - flyers.
9. Obtain input - needs assessments, surveys. Provide reports of activities as agreed upon. Other duties as mutually agreed upon.
10. To select a District Liaison Officer that is appropriate for the district. To work with interested organizations within each district to assist in selection of the individual.
11. DPSST will maintain regular communications with the DLO for the following:
 - a) Field visits as scheduled
 - b) Annual training sessions
 - c) Phone calls as needed
 - d) Timely notice of department reviews.
12. Coordinate the smooth operation of the program:
 - a) Contract with each DLO for the biennium
 - b) Reimburse expenses in a timely manner
 - c) Provide statistical information regarding certified personnel and training programs by district

Financial Considerations

13. We will reimburse expenses in accordance with State Travel rules including in part mileage, postage, duplicating, and telephone expenditures. Documentation of expenditures is required.