

#25. TOWN OF LUNENBURG POLICY

FIRE EXTINGUISHER TRAINING

I Purpose: The following policy for Fire Extinguisher Training (proper use of fire extinguisher) will outline the procedure to be followed and costs associated with organizations requesting the Town, through the Lunenburg Fire Department to carry out Fire Extinguisher Training for those organization's employees.

II Procedure:

- 1 - The Town may offer Fire Extinguisher training to companies (and organizations) who request it, these sessions will be limited to two per year per company during the Superintendent of the Fire Department's normal working hours.
- 2 - The Town will also provide additional (more than 2 sessions per year) of Fire Extinguisher training if required or if a company specifically requests training to take place after normal working hours including weekends.
- 3 - All training sessions, whether during regular working hours or after hours, will be scheduled as time permits at the Town's convenience and should be booked at least two weeks in advance.
- 4 - Training will be made available to designated individuals in any company who may wish to carry out all or a portion of the training for the staff in the future. Where possible equipment will be made available for these companies for carrying out this training (equipment would include - pans for fuel, fire extinguishers, and training film).
- 5 - Companies requesting training or use of equipment will be responsible for all reasonable costs associated with the training. These would normally include:
 - (a) The cost of refilling all fire extinguishers which are used for training. For a training

group of between 10-20 individuals, 10 - 2 1/2 lbs dry chemicals, 1 - 2 20 lbs dry chemicals, and 1 - 20 lb CO2 extinguisher would normally be used. (All refilling of extinguishers will be paid directly by the company requesting the training).

- (b) The cost of gas, oil or other flammable liquids needed to carry out the training.
- (c) The cost of labour (based on two men) to set up, do the actual course, and clean up after course at the normal Town of Lunenburg charge out rates. The normal labour charge for this will be:
 - (i) For Training on Companies Location
3 hours in total.
 - (ii) For Training at the Smoke House
2 hours in total.
- (d) There will also be an additional 2 hours charge in either case for refilling fire extinguishers. The company requesting training may, at the Town's discretion transport and return the extinguishers themselves and not be responsible for this additional charge but must do so a.s.a.p.
- (e) G.S.T. will be payable along with the other costs noted.