

**Nipawin Fire Department Policy**

**Policy No. 3.1.0**

**Date of Policy:** June 25, 2018

**Revision:**

**Motion Number:** 2018-390

**1. SCOPE:**

The Nipawin Fire Department Policy contains a description of the organizational layout of the Department, by which the Department operates, and outlines basic training and equipment operations.

**2. ORGANIZATION:**

a) **Identification:** The Nipawin Fire Department (NFD) consists of a Full Time Fire Chief who is employed by the Town of Nipawin and reports directly to the Chief Administrative Officer, 30 paid volunteer on call Firefighters and Junior Firefighter(s). The Department serves the Town of Nipawin and those Municipalities that have entered into an Agreement with the Town for the provision of fire protection and rescue services. Fire Protection is provided to the following municipalities: RM of Nipawin No. 487, Village of Codette, RM of Torch River No. 488 (Divisions 1 & 4), Resort Village of Tobin Lake, Nipawin and District Regional Park, and Wapiti Valley Regional Park.

b) **Authority:** The Nipawin Fire Department is established, governed by and obtains its authorities from the provisions of the current Bylaw of the Town of Nipawin and this Policies and Procedures.

c) **Duty of the Nipawin Fire Department:** It is the duty of the NFD to provide emergency services on scene.

d) **Officers:** The Officers of the Department shall be the Fire Chief, Deputy Fire Chief, Captains, Fire Prevention Officer, Safety Officer and Public Education Officer and shall be identified as follows:

- |                          |                 |
|--------------------------|-----------------|
| Fire Chief               | - White Helmet  |
| Deputy Chief             | - White Helmet  |
| Captains                 | - Red Helmet    |
| Fire Prevention Officer  | - Yellow Helmet |
| Safety Officer           | - Blue Helmet   |
| Public Education Officer | - Black Helmet  |
| Firefighters             | - Black Helmet  |

- e) **Nominating Committee:** The NFD Nominating Committee shall consist of the Fire Chief, Deputy Chief, and Captains who shall be responsible for the review of applications.

The Fire Chief will maintain a Standard Operating Procedures Manual, and Policies and Procedures, on the operations of the Department.

f) **Practices and Meetings:**

- i) *Regular Practices:* Practices are held on the 1st and 3rd Monday of each month. If a practice night falls on a long weekend the practice will be moved to Tuesday night. The Fire Chief may adjust the meeting length and frequency to meet requirements.

In the case of the absence of the Fire Chief, the Deputy Fire Chief shall conduct the meeting. In the case of the absence of both the Fire Chief and Deputy Fire Chief, the meeting shall be conducted by one of the three Captains, and in the absence of all officers, the meeting may appoint a chairperson.

- ii) *Annual Meeting:* The Nipawin Fire Department shall hold an annual meeting in the month of December. The purpose of the annual meeting shall be to:
- hear year-end reports from the Chief, Standing Committees, and other involved organizations.
  - democratically elect members to Firefighters Club within the department.

- iii) *Special:* Special sessions may be called by the Chief or Executive to deal with urgent matters, such as:
- special training or practice
  - special information presentations
  - special events requiring NFD services
  - emergencies

- iv) *Committees:* The NFD shall have the authority to strike special and/or standing committees to carry out special duties, research information, organize special events, present NFD concerns, or enhance staff morale. All committees shall be directly responsible to the Chief and must clear all plans and actions with the Chief.

- g) *Relationship to Other Emergency Organizations:* The NFD shall participate fully as a member of the emergency organizations serving the community. It shall assist organizations such as EMO, RCMP and EMS in carrying out duties arising in an emergency.

The Town of Nipawin participates in the Carrot River Valley Mutual Aid Organization Fire Services Agreement and the Carrot River Valley Mutual Aid Organization Disaster Services Agreement.

**3. ADMINISTRATION:**

- a) *Application to Serve on the Nipawin Fire Department:* An applicant must complete an NFD application form. The applicant must meet the current basic requirements. Unless there is an urgent need to fill the roster, applications will be held on file for a period of 90 days.

The executive shall review all new applications and check references. New members will be accepted by majority vote of the executive and shall serve 200 hours in fires and/or training as a probationary period before final acceptance.

Firefighters planning to run for Council must resign from the Fire Department if they are elected to Council and Council members applying to join the Nipawin Fire Department must resign their position on Council once accepted by the Fire Department.

- b) *Member Status:* A member neglecting Firefighter duties for a period of one month without having informed the Fire Chief of reason shall be deemed "unavailable for duty".

A member who ceases to reside within the Town of Nipawin may be required to tender resignation.

