



Lacombe Fire Department

Policy Manual – Section 4 - Training

Policy Statement:

The Lacombe Fire Department recognizes the need for effective use of training opportunities and resources.

Contents:

400 Training Administration

401 Training Programs



Lacombe Fire Department

Policy 400 – Training Administration

Policy Statement:

Lacombe Fire Department recognizes the need to effectively manage training administration to provide maximum benefit for its members.

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Lacombe Fire Department

Policy 400.1 – Training Responsibilities

Department Procedure:

1. The Training Division shall be headed by the Deputy Fire Chief and supported by the Training Coordinator and if appointed, an Assistant Training Coordinator.
2. They shall be responsible for:
 - a. creating an Annual Training Schedule to be submitted at the first business meeting of the new year;
 - b. delivering fire etc. Emergency Training Centre approved training courses;
 - c. developing, organizing and conducting in house training and lectures based on fire etc., International Fire Service Training Association (IFSTA) and National Fire Prevention Association (NFPA) requirements and suggestions from the Advisory Committee through the District Chief;
 - d. submitting an annual budget proposal to the Regional Fire Chief;
 - e. assisting in the development of pre-fire plans for the department's response area;
 - f. maintaining training records on all Department members;
 - g. offering special interest or seasonal courses such as Cold Water Rescue, High Angle Rescue, First Aid, etc;
 - h. supervising the conduct of equipment trials and submitting written recommendations to the Advisory Committee.
3. The general membership shall participate in the training program and shall be responsible for:
 - a. attending training sessions or courses as required;
 - b. providing input or feedback on programs, courses, policies and SOGs developed and utilised by the Training Division;
 - c. when tasked, develop and present courses or lessons;
 - d. submitting, suggesting or identifying items to be addressed in future or existing training courses or initiatives; and

- e. submitting photocopies of certificates awarded for successful completion of fire etc. and other courses to the Training Coordinator for inclusion in the member's personal training records.



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Policy 400.2 – Training Requests

Department Procedure:

1. All Department members shall submit a request in writing through their Captain to the Training Coordinator for any training. Requests may be in the form of a fire etc. Application Form or an application form from any other proposed course. Failure to do so will result in requests for reimbursement possibly being denied.
2. The Captain shall determine if the applicant has the necessary prerequisites for the training before passing the request to the Training Coordinator.
3. The Training Coordinator will:
 - a. verify the information on the application and ensure the member has not exceeded the three course limit set by the county;
 - b. get a Purchase Order number from the District Chief;
 - c. if it is a fire etc. application, have the District Chief complete the physical fitness verification section and sign all appropriate blocks;
 - d. fax the application to fire etc. or mail it to the agency conducting the training;
 - d. log the date and time the request was sent; and
 - e. follow up and confirm that the application was received.
2. Training of benefit to the Department but not directly related to our core functions shall be approved by the Advisory Committee.



Department Procedure:

1. It is important that each member receives the training necessary to operate effectively and safely as a fire fighter in whatever position they occupy. It is equally important that members receive training that provides maximum benefit for our stakeholders and the Department.
2. Annually, in September, Captains should conduct personal interviews with their subordinates to assess their training requirements and mutually agree upon which courses their members should take to benefit the Department.
3. Annually, in September, the District Chief should conduct personal interviews with the Deputy Fire Chief, Captains, Training Coordinator and Communications Director to assess their training requirements and mutually agree upon which courses they should take in the upcoming year.
4. Annually, in September, the Regional Fire Chief shall conduct a personal interview with the District Chief to assess his training requirements and mutually agree upon which courses he should take in the upcoming year.



Lacombe Fire Department

Policy 400.4 – Training Coordination

Department Procedure:

1. Annually, in October, the Regional Fire Chief shall chair a joint meeting of the Training Division and the Advisory Committee to determine training requirements for the following year based upon the above personal interviews.
2. Annually, in November, the Training Coordinator shall submit a training budget proposal to the District Fire Chief for inclusion in the Department's business plan.



