



Yellowhead County

Policy No.: 2000.03

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| Topic: Fire Services Training | Effective Date: August 28, 2007 |
| | Approved By: RES 399-08-28-07 RES 007-01-13-15 |
| Subject Area: Fire Services | Date of Next Review: January 2020 |
| | Date(s) Revised: January 13, 2015 |

Policy Statement:

Yellowhead County, being the governing authority for municipal Fire Services has the direction, control and management of all matters related to the operation of its Fire Services. In order to ensure the safety of Fire Services members, the County will ensure all members meet the definition of “competent worker” under the Alberta Occupational Health and Safety Act (O-2 RSA 2000 as amended from time to time) and will ensure that ongoing training is provided to Fire Services members that meets the approved Level of Service as designated to the member and or the district station assignment.

Definitions:

Fire Services – means services related to the suppression or prevention of fires, rescue and emergency services and other activities of a firefighter.

Training Division – means designated Fire Services Personnel responsible for the training program and implementation of procedures for both new recruit and regular Fire Services members.

Council Philosophy:

- Training is the key to effective service delivery and to ensuring the safety of Fire Services members and the public.
- The demands on the Fire Services are ever changing and so must the training programs.

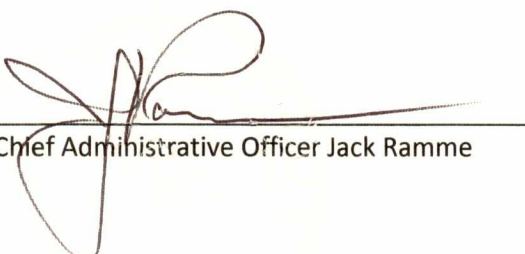


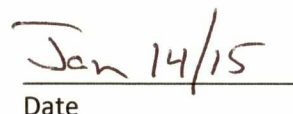
Council Guidelines:

1. Training programs shall be developed using a combination of relevant and up to date training materials, NFPA standards, current industry best practices and the level of service standards as approved by Yellowhead County.
2. Fire Services members shall be trained to meet the Level of Service as designated to the member and/or the district station assignment.
3. Continual skill maintenance and recertification is required and may be provided through a detailed training program provided by the County's Fire Department Training Division.

Managerial Guidelines:

1. The Yellowhead County Fire Department Training Division will coordinate and deliver training to meet the service level set forth by Council according to the approved Level of Service policy.
2. All Fire Services members shall meet the minimum recruit training standards to be a member of the Yellowhead County Fire Department.
3. Training programs and courses shall be made available based on operational needs as identified by the Training Division.
4. Ongoing skills maintenance requirements must be met by all Fire Stations at a standard of no less than 80% achievement based on the Stations Level of Service.
5. The Training Division will provide ongoing feedback and continual evaluation of all Fire Department training programs and materials.
6. Every Five (5) years or as required, the Training Division will conduct a detailed program/course audit that will review and recommend changes based on:
 - a) Changes to NFPA standards
 - b) Alberta Occupational Health and Safety legislation
 - c) Industry best practices
 - d) Yellowhead County Fire Department operating standards and policies
7. Training report records and documents will be filed with County Administration to maintain a records management system. This shall use the requirements of NFPA 1401 - "Recommended Practice for Fire Service Training Reports and Records" (as amended from time to time) as a guideline.


Chief Administrative Officer Jack Ramme


Date