An individual must have reached the age of 18 before being eligible to serve as a member of the NFD.

At most, two members of any immediate family (spouse, son, daughter, brother, sister or parent) may be members of the NFD.

**Junior Firefighters:** The Executive may, at discretion, accept students as Junior Firefighters on the Department. A Junior Firefighter must be at least 16 years of age and have consent, in writing, from parents or guardians to enlist with the Department. A Junior Firefighter will have limited involvement at the scene of an emergency and will be under direct supervision of an officer or designated senior Firefighter.

- c) *Volunteer Hourly Rates:* The volunteer firefighters' hourly rates shall be set by Town Council during the annual budget process and approved by resolution of Council upon recommendation of the Protective Services Committee. The wages

owing to a Firefighter shall be held in account and paid on a quarterly basis or when the member resigns or is deemed to no longer be a Firefighter.

*Firefighters* shall be paid for responding to an emergency, attending training sessions, practices, meetings, on-call weekends, fire hall and truck maintenance according to the wage scale for Firefighters. *Refer to Section 2(f).*

Firefighters who are also employees of the Town of Nipawin will be paid regular Town employment wages between the hours of 7:00 a.m. and 4:00 p.m. while fighting fires, and after 4:00 p.m. will move to Firefighter wages.

\$1,000.00 of the remuneration paid volunteer firefighters is considered to have been paid in respect of general expenses incidental to the discharge of duties as a volunteer firefighter incurred by the volunteer firefighters.  
(legislation, 2000)

*Deputy Fire Chief:*

A yearly indemnity as determined by the Town's annual budget will be paid to the Deputy Fire Chief for standby duty in the absence of the Fire Chief.

*On Call Rates:*

On call pay will be paid for all weekends between the May Long Weekend and the Labour Day weekend in September. The on-call rate will be determined annually during the Town's budget deliberations.

*Junior Firefighters Wages:* Minimum Wage as set by the Province of Saskatchewan.

- d) Insurance:** Firefighters, while on duty, shall be covered under Firefighter Insurance which covers accidental death or dismemberment.

The Town of Nipawin will reimburse costs to repair or replace Firefighter's glasses, dentures, dress clothing, and jewellery if lost or destroyed at a fire. Reimbursement shall not be made for losses incurred during fire practices or meetings.

- e) Fire Reports:** The presiding officer or senior member at the emergency scene shall gather necessary information to complete the appropriate forms:

Any Firefighter believing that there have been unusual events or circumstances at or during an emergency should document any observation as soon as possible after the event and have it filed with the Fire Chief.

f) **Accident Reports:** Any Firefighter injured while performing firefighting duties must complete a Workers Compensation Form and file it with the Fire Chief.

g) **Discipline:**

i) i) Complaints and observations of misconduct of:

Firefighter: shall be forwarded to the Fire Chief for investigation and appropriate action;

Officer: shall be forwarded to the Fire Chief to investigate and report to CAO for appropriate action;

Fire Chief: shall be forwarded to the CAO for appropriate action.

ii) A member may be subject to disciplinary action for:

- endangering the Public or other Firefighters.
- causing wilful damage to public or department property;
- theft of any property;
- breach of confidentiality;
- neglect of duty;
- conduct which discredits, embarrasses, or affects the morale of the department and/or member(s);
- failure of a member to notify the officer-in-charge at an emergency scene that a member is under the influence of alcohol or drugs and is not fully capable of assuming Firefighter's duties;
- improper conduct on Social Media;
- criminal conduct.

Firefighter

Disciplinary action may involve:

- request for apology
- a verbal and/or a written warning
- payment for damages
- suspension
- dismissal from the department
- criminal charges filed

iii) The Senior Officer-in-Charge, or in the absence of an officer, the Senior Firefighter at an emergency scene shall assess any misconduct or other actions by Firefighters which may require disciplinary actions. A written report shall be provided to the Fire Chief who shall deal with the matter in accordance with (ii) above. Dismissal of any member of the NFD must be reported to the CAO.

- h) Training/Education:** At no time shall more than six (6) members attend a training course or fire department related event outside of the response area.

Firefighters attending training courses as approved by the Fire Chief in accordance with the current Town Budget shall be paid an indemnity and reimbursed expenses for meals, hotels, and mileage in accordance with the current Town Travel Policy.

- i) Purchasing:** All purchases made on behalf of the NFD must be authorized by the Fire Chief in accordance with the Town of Nipawin's Purchasing Policy.

- j) Awards:** The Town of Nipawin shall award certificates at the annual meeting for service in 5-year increments. Upon retirement with 20 years or more of service a gift will be presented to the member.

