

To: Jay Hohn, LRWSC
From: Matthew Goudy, CAO
Date: May 27, 2019

Reference: 11/154/2019-167

RE: City First Aid Courses

Dear Mr. Hohn,

Thank you for your query in regards to the City providing first aid training for the Commission's employees. The City's Safety Coordinator, Megan Miller, is a Red Cross certified first aid trainer who provides training for City staff two times per year (spring and fall). She has advised me that she is offering two First Aid sessions this fall with room to accommodate your staff.

Session 1 is Scheduled October 22-23 with room for 5 of your staff.

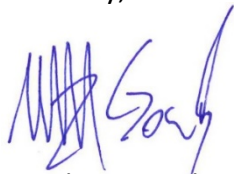
Session 2 is scheduled October 31 – November 1 with room for 4 of your staff.

Both sessions take place in the Community Room upstairs in the Gary Moe Autogroup Sportsplex in the City of Lacombe.

The cost for the sessions depends on whether you need a hardcopy of the first aid certificates. If you don't need a hardcopy, the cost is \$25/person and electronic copies of the certificates would be available through <https://myrc.redcross.ca/en/>. If you need a hardcopy, there is an additional \$20/person charge from Canadian Red Cross (we would place the order for you).

I have asked Megan to follow up with you to answer any outstanding questions and to book your staff.

Sincerely,



Matthew Goudy, P.Eng
Chief Administrative Officer