

Supplementary Budget – Briefing Note

2018 Budget

One page brief per request

Briefing Note required for:**-items >\$50,000****-changes in FTE**

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
CD	FES	Suppression	Training Officer	B	\$136,300	1.00
CDPS	FES	Suppression	Cell phone, laptop, software for Training Instructor	B	<u>\$1,576</u>	
			Total		\$137,876	
CD	FES	Suppression	Personal Protective Equipment & laptop	S	\$3,704	
CD	FES	Suppression	Funding from Grass Cutting Reserve #17254	S	<u>(\$ 3,704)</u>	
			Total		\$0	

Background:

-Briefly provide why this is a request
(eg. Based on 3 year history)

CKFES is the 7th largest fire and emergency service in Ontario and currently employs one (1) Training Officer to coordinate, facilitate and provide direct delivery training programs to 340 volunteer firefighters, 65 full-time operational firefighters, 4 fire prevention staff and 1 public educator. Each full-time firefighter is required to have 336 hours of annual basic training totalling (336 x 65) 21,840 total hours. Each volunteer firefighter is required to have 48 hours of annual basic training totalling (48 x 340) 16,320 total hours. In addition, all officers are required to complete the CKFES Professional Development Program that includes NFPA certification courses (several days to weeks in duration) and a special Blue Card Incident Command course.

Further, all new recruit volunteer firefighters are required to complete a special eight month auxiliary firefighter program to bring them up to standards-based competency level. All new firefighters are required to complete a two week intensive orientation program. Training programs for fire prevention and public education staff must also be provided. All training programs must be monitored, evaluated, and facilitated by the single Training Officer. In addition, the Training Officer must facilitate, develop and/or deliver the following: direct delivery training for all new equipment introduced into CKFES, the creation of the training syllabus/cirriculum, the development of lesson plans and training safety plans, renovating occupancies to accommodate live fire training, developing job performance reviews, issuing quarterly mandatory training programs, maintaining training records, providing research into new innovative training techniques, completing special projects and assisting with promotional examinations.

The Training Officer is also required to liaise with other training officers across the province and the Ontario Fire College, participate in the equipment procurement process and in post emergency incident analysis sessions. The Training Officer also has a response role and is required to attend at major emergencies to monitor scene safety, assess quality assurance and over all operations. Making the job of Training Officer more difficult is the requirement to train staff at night. 84% of fire operations staff are volunteers.

Background:

The CKFES Firefighter Training Program is currently under scrutiny by the Province, as are most firefighter training programs within Ontario. While CKFES currently ensures all career firefighters are accredited Firefighter level II and Primary Care Paramedics before hiring, volunteer firefighters are usually trained by the department. Volunteer firefighters are a valuable municipal asset that provides fire protection services in a cost effective manner. The intent of the Training Instructor position would be to facilitate, monitor, evaluate and support training in the Volunteer Sector.

Comment:

- provide any further details if required, impact to user fees, etc
(eg. Gross expenses, any revenues, subsidies, etc.)