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Policy 400.5 – Reimbursement for Training Costs

Department Procedure:

1. The following costs will be reimbursed:
 - a. tuition will be shared equally by the Town and County;
 - b. actual out-of-pocket travel, subsistence and incidental costs will be reimbursed provided such expenses are reasonable and reflect due regard for economy. When more than one member is attending the same course or another course at the same location, only one member will be permitted to claim mileage for courses eligible for mileage. Rates will be in accordance with current Town and County policies; and
 - c. \$250.00 will be paid by the County upon successful completion of an fire etc. course or its equivalent up to a maximum of three courses per individual.
3. The Town and County will share costs equally at locally sponsored training sessions up to a maximum of \$100.00 per member. Costs may include accommodation, meals, materials and instructor's fees. This is an alternative to the paragraph above.
4. Dangerous Goods Awareness training provided by Nova Chemicals is not eligible for reimbursement under the above provisions.
5. Payment for Lacombe County's portion of training costs will be submitted on the Payment Authorization for Training form at the end of this policy.
6. Payment for the Town's portion of training costs will be submitted on the Payment Voucher at the end of this policy.



Lacombe Fire Department

Policy 400.5 – Annex A – Payment Authorization for Training

VOLUNTEER FIRE DEPARTMENT _____

MEMBER ATTENDING _____

Name

Address

Telephone No.

NAME OF COURSE ATTENDED _____

LOCATION OF COURSE _____

COURSE DATES _____

AMOUNT CLAIMED FOR AUTHORIZED COURSE _____

MILEAGE _____ km @ .17.5/km _____

Member's Signature

Fire Chief's Signature

Lacombe County will provide payment in the amount of Two hundred fifty (\$250.00) Dollars to any authorized Volunteer Fire Department member attending a one week course at fire etc (feTS), the provincial fire training centre at Vermilion. This form must be completed and signed and then may be hand delivered to the Lacombe County Offices, faxed to 403-782-0368 or mailed to:

Lacombe County
RR #3
Lacombe, AB T4L 2N3

Verification or statement confirming attendance must be attached.

NOTE: This form is to be used for members who complete a locally sponsored training session that is equivalent to a fire etc. one week course.



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Policy 400.6 – Instructor Reimbursement

Policy Statement:

Lacombe Fire Department (LFD) recognizes the importance of reimbursing its instructional staff for the time spent preparing for and conducting distance learning courses.

Department Procedure:

LFD will have a written guideline in place outlining how instructors will be reimbursed for their time. At a minimum the guideline should include but is not limited to:

- a. training eligible for repayment; and
- b. rates of pay.



Lacombe Fire Department

Policy 401 – Training Programs

Policy Statement:

Lacombe Fire Department is committed to assisting its members in obtaining and maintaining appropriate fire fighting qualifications through a combination of accredited courses, skill maintenance and on-job training.

Contents:

- 401.1 Professional Qualifications for Volunteer Fire Fighters
- 401.2 Fire Department Training Program
- 401.3 Recruit Orientation Training



Policy Statement:

Lacombe Fire Department (LFD) is committed to assisting its members in obtaining and maintaining appropriate fire fighting qualifications through a combination of accredited courses, skill maintenance and on-job training.

Department Procedure:

- 1 This policy applies to two core functions required of a fire department:
 - a. fielding appropriately trained volunteer fire fighters according to the services offered by a department; and
 - b. having the capability to conduct an offensive interior fire fighting attack.
- 2 These guidelines are recommendations only and are intended as a target for the department to work towards.
- 3 All members shall be familiar with their responsibilities regarding attaining professional qualifications
4. Training opportunities and requisite fire fighting qualifications will vary by department according to services offered, budget constraints, training night schedules and instructor availability.
5. Time and experience alone do not provide an accurate or reliable measure in determining professional competence. An objective determination can only be made when accredited training such as that offered by fire etc. Emergency Training Center is linked with on-the-job experience and time.
6. Since fire etc. has changed course delivery methods, old system course names are used. A listing of the required modules under the new system is attached at the end of this guideline.

7. For a “journeyman” volunteer fire fighter the following minimum accredited training qualifications are recommended:

- a. Part 1;
- b. Part 2;
- c. Part 3;
- d. Part 4;
- e. Pump A;
- f. Vehicle Extrication (optional depending on the department);
- g. Dangerous Goods Awareness;
- h. Standard First Aid; and
- i. CPR.

8. Fire fighters should have the following minimum accredited training qualifications to conduct an offensive interior fire fighting attack:

- a. Part 1;
- b. Part 3;
- c. Part 4 (Incident Commander and Attack Team Leader);
- d. Building Construction (Incident Commander and Attack Team Leader);
- e. C5 Strategy & Tactics Theory (Incident Commander); and
- f. C6 Strategy & Tactics Practical (Incident Commander).



