

SECTION III: TRAINING REGULATIONS AND PROCEDURES

3.4 TRAINING OFFICER

3.4.1 Drills and Training Sessions: The training officer shall determine the curriculum of topics and training sessions assign the instructor and arrange the training schedule.

3.4.2 Fire Schools: In accordance With the procedures outlined in Sub-section 3.3, the training officer shall make all necessary arrangements for scheduling and registration of eligible members for fire schools.

3.4.3 Training Records: The training officer shall keep and maintain updated training records for the fire company and its personnel.

The following records shall be kept:

- a. reports of all drills: and training sessions
- b. driver training and driver qualification reports
- b. Self Contained Breathing Apparatus certification reports
- c. fire school attendance records and copies of certificates
- d. training: bank account records (see Sub-section 3.4.4)
- f. remuneration records in accordance with Commission Policy No. 12
- g. any records deemed necessary by the Chief

3.4.4 Training Account: A checking account is provided for payment of all training expenses. This account shall be used for the purchase of training materials, payment of all bills and expenses for fire schools and seminars and payment of expenses for company training sessions.