

Function: Community & Protective Services - 02
Department: Fire Services - 040
Policy No.: 005



Firefighter Course Attendance


Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 704: Firefighter Course Attendance

Resolution #: 122-17

CAO Signature: 

Purpose: To establish guidelines for payment relating to Lac Ste. Anne County Fire Services Members for attendance to Fire Services approved training courses.

Policy Statement:

It is the expectation of the Lac Ste. Anne County Fire Services that regular Firefighter training sessions at the Fire Station level are to be on a volunteer basis with no pay for same. Certifiable or other approved training courses are also to be on a volunteer basis with no pay for same, with the exception of expenses for out of County training. Upon confirmation of successful completion of out of County training, and upon proof of receipt, expenses will be reimbursed based on current County policy.

All Lac Ste. Anne County Fire Services approved or certifiable training courses must be within the current Level of Service as established by County Council.

Scope: This policy applies to Lac Ste. Anne County Fire Services Firefighter training authorized by the County Fire Chief that results in the receipt of recognition of completion or certification, and is outside of the

normal volunteer training processes, outlined above, at all Lac Ste. Anne County Fire Stations.

Guidelines:

No payment will be made for Lac Ste. Anne County Fire Services Members attending regularly scheduled Fire Station training meetings, practices, or in-house training, or for the training of new Lac Ste. Anne County Fire Services Members. This time is considered volunteer.

No payment will be made for Lac Ste. Anne County Fire Services Members attending certification or other approved training courses being held within the boundaries of Lac Ste. Anne County. Examples of certifiable or recognized courses are as follows:

- NFPA Accredited Training,
- Alberta Agriculture and Forestry training,
- First Aid / CPR / AED Training, and
- Courses instructed by certified Lac Ste. Anne County Instructor(s) or outside Instructor(s), as approved by the County Fire Chief.

Mileage will be paid for approved out of County course attendance as per current County policies or procedures. Car-pooling is expected where possible for all trips.

Meals and accommodation will be provided, or costs reimbursed as per current County policy, and upon receipt of completed Lac Ste. Anne County Fire Services Expense Claim form (Policy 706 form) and submitted receipts, as approved by the County Fire Chief.