

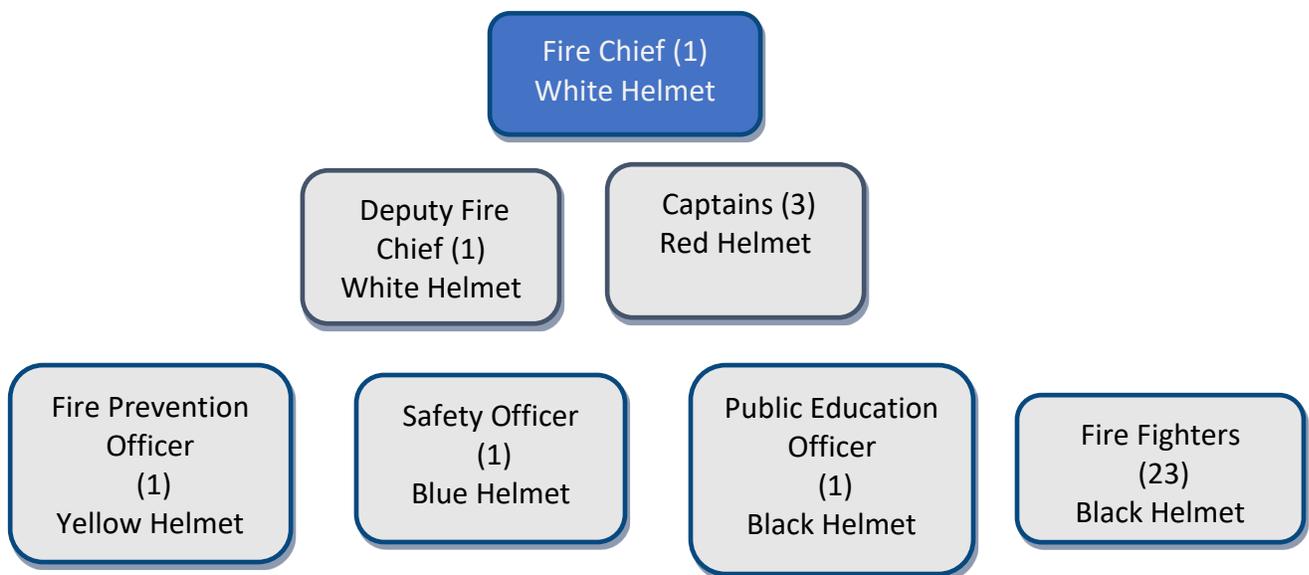
Nipawin Fire Department Policy	Policy No. 3.1
Date of Policy: June 25, 2018	Revision: March 11, 2019 August 10, 2020
Motion Number: 2018-390 2019-147 2020-371	

1. SCOPE:

This policy, along with The Town of Nipawin Fire Department Operational Manual, contains a description of the Fire Department’s layout and policies and guidelines by which the department follows for operation.

2. ORGANIZATION:

The current organizational structure is illustrated below.



Legend:



Identification:

The Nipawin Fire Department (NFD) 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), Nipawin and District Regional Park, Wapiti Valley Regional Park, Village of Love, and Village of White Fox.

The Nipawin Fire Department 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 Firefighters and Junior Firefighters.

- a) **Authority:** The Nipawin Fire Department is established, governed by and obtains its authorities from the provisions of the current Bylaw #1010/18 of the Town of Nipawin which contains the following divisions:
- Fire Suppression.
 - Fire prevention and inspections.
 - Fire investigations.
 - Training and Public Education.
 - Administrative Services; and
 - Rescue Services.
- b) The Town of Nipawin Fire Department Operational Manual, consisting of roles and responsibilities, standard operational guidelines, and policies.
- c) **Duties of Fire Department Members:** All members shall act with respect and dignity toward all other members and everyone outside the Town of Nipawin Fire Department. This is in accordance with Town of Nipawin Code of Conduct Policy.

All members shall avoid any unnecessary damage to other people’s property at emergency scenes. It remains the individual firefighter’s responsibility to remain as professional as can be.

When valuables such as money, jewellery, etc. are found at an emergency scene or while at a public function, members are to secure such valuables and notify the Officer in Charge. The Officer in Charge is responsible for informing the Fire Chief or designate.

Responsibilities of Fire Department Members: All Town of Nipawin Fire Department members are to adhere to the policies and guidelines referenced throughout this document and the Fire Department Operational Manual.

All members are required to follow the Town of Nipawin Employee Code of Conduct, work within the Fire Departments Standard Operating Guidelines and follow departmental responsibilities.

- d) **Executive Officers:** The Executive Officers shall be those identified as; the Fire Chief, the Deputy Fire Chief and the Captains.
- a. The Fire Chief will be the Chairperson of the meetings of the Fire Department.
 - b. The Deputy Fire Chief will assume the role if and when the Fire Chief is absent or delegates this responsibility. One of the Captains will assume the role in the absence of both the Fire Chief and the Deputy Fire Chief.

Any and all Fire Department Operational Policy decisions shall be the responsibility of the Fire Chief to present to the Governance & HR Standing Committee for review and approval by Town Council.

Duties and Responsibilities for all Fire Department positions are located in the Town of Nipawin Fire Department Operational Manual.

- e) **Practices and Meetings:**
- i) *Regular Practices:* Practices are held on the 1st and 3rd Mondays 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 operational requirements.
 - 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 Fire 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 Fire Chief or the Acting Fire Chief 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 Fire Chief and must clear all plans and actions with the Fire Chief.
- f) *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 Area Organization Fire Services Agreement and the Carrot River Valley Mutual Aid Organization Disaster Services Agreement.

3. ADMINISTRATION:

- a) **Recruiting Volunteer Firefighter Process:** Any person, including previous Firefighters, expressing interest in joining the Town of Nipawin Fire Department must do so by written application. Application forms are available at the Town Office, the Town of Nipawin website and the Fire hall. Applications are to be returned to the Town Office, attention Finance & Human Resource Officer. Applications will be accepted and retained for one year when the recruitment process is not active.

The Fire Chief will determine when the recruitment process needs to be activated. When the Fire Chief initiates the recruitment process, the Fire Chief will consult with the Finance & Human Resource Officer, to advertise for recruiting Volunteer Fire Fighters.

Advertisement for Volunteer Fire Fighters must be sent out with pre-determined closing date on multiple platforms (i.e. social media, website, newspaper).

Applications shall be reviewed, by the Recruiting Committee, consisting of the Fire Chief, the Deputy Fire Chief, one Fire Department Captain, and the Finance & Human Resource Officer.

Volunteer firefighter applicant interviews will be scheduled. Interviewers will consist of the Recruiting Committee.

All potential volunteer firefighter recruits must supply a medical form from their respective Doctor, provided as part of the application package, confirming their suitability for the position.

All potential firefighter recruits must supply a current Criminal Records Screening Check from the RCMP. This shall include a vulnerable sector check.

All potential firefighter recruits must supply a copy of their current, valid Saskatchewan Driver's License and a driver's abstract.

The Finance & Human Resource Officer will conduct necessary reference checks.

Successful volunteer firefighter recruits will be notified of their Recruit Program starting date, by the Fire Chief.

The Town of Nipawin Recruit Training Program is in the Town of Nipawin Fire Department Operational Manual and consists of a minimum 200-hour probationary period, new recruit orientation, learning of operational procedures and training to gain Entry Level Firefighter training. The Fire Department Operational Manual supplies a list of required courses to be completed within the 200-hour probationary period

During probation and until the Fire Chief deems the new recruit to be fully oriented and capable of performing the duties of Firefighter, the new recruit shall be closely supervised by their immediate Captain (or designate) and will only be assigned those duties for which the new recruit is deemed to be qualified.

Volunteer firefighters must be willing to submit regular medical examinations from their respective Doctor.

Officer Promotions: Positions within the Nipawin Fire Department, such as Deputy Fire Chief, Captain, Safety Officer, and Training Officer will be by appointment only. Ultimately, this is the responsibility of the Fire Chief.

The requirements for any Officer's position will be such that the applicant must be within the rank immediately below the position applied for and hold the necessary qualifications, as outlined in the Fire Department Operational Manual.

The Fire Chief reserves the right to hire, discipline, terminate, promote and demote as required, in the best interest of the Fire Department.

- b) **Availability:** All members must provide written evidence that they have approval and support from their employer to be a member on the Nipawin Fire Department.

All members must be willing to provide on-call duty on designated weekends.

All members shall respond to emergency calls and prescribed training to the best of their ability.

- c) **Member Status:** A member neglecting Firefighter duties for a period of one month without having received prior approval from the Fire Chief, of reason shall be deemed "unavailable for duty".

Members shall maintain themselves in an adequate physical condition to safely and effectively perform their duties. Any medical condition that may affect the performance of a member's duties shall be reported to the Fire Chief. The Fire Chief may request a physical or medical evaluation of a member.

A member who ceases to reside within a 15-minute radius of 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 Fire Chief may, at their 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 and from their school Principal 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 Governance & HR Standing 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 during their regular scheduled shift, while fighting fires, and after their scheduled shift. will move to Firefighter wages.

CRA policy states a volunteer firefighter may claim the \$3,000 Volunteer Firefighters' Tax Credit or the \$1,000 exemption, but not both.

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, accident or sickness while on duty dismemberment.

The Town of Nipawin will reimburse costs to repair or replace Firefighter's glasses, dentures, dress clothing, and jewellery if lost, damaged or destroyed at any authorized fire department function.

- e) Fire Reports:** The Incident Commander or senior member at the emergency scene shall gather and record all information relevant to the event. Details of every emergency event will be documented post incident.

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) Incident Reports:** Any Firefighter injured while performing firefighting duties must complete an Incident Report and Workers Compensation Form and file it with the Fire Chief. All incidents and near misses shall be investigated and documented.

- g) Discipline:** All members must make themselves aware of and follow the Town of Nipawin Progressive Disciplinary Policy and Procedures. (In process) Also, fire department members must be aware of and comply with the below:

- 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 for investigation and 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) or the Town of Nipawin;
- 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: In the interest of skill enhancement, continuing education and inter agency collaboration, fire department members are encouraged to participate in fire service-related training, competitions and conferences.

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 of Nipawin's 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.

Members of the Nipawin Fire Department shall be eligible for the Municipalities of Saskatchewan Meritorious Service Awards in accordance with the Town's Employee Recognition Policy No. 6.3

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

- 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. **CODE OF CONDUCT AND ETHICS:**

- 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 must not bring ridicule or embarrassment to the NFD or the Town of Nipawin.

Guidelines for personal conduct to prevent a negative 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 while serving as a Firefighter, on or off duty, is a permanent reflection of the Department's identity and contributes to Firefighter's personal reputation and possibly the reputation of the NFD, the Town of Nipawin and the fire service as a whole.

Hold Safety in the Highest Regard: A member must not endanger themselves, other fire department members or 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 Fire Chief.

Respect for Self: A Firefighter intending to report for duty while under the influence of alcohol or drugs, must notify the Fire Chief or the Officer in Charge of the influence and shall not report for duty while so compromised.

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.

5. **FIRE DEPARTMENT GRIEVANCES:** All members of the fire department must adhere to and follow the Town of Nipawin Grievance Policy (In progress). An outline pertaining to fire department members is below:

- When any member of the Fire Department alleges they have been treated unfairly they may make a written complaint stating the alleged grievance and forward this document to the Fire Chief.
- The Fire Chief will follow the Town of Nipawin procedures for receiving a grievance and respond in writing to the author of the alleged grievance.
- If the grievance is against the Fire Chief, the aggrieved party shall make a complaint to the Town's CAO, who in turn, will be follow Town of Nipawin Grievance Policy and Procedures.
- Once the final decision/ruling has been made, the Fire Chief, may invoke discipline under the Progressive Discipline Policy.

6. **TECHNICAL:**

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

Each member is issued or assigned:

- Full turnout gear
- Fire hall access codes
- Access to web-based emergency training
- Fire department pager
- Nipawin Fire Department Standard Operating Guidelines Manual
- Nipawin Fire Department Policies and Procedures
- Town of Nipawin Policies which Fire Department members must adhere to

b) **AVAILABLE RESOURCE MATERIALS:**

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

7. **AMENDMENTS:** The Fire Department Policy will be reviewed every year.

The Fire Department Operational Manual will be reviewed and updated as necessary, every year. Any recommendations for changes are to be made to the Fire Chief.

8. **REFERENCES:** Town of Nipawin Fire Department Operation Manual
Bylaw No. 1010/18 – The Fire Bylaw