- k) Unauthorized Personnel:** All members shall ensure that no unauthorized personnel are allowed or permitted to operate firefighting equipment except at discretion of the Fire Chief.

- l) Command Vehicle:** The Fire Department command vehicle shall be staffed on a 24-hr basis. The vehicle may be used for department related business/response within the fire, rescue, or mutual aid boundaries.

**4. PERSONNEL:**

- a) Code of Ethics:** It is by what the public sees, hears or perceives that an opinion of the character of the NFD is formed. Therefore, each member must share the responsibility for the image and integrity of the NFD. The example set by each member should not bring ridicule or embarrassment to the NFD.

Guidelines for personal conduct to prevent a negative department image include but are not limited to:

**Respect for the Public and For Property:** This includes language or actions which may offend or injure bystanders or unnecessarily damage property. What Firefighters do both off-line (face to face) and on-line is a permanent reflection of the Department's identity and contributes to Firefighter's personal reputation and possibly the reputation of the NFD and the fire industry as a whole.

**Hold Safety in the Highest Regard:** A member must not endanger the public in carrying out the duties of a Firefighter.

**Perform Proficiently:** Learn and maintain firefighting skills so the department functions efficiently and fellow Firefighters can count on competent assistance.

**Respect for Privileged Information:** A Firefighter shall treat department business and knowledge gained through department business as confidential. It is a Firefighter's obligation to report unethical behaviour of other Firefighters to the Chief.

**Respect for Self:** A Firefighter reporting for duty while under the influence of alcohol or drugs, must notify the Chief or the Officer in Charge of the influence and shall not report for duty which may endanger self or fellow Firefighters.

**Respect for Rank:** Officers and Firefighters must assume the responsibilities inherent in the respective ranks in the department. All Officers and Firefighters shall exercise proper respect for authority of higher ranking Officers or Firefighters, and all members of the department shall recognize the Fire Chief as being the highest-ranking Officer of the NFD.

**b) DUTIES:**

**i) FIRE CHIEF:** The Fire Chief is ultimately accountable for all operational and administrative proceedings of the department. In assuming these responsibilities, the Chief accepts duties specific to the governing bodies, the Firefighters and the public.

**a) ADMINISTRATION DUTIES:**

1. Select Officers for the department Deputy Chief, Captains, Fire Prevention Officer, Safety Officer, Public Education Officer.
2. Maintain a permanent record of all fires and causes and emergencies thereof and to make a quarterly written report thereon to the Council.
3. Maintain a permanent record of all orders issued to remedy fire and life safety conditions and ensure that follow-up inspections are completed to ensure the orders are complied with.
4. Notify the Office of Emergency Management and Fire Safety of any fire of a suspicious nature, any major outbreak of fire, or of any death caused by fire.
5. Send a complete report of all fires to the Office of Emergency Management and Fire Safety.
6. Be accountable for all spending of monies and debts incurred by the department.

7. Maintain a current list of equipment and status of the equipment.
8. Attend meetings and provide current and accurate reports of department matters. Attend regular Protective Services Committee Meetings.
9. Meet and abide by current Provincial Fire Regulations.
10. Maintain familiarity with applicable codes.
11. File appropriate fire reports within the regulated times.
12. Ensure pay sheets are completed and submitted to the Town Office on a quarterly basis.
13. Maintain a policy manual for the department that shall be followed in governing the operations of the NFD.
14. Prepare an annual budget for the department as required by the Director of Finance & Administration.
15. Record inventory of all equipment in December of each year.
16. Complete an inspection on all installations of fireplaces and any other solid fuel appliances.
17. The Fire Chief shall attend the following conferences each year. At the discretion of the Fire Chief, one Officer may also attend.
  - Saskatchewan Association of Fire Chiefs (SAFC) Annual Conference
  - Saskatchewan Association of Fire Chiefs (SAFC) Fire Investigators Annual Seminar
  - Saskatchewan Association of Fire Chiefs (SAFC) Fire Inspectors and Public Education Quarterly meetings
  - Saskatchewan Building Officials Association Conferences
  - Saskatchewan Emergency Planners Association Annual Conference
18. The Fire Chief shall participate in Emergency Measures Organization Planning and support the Director of the Emergency Measures Organization.



