



Fire Service Central Training Programme 2018

Seminar for Senior Fire Service Officers

25th September, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

Arrangements have been made to hold a one-day seminar aimed at senior fire service officers who are rostered on-call in their fire authority. In order to cater for the anticipated attendance, there will be three separate seminars. The dates and venues are as follows:-

Seminar 1: Cork – 20th November, 2018	(Clayton Silver Springs Hotel, Tivoli, Cork)
Seminar 2: Offaly – 27th November, 2018	(Tullamore Court Hotel, O'Moore Street, Tullamore)
Seminar 3: Offaly – 28th November, 2018	(Tullamore Court Hotel, O'Moore Street, Tullamore)

Each seminar is scheduled to run from 09:00 to 17:00hrs. Further information on the seminar is given in the Appendix to this notification letter.

The seminars are located at venues to facilitate, as far as possible, optimal attendance from all authorities. Fire authorities who wish to nominate candidates should send their nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Wednesday the 17th of October, 2018.**

Nominations will not be considered unless a completed nomination form (see Section 5 of the Seminar Details) has been received in the Management Support Unit by the closing date.

Fire authorities may wish to provide notice of nominations to the Management Support Unit by telephone to (01) 888 2334 / 2460 in the first instance, and follow up by post or e-mail with the completed nomination form in time for the closing date.

The e-mail address is: fire-service-training@housing.gov.ie and the postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G. 59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
Management Support Unit
National Directorate for Fire and Emergency Management



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(20th, 27th and 28th of November 2018)

1. Aim:

The aim of the seminars is to enhance the capability of fire authorities to provide effective and efficient fire and emergency services, through the provision of development opportunities for senior fire officers.

2. Objectives:

The objective of the seminars is to assist rostered senior fire officers in the discharge of their role.

3. Course Venues / Dates:

3.1 The seminar is scheduled to run as follows:

Seminar 1: Cork – 20th November (Clayton Silver Springs Hotel, Tivoli, Cork)

Seminar 2: Offaly – 27th November (Tullamore Court Hotel, Co. Offaly)

Seminar 3: Offaly – 28th November (Tullamore Court Hotel, Co. Offaly)

3.2 Each seminar is scheduled to run from 09:00 to 17:00hrs.

4. Eligibility:

The course is primarily aimed at fire service officers who are rostered for on-call duty in their fire brigade in the rank of Assistant Fire Officer, District Officer (Dublin) and 3rd Officer (Cork City), and above. Other officers at these ranks will be considered if number limits for each course permit.

5. Nominations

The seminars are located at venues to facilitate, as far as possible, optimal attendance from all authorities. A nomination form is attached and should be completed in respect of each nominee. The completed nomination forms should be sent to the Management Support Unit **to arrive not later than Wednesday, 17th October, 2018.** Nominations will not be considered unless a completed nomination form has been received in the Management Support Unit by the closing date.

6. Participation

Course details and programme will be issued in due course for circulation to participating officers.

7. Assessments

The course is a Workshop / Seminar course primarily educational in nature, designed to update participants' knowledge of the environment in which they are required to discharge their responsibilities. Performance assessments will not be carried out.

8. Freedom of Information Act

Decisions as to disclosure and release of information, if it is requested under the Freedom of Information Act, will be in compliance with the Act and will have due regard to the sensitivity of the information.



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9. Liability

The Department of the Housing, Planning and Local Government, and the owners of the venues for the seminars, hereby notify that they will not be responsible in the event of injuries or accident to participants during the course. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department against claims in the event of injury or accident on this course involving the participating personnel of the authority.

10. Costs

- 10.1 The Management Support Unit will arrange to pay the cost of hiring the course venue and the costs of speakers / facilitators and will also pay for the participants' mid-day meal.
- 10.2 Fire authorities whose nominations are accepted will be responsible for all costs incurred by their nominee(s) arising from attendance at the course other than those set out in paragraph 10.1.

11. Content: Rostered Senior Officer Seminars, 2018

- Utility Safety – Gas Networks Ireland and ESB
- Case Study – Severe Weather
- Leadership
- Case Study – Heights rescue
- ISO45001 Safety Management System
- Equipment Inspections
- Case Study - Fire

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(20th, 27th and 28th of November 2018)**NOMINATION FORM**1. **Fire Authority:** _____

2. Course Required Please insert <input checked="" type="checkbox"/> as appropriate to indicate preference.	<input type="checkbox"/>	Cork, 20 th of November, 2018
	<input type="checkbox"/>	Tullamore, 27 th of November, 2018
	<input type="checkbox"/>	Tullamore, 28 th of November, 2018

3. **Name of Nominee:** _____
(Block Capitals, Please)4. **Rank:** _____5. **Date of Appointment to Present Rank:** / /6. **The above-named officer is nominated to attend the course.** I confirm that the Nominee is rostered for on-call duty as a senior fire officer in the Fire Authority.**Signed :** _____ **Rank:** _____
(On behalf of Fire Authority)**Date:** _____