Clive Fire Department

Policy 401.1 – Annex A: fire etc. Equivalent Course Module Listings

Part 1

- 999-4 Fire Behaviour
- 1001-31 General Knowledge & Skills I
- 1001-32 Fire Department Communications I
- 1001-33.1 Self Contained Breathing Apparatus
- 1001-33.4 Exiting A Hazardous Area
- 1001-41 General Knowledge & Skills II

Part 2

- 1001-35.4 Hose Cleaning & Inspection
- 1001-45.3 Perform an Annual Service Test on Fire Hose

Part 3

- 1001-33.3 Forcible Entry
- 1001-33.4 Exiting A Hazardous Area
- 1001-33.5 Ground Ladders
- 1001-33.6 Vehicle Fires
- 1001-33.7 Class "A" Structural Fires
- 1001-33.8 Structural Search And Rescue
- 1001-33.9 Interior Structure Fire
- 1001-33.10 Horizontal Ventilation
- 1001-33.11 Vertical Ventilation
- 1001-33.12 Overhaul A Fire Scene
- 1001-33.13 Property Salvage
- 1001-33.14 Water Supplies
- 1001-33.15 Portable Fire Extinguishers
- 1001-33.16 Emergency Scene Illumination
- 1001-33.17 Utilities Shutdown
- 1001-42 Fire Department Communications II
- 1001-43.2 Coordinate An Interior Attack Line
- 1001-43.4 Protect Evidence of Fire Cause And Origin

Part 4

- 1001-33.3 Forcible Entry
- 1001-33.4 Exiting A Hazardous Area
- 1001-33.5 Ground Ladders
- 1001-33.6 Vehicle Fires
- 1001-33.7 Class "A" Structural Fires
- 1001-33.8 Structural Search And Rescue
- 1001-33.9 Interior Structure Fire
- 1001-33.10 Horizontal Ventilation
- 1001-33.11 Vertical Ventilation
- 1001-33.12 Overhaul A Fire Scene
- 1001-33.13 Property Salvage
- 1001-33.14 Water Supplies
- 1001-33.15 Portable Fire Extinguishers
- 1001-33.16 Emergency Scene Illumination
- 1001-33.17 Utilities Shutdown
- 1001-33.18 Wildland Fires
- 1001-35.3 Equipment Cleaning And Checking
- 1001-42 Fire Department Communications II
- 1001-43.2 Coordinate An Interior Attack Line
- 1001-43.4 Protect Evidence of Fire Cause And Origin

Pump A

- 1001-22 Fire Apparatus – Preventative Maintenance
- 1001-23 Driving – Operating Fire Apparatus
- 1001-31 Apparatus Equipped With An Attack Or Fire Pump
- 1001-32 Apparatus Equipped With An Attack Or Fire Pump
- 1001-33.2 Responding On Apparatus
- 1001-33.14 Water Supplies
- 1001-45-4 Fire Hydrant Flow Testing

Vehicle Extrication

- 1001-44.1 Vehicle Extrication
- 1001-44.2 Assist Rescue Operation Teams
- 1001-45.1 Pre-Incident Survey

Dangerous Goods Awareness

472-22 Analyzing The Incident

472-24 Implementing The Planned Response

Building Construction

999-1T

999-2T

999-3T



Lacombe Fire Department

Policy 401.2 – Fire Department Training Program

Policy Statement:

Lacombe Fire Department (LFD) recognizes the importance of a training program to maintain fire fighting skills and knowledge.

Department Procedure

1. Regular training nights commence at 7:00 p.m. on the 2nd and 4th Monday of each month.
2. LFD shall have a written guideline in place outlining the training necessary to maintain fire fighting skills. At a minimum the guideline should include but is not limited to:
 - a. responsibilities;
 - b. types of training necessary;
 - c. frequency; and
 - d. record keeping.



Lacombe Fire Department

Policy 401.3 – Recruit Orientation Training

Policy Statement:

Lacombe Fire Department (LFD) recognizes the importance of orientation training in developing appropriate skills in new recruits and Fire Cadets.

Department Procedure

LFD shall have a written guideline in place outlining the orientation training that new recruits must participate in. At a minimum the guideline should include but is not limited to:

- a. types of training necessary
- b. program content
- c. evaluation methods; and
- d. record keeping.