



Policy No.: 2000.03

Topic: <p style="text-align: center;">Fire Department Training Policy</p>	Effective Date: August 28, 2007 Approved By: RES 399-08-28-07
Subject Area: Fire Services, Fire Operations	Date of Next Review: August 28, 2012 Date(s) Revised:

Policy Statement

Yellowhead County provides Fire/Rescue Services to its residents and visitors Through eight (8) District stations and two (2) Service agreements (Edson and Hinton). All stations are staffed by volunteers. In order to ensure the safety of those volunteers and ultimately the public, Yellowhead County will ensure that all members meet the definition of “competent worker” under the ***Alberta Occupational Health and Safety Act (0-2 RSA 2000)***. A standard for on going training Shall be established and adhered to by all District Stations.

Council Philosophy:

- Training is the key to effective service delivery and to ensuring the safety of its volunteers and Public
- Training is the largest part of the commitment made by volunteers and as such needs to be supported so it is meaningful and relevant.
- Training is the most difficult component of volunteering for the fire department and as such members should be recognized for their time spent.
- The demands on the Fire/Rescue Service are ever changing and so must the training programs.
- Training is the most vital factor to be considered when Level of Service is changed.



Managerial Guidelines:

1. Each station must Train a minimum of 6 hrs per month (2 nights per month 3 hours each is recommended). A minimum of 72 hours per year is considered adequate for the basic Fire/Rescue services currently being offered to support a Level 4 Service Level. The County Fire Chief and District Chief may deem a Firefighter to be competent to deliver services under the Level of Service Policy should he/she be unable to attend all of the training hours in a given year if the firefighter is sufficiently experienced. Training content will be developed and approved by the County Fire Chief in Consultation with the District Chiefs or designates, but shall include the basic skills to address the key operations of Level 4 fire fighting, basic vehicle extrication and basic wildland operations.
2. A committee of District Chiefs or they're designates shall be formed. The committee will be chaired by The County Fire Chief to develop, evaluate and improve ongoing training. This committee will also determine what additional training is required when new services are offered. The Training committee will make recommendations to Council whenever a level of service change is affected.
3. The Training Committee will evaluate the training to ensure that it will produce "Competent Workers" under the **Alberta Occupational Health and Safety Act (0-2 RSA 2000)** and accompanying regulations and codes. Special attention to the **Code of Practice for Firefighters** should be given
4. The Training Committee will review training records from all stations annually. They will make recommendations for corrective or remedial action by any district not in compliance with the training policy, which may include a review of the *Level of Service Policy*.
5. The training committee may refer to such standards and publications as NFPA and IFSTA Essentials of Firefighting.
6. Documentation and Training reports will be filed with the County Administration who has responsibility to create and maintain a records management system. Reports should use **NFPA 1401 Recommended Practice for Fire Service Training Reports and Records** as a guideline.

Mayor

Date

Chief Administrative Officer

Date