19. Report to the CAO.

**b) DUTIES RESPECTING THE FIRE DEPARTMENT:**

1. Ensure that members are adequately informed and trained and that they are familiar with all fire apparatus and the use thereof by holding practices bi-monthly. Maintain records of training and courses for members.
2. Ensure that the equipment is of sufficient quality to provide protection and efficient operation.
3. Ensure that Officers and other members are adequately trained and informed so as to be able to assume command in the Fire Chief's absence.
4. Schedule members to be on call during long weekends in May and September and all weekends in July and August.
5. Ensure that there is attendance by department members at Training Schools and that the information is passed on to the members to keep the Department current on technique and equipment.
6. Be responsible for keeping the members informed as to matters of concern to the Department.
7. Chair the regular and special meetings of the department and control the order of the meeting so that pertinent information is heard and all members receive opportunity to voice their concerns.
8. Ensure that concerns put forth by the department are handled promptly and efficiently.
9. Ensure that all department committees are carrying out their duties and that committee information and findings are being channelled through the Fire Chief.
10. Ensure and maintain the ethical behaviour of members as they pertain to the image and function of the department.
11. Ensure that breach of conduct or ethics by fire department members is dealt with in such a manner as to protect the department, members and public.

12. Exercise general supervision of the members of the NFD and delegate to any member certain authority or duties as will aid the good and welfare of the department.

**c) DUTIES RESPECTING THE GENERAL MAINTENANCE OF THE DEPARTMENT'S PROPERTY:**

1. HALL AND GROUNDS:

- Ensure a clean and well-maintained Fire Hall;
- Ensure the hall and doors clearly identify the department.

2. FIREFIGHTING EQUIPMENT:

- Ensure all equipment, trucks and motorized equipment are checked and are in working order;
- Ensure all fluid levels are adequate;
- Ensure all repairs and servicing on the vehicles and equipment are performed as required.

3. REPORTING:

- Maintain a current inventory list;
- Advise the CAO of major repairs and service required;
- Inform members of new equipment, damages to existing equipment or equipment placement change.

4. PURCHASING:

- The Fire Chief is responsible for purchasing maintenance supplies and small items within budgetary limits.

**d) DUTIES RESPECTING THE PUBLIC:**

1. Ensure efficient fire department operation.
2. Ensure the department is ready and able to respond to emergency calls.
3. Provide Fire and Life Safety Inspections when requested.
4. Ensure School Fire Drills are held in accordance with regulations.
5. Act as a knowledgeable resource person in fire, prevention, suppression

and all emergency related operations.

6. Conduct Fire and Life Safety Inspections in the Town of Nipawin and other municipalities within the NFD Fire and Rescue Agreement at least once a year or as considered necessary to ascertain any violation of the Fire Bylaw or *Fire Safety Act* and all regulations thereunder; and to order the remedying of any condition found to be in violation.
7. Ensure responsible and ethical behaviour of department personnel in public.
8. Provide encouragement and support to public organizations promoting fire safety.
9. Responsible for all written or spoken information released by the department regarding fire and emergency related information as authorized by the Chief Administrative Officer.
10. To save life and property endangered by fire and to foster fire prevention.
11. To be the Incident Commander at and to regulate the conduct of all persons present at or assisting in the suppression of a fire or an emergency scene.
12. Investigate all fires to ascertain the cause, origin and other circumstances thereof.

**e) SPECIAL AUTHORITIES OF FIRE CHIEF**

1. The Fire Chief may call upon all or any person to assist in the suppression of a fire and all persons called upon shall obey the commands of the Fire Chief or the Officer-in-Charge.
2. The Chief, or the Officer-in-Charge of a fire, may prescribe the limits within which no person or vehicle shall be permitted, and shall have power to close any street or lane to the public for the duration of the fire and related operations.
3. The Fire Chief may order the pulling down or demolition of non-burning buildings or other erections when deemed necessary to prevent the

spread of fire; provided that the consent of the mayor and one alderman shall first be obtained and provided further that explosives shall not be used for demolition purposes.

- ii) **DEPUTY FIRE CHIEF:** The Deputy Fire Chief shall advise and assist the Fire Chief in the Chief's duties and shall, in the absence of the Fire Chief, assume commands and duties of the Fire Chief.
  
- iii) **CAPTAIN:** The Captains shall advise and assist the Fire Chief and/or Deputy Fire Chief in the Deputy Chief's duties. Captains will be responsible for:
  - 1. firefighting including the command of an incident when required, apparatus, equipment and fire department members in the combating, extinguishing and preventing of fires and the saving of life and property.
  - 2. helping fire department members ensure the cleaning of equipment and apparatus.
  - 3. maintaining discipline and conduct.
  - 4. supervising firefighting activities including the laying of hose lines, direction of water streams, required pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons, and administering of first aid.
  - 5. directing the overhauling and cleaning of premises after the fire has been extinguished.
  - 6. supervising the return of all apparatus and equipment to the proper places in the Fire Hall.
  - 7. assisting with the training of fire department members.
  
- iv) **FIREFIGHTERS:** The Firefighters will be responsible for:
  - 1. Combating, extinguishing and preventing of fires, and saving of life and property.
  - 2. rapidly and efficiently performing various duties under emergency conditions.

3. frequently involving considerable hazard.
4. responding to fire alarms, laying and connecting hoses, holding nozzles and directing water streams, raising and climbing ladders, and using chemical extinguishers, bars, hooks, lines and other equipment
5. ventilating fire to release heat and smoke, and preventing fire from rekindling.
6. driving and operating firefighting equipment as required.
7. performing various maintenance tasks on apparatus and equipment.
8. carrying out fire prevention and public education activities as required.
9. operating as part of a rescue team for extraction of victims and any other required duties at an emergency scene.
10. developing and maintaining firefighting skills and knowledge.
11. performing routine maintenance of firefighting equipment and fire department property.
12. carrying out the specific orders and directions of a superior officer within the scope of the fire department member's training and comfort level.
13. exercising considerable independence of judgement and action in circumstances of extreme urgency where referral to a superior for instruction is not possible.

v) **JUNIOR FIREFIGHTERS:** All Junior Firefighters will be familiar with and carry out their duties as outlined in the Operational Guidelines.

1. The Fire Chief has the right to limit the maximum number of Junior Firefighters in the Junior Firefighters Program.
2. Will not be permitted to respond to any calls during school hours.
3. The following eligibility criteria must be met at a minimum to apply for the Junior Firefighters Program:
  - Must be at least 16 years of age and not yet 18 years of age.

- Obtain medical clearance letter from doctor stating candidate's ability to perform the tasks of a Firefighter.
- Have method of transportation.
- No criminal record.
- Provide a driver's abstract.
  
- Be available for training on the prescribed training dates and additional training as assigned.
- Parents or legal guardians must meet with the Fire Chief or designate prior to accepting the candidate into the program.
- Parents or Legal guardians must sign the Nipawin Fire Department Waiver.

c) **CRITERIA:** For Deputy Chief, Captains and Firefighters is as follows:

1. **QUALIFICATIONS:**

- All members on the department must be capable and willing to learn basic skills and knowledge;
- A member must be able to participate in strenuous duties as assigned;
- Obtain medical clearance letter from doctor stating candidate's ability to perform the tasks of a Firefighter;
- A member must be willing to submit to regular medical examinations;
- Have method of transportation;
- No criminal record;
- Provide a driver's abstract;
- Be available for training on the prescribed training dates and additional training as assigned.

2. **AVAILABILITY:**

- A member must have approval and support of his or her employer;
- Members must be willing to provide on-call duty on designated weekends;
- Members shall respond to emergency calls and prescribed training to the best of their ability.

3. **DISQUALIFICATION:**

- To protect the safety of the members and maintain effective firefighting and life-saving practices, a member may be dismissed or suspended for a specified period if deemed to be consistently neglectful or unproductive in assigned duties by reason of poor physical fitness, chronic illness, or unresolved alcoholism or drug addiction.

4. **PROTOCOL:**

- All members must respect public safety and at no time endanger one sector of the public in effort to protect another;

- A member must be prepared, if requested, to provide service and help to the department at an emergency scene, for community education, school fire drills, promoting fire safety and promoting the NFD image;
- Each member must exhibit respect for public and personal property;
- Each member must assume confidentiality of information gained through departmental activities;
- Each member must know the procedure to respond to an emergency call, obtain the necessary information and initiate the emergency response action;
- At an emergency scene all Firefighters must look for and report any signs of foul play;
- All members must be appropriately dressed in firefighting gear while attending any emergency.

**5. TRAINING & SKILLS:** All fire department members will:

- Participate in departmental training activities;
- Maintain personal and professional competence relative to the skill and knowledge levels required of the respective position;
- Firefighters will be trained to meet the applicable Provincial and National standards.

**5. TECHNICAL:**

**a) FIREFIGHTER'S PERSONAL EQUIPMENT:**

Each member is issued or assigned:

- Full turnout gear and helmet
- Access to web-based emergency training
- Nipawin Fire Department Standard Operating Procedures Manual
- Nipawin Fire Department Policies and Procedures

**b) RESOURCE MATERIALS:**

- Nipawin Fire Department Standard Operating Procedures Manual
- Nipawin Fire Department Policies and Procedures
- Essentials of Fire Fighting
- National Building Code
- National Fire Code