

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-600-006</b>	
<b>POLICY</b>	<b>SECTION:</b> 600 - Procedures		
	<b>TITLE:</b> Advisory Board		
	<b>Date Approved:</b> August 22, 2018		<b>Revision Dates:</b>
<b>Subject:</b>  Policy Intent and Application			
<b>Scope:</b>  This Policy applies to all employee's and students of the Southwest Fire Academy			
<b>Purpose:</b>  The Policy establishes the make-up, roles and responsibilities of the advisory board for NFPA training.			
<b>Procedures:</b>  SFA will establish a committee to solicit input from Ontario Fire Service stakeholders. There shall be a minimum of 5 persons and a maximum of 9 persons on the committee and the committee should be made up with representatives from: <ul style="list-style-type: none"> <li>• Southwest Fire Academy Board of Directors</li> <li>• OFMEM – if possible</li> <li>• Industrial</li> <li>• Ontario Fire Chiefs</li> <li>• Ontario Training Officers</li> <li>• SFA Alumni</li> </ul> The advisory committee shall meet on a semi-annual basis and shall elect the following positions: <ol style="list-style-type: none"> <li>1. Chair of the committee</li> <li>2. Secretary of the committee</li> </ol> The agenda shall be posted 30 days prior to the scheduled meeting.  All members of the committee are equal and have the opportunity to express opinions and concerns. Direction and official responses will be determined by consensus from the committee members and officially communicated to the stake holders.			

The committee shall create a sub-committee's as it sees fit. All sub-committee's report directly to the chair of the Advisory Board.

The advisory board shall make recommendations to the Board of Directors of Southwest Fire Academy.

The overall goal of the Advisory Board is to provide feedback, suggestions and direction with the intent of ensuring that Southwest Fire Academy continues to provide safe, quality and affordable training while remaining financially viable.

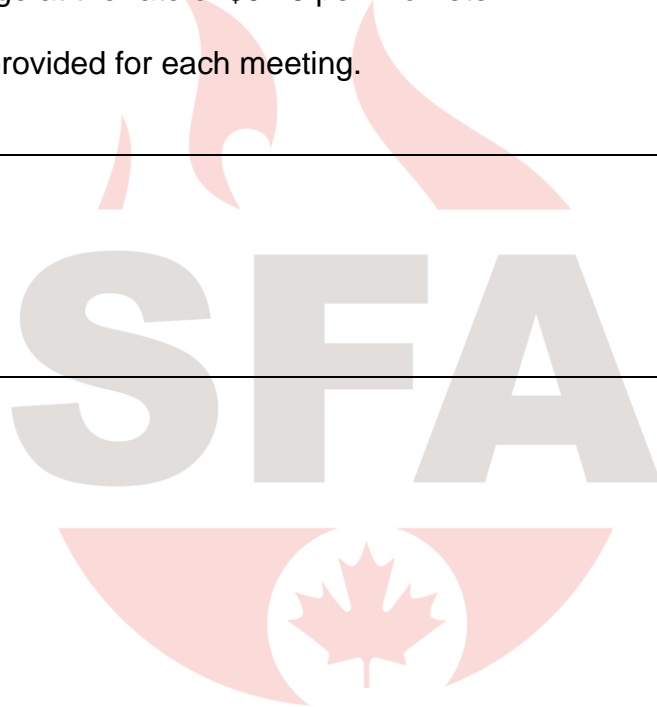
Members of the Advisory Board shall be paid \$250.00 for each meeting held at the SFA Campus plus mileage at the rate of \$0.45 per kilometer.

Light lunch will be provided for each meeting.

**References:**

1. None

**Notes:**



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