

# Operating Guidelines

Section: Human Resources

Subject: Training

Policy #: 314

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## Purpose

The role of ongoing training within the Fire Department is critical to the ability of the department to carry out its responsibilities, as well as to the health and safety of the members of the department and members of the general public that depend upon the services of the department.

Ongoing training is the only way that the part time force can meet these challenges. It enables Firefighters to learn and refresh the numerous and unique skills required. Technology and techniques of fire suppression, prevention and emergency rescue and response are constantly changing and being upgraded. The members of the department must be up-to-date, skilled and prepared.

It is, for this reason, that participation in training is mandatory for all members of the department. Members who do not take an active part in the ongoing training program may become a danger to themselves, their fellow Firefighters and members of the public. Members who are not able to attend at least 75% of the training activities when available may be asked to reconsider their continued participation in the department.

## Procedure

### 314.1

The Chief Training Officer, will develop an annual training plan that will establish the training priorities for the department.

### 314.2

Training will be done to the firefighting curriculum of the NFPA in conjunction with the OFM direction.

### **314.3**

The training program/plan will not be an isolated activity. It will be multifaceted and will encompass a full range of learning opportunities. Training initiatives will take a number of forms such as:

- An Orientation program for new Firefighters
- Regular (weekly or biweekly) practice sessions
- One-on-one coaching, mentoring and instruction
- Up-to-date literature and information on relevant topics for individual study
- In-service sessions on specific topics held on regular practice nights and weekends
- Annual First aid and CPR upgrading
- External courses

### **314.4**

Firefighters are encouraged to share information and knowledge. In light of this initiative, practices and incident debriefings are a vital part of the learning and team approach. Individual Firefighters may be requested to conduct in-service sessions, act as coaches and/or mentor on occasion.

### **314.5**

External courses and conferences can play an important role in improving specific skills and knowledge. They, however, must meet the training or development objectives of the department to be effective.

## **Responsibility**

It is the responsibility of all Officers and firefighters to follow these policies and procedures and participate regularly in training.