



POLICIES

NBCC Miramichi has established guidelines to assure all Firefighter Training is handled in a consistent manner.

All new Firefighters should register with NBCC Miramichi when they join a Fire Department. We will then open a file for the Firefighter and register them. NBCC Miramichi will then issue a logbook to each new Firefighter. In doing it this way the Firefighter can get their logbook signed off after having completed the different tasks that are required.

In order to qualify for a certificate of achievement for **Firefighter I** and **Firefighter II**, **Hazmat Awareness**, **Auto Extrication**, **Hazmat Operations**, the Firefighter must achieve a pass mark of **60%**.

After having signed a **Release of Information Form** the results will then be sent to the Fire Chief on request. This would be for the Fire Departments record only.

After final verification of the logbook it will be returned to each individual Firefighter for their personal record.

FIREFIGHTER I TRAINING

The Instructors, Fire Chief's, and or Designates must register their students with the Training Coordinator at NBCC Miramichi at the start of a course. The Coordinator is then aware of the current training in the province. The Coordinator's contact information is as follows:

Réginald Savoie
Firefighter Training Coordinator
NBCC Miramichi
80 University Avenue
Miramichi, N.B.
E1N 3W4
Reginald.Savoie@gnb.ca
(506)-778-6476 (work)
(506)-627-9372 (cell)
(506)-623-5018 (Pager)

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For Firefighters who have been in a Fire Department for a period of time before taking training, the Coordinator will issue logbooks to these individuals upon request by the Fire Chief or Designate.

Throughout the course of training the Firefighter will verify that the logbook is signed-off properly.

The Firefighter I program is divided into **five** different sections or courses. After finishing a section or course the instructor will contact the Training Coordinator to make arrangements to write the exam(s). The Training Coordinator will contact the examining agency (Office of the Fire Marshal). Only then will the agency give the exam.

When a request is made for a certificate:

- ✓ After all **five** exams have been completed
- ✓ Proof of a valid First Aid Certificate
- ✓ WHMIS and Occupational Health and Safety card
- ✓ Review of the completed logbook by the Training Coordinator
- ✓ Then the certificate will be issued
- ✓ An invoice for the Registration in the amount of **\$15.00** dollars will be sent to the respective Fire Department at that time.

Note: When processing the certificates, we determine whether to produce the certificate in English or French by the Registration Form. Example if your information is filled out on an English Registration Form, you will receive an English certificate.

The candidates who have successfully completed the exam will receive a certificate of achievement for **Firefighter I** and **Hazmat Awareness**. The results will also be sent to the local Fire Chief for Fire Department records.

After verification of the logbook by the Training Coordinator it will be returned to the respective Firefighters. This way if the Firefighter is to take part in the Firefighter II Training program they will have their logbook.

FIREFIGHTER II TRAINING

After completing Firefighter I training and having successfully passed the required exam the firefighter will then be eligible to take Firefighter II training. In the Firefighter II Training program it is divided into **three** sections or courses.

- ✓ After each session the instructor will contact the Training Coordinator at NBCC Miramichi who will then make the necessary arrangements with the examining agency (Office of the Fire Marshal) to have the students write the exams.

POLICIES - Continued

- ✓ After all **three** sections have been completed and all exams have been written, the Firefighter or the Fire Chief will send the completed logbook to the Training Coordinator.
- ✓ He in turn will check the logbook to make sure that it has been completed.
- ✓ NBCC Miramichi will then issue a certificate.

If the Firefighter has to rewrite an exam, the Firefighter in question will contact the Training Coordinator to arrange a date, time and location for the rewrite. The Training Coordinator will schedule the rewrite so that it coincides with another group where an exam is scheduled in the area. If an exam is not scheduled in the area the candidate can go to the regional office of the Assistant to the Fire Marshal.

In case of a failure in any exam the candidate will only get one rewrite.

After final verification of the logbook it will be returned to each individual Firefighter for their personal record.

CONTRACT TRAINING

In the case of contract training the Training Coordinator will be responsible for providing the Instructor with the registration forms and all other applicable forms. *Contract training is when a Fire Department or an outside agency hires the Community College to do the training for them.* The Training Coordinator will also be responsible for making contact with the examining agency (Office of the Fire Marshal) to issue the exam. After completion of all requirements set forth in Firefighter I and Firefighter II, and upon examination of the completed logbook, an invoice will be issued.

All tasks in the logbook must be initialized by the Instructor, the Fire Chief or Designate and the Training Officer. The responsibility will then be on the Firefighter, the Chief and or Designate and the Training Officer to ensure that the tasks in the logbook have all been completed.

The Training Coordinator will be responsible for checking the logbook. A copy of a valid CPR and First Aid certificate from each candidate must also be sent to the Training Coordinator. He will then contact the Office of the Fire Marshal to arrange an examination date. NBCC Miramichi will then issue a certificate.

The candidates who have successfully completed the exam will receive a certificate of achievement for **Firefighter II, Vehicle Extrication** and **Hazmat Operations**. The results will also be sent to the local Fire Chief for Fire Department records.

POLICIES - Continued

ADMISSION PREREQUISITE

For Firefighter training a person seeking admission to this training service should have Grade 12 or the equivalent through a recognized adult education activity. Also this person should be an active Firefighter in a Fire Department.

Note: Students with the minimum educational requirement may have difficulty in comprehending textbooks and other educational materials used in the program.

READER

In case a reader would be needed to help a candidate who is writing an exam, it will be the responsibility of the Fire Chief to find a reader. The reader cannot be a member of a Fire Department.