

Policy
For
New Brunswick Local Service District
Fire Departments

Local Services Branch
Department of Environment and Local Government

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Original signed by Kelli Simmonds, Deputy Minister

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**Policy
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Definitions

“Active Firefighter” – refers to Full member firefighters described in this document.

“DNR” – Department of Natural Resources

“Emergency Responses” – refers to an unexpected situation that requires prompt action to protect human life and property as it relates to fire protection, Motor Vehicle Accidents and non-fire related rescues, where authorized.

“Equivalent” – refers to any other NFPA recognized firefighter training course comparable to the Firefighter 1 training

“Firefighter” – refers to a volunteer Firefighter, male or female, of any rank or title. All references to the male gender hereafter will also apply to the female gender in this document and its annexes.

“Fire Chief” – refers to the manager and Chief officer of the Fire Department responsible for all administrative and operational functions of the Fire Department and is in overall command as per the Department’s chain of command and operating procedures.

“Fire Protection” – refers to all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire inspection, public education and information, training or other staff development and advising;

“Fire Suppression” – refers to the activities involved in extinguishing fires. This includes all activities performed at the scene of a fire incident or training exercise that exposes members to the dangers of heat, smoke, flame, and other products of combustion.

“LSD” – refers to Local Service District

“LSM” – refers to Local Services Manager

“Mandated Response” – refers to all callouts the fire department has been mandated to respond to including fire protection and suppression, MVA and Non-fire related rescues as per regulations or policies pertaining to the LSD Fire Department.

“Mutual Aid” – refers to two-way assistance by Fire Departments of two or more communities giving aid to the other in emergencies, without monetary compensation.

“Non-fire related rescue” – refers to the following activities only: off-road rescue, water & ice rescue, heavy rescue, high angle rescue, confined space rescue and trench rescue.

INTRODUCTION

The provision of fire protection services and non-fire related rescue services in local service districts (hereinafter referred to as “LSD”) is the responsibility of the Minister of Environment and Local Government. Fire protection services include fire suppression, investigation, inspection, and education. Non-fire related rescue services include off-road rescue, water & ice rescue, heavy rescue, high angle rescue, confined space rescue and trench rescue. The provision of non-fire related rescue is voluntary.

There are currently two mechanisms for the delivery of these services. In some cases, the Minister may enter into a contractual arrangement with one or more non-LSD fire departments for the provision of fire protection services and non-fire related rescue to a LSD. In other situations, the Minister may establish a fire department for the delivery of both of these services in a LSD. The LSD fire departments are maintained by the Local Services Branch of the Department of Environment and Local Government and are administered by the Local Services Managers (hereinafter referred to as “LSM”) responsible for the LSD region in which the Fire Department is located.

This Policy applies to fire departments established by the Minister. It also establishes a minimum standard, whereby non-LSD fire departments from which the Minister purchases fire protection services and non-fire related rescue services, can gauge the quality of their service. The intent of this document is to define the respective roles to be played by the Fire Chiefs, Deputy Fire Chiefs, and other fire department membership, as well as the LSD Advisory Committees in relation to the LSD fire department. The authority for this Policy has been drawn from the *Fire Prevention Act* and the *Municipalities Act*, and will be adhered to by all LSD fire department membership.

The administrative authority of the Fire Department shall be as follows:

- (a) The Minister of Environment and Local Government;
- (b) The Local Services Manager providing local services in the region to oversee LSD fire department administration;
- (c) The Fire Chief.

1. LSD Fire Department Services

1.1 A LSD fire department shall provide:

- (a) fire protection, or components thereof, as authorized by the Minister, for the residents of a LSD and such surrounding areas as designated by the LSM, and
- (b) fire protection service to municipal or private fire departments pursuant to a formalized mutual aid agreement, as authorized by the LSM.

1.2 A LSD fire department may provide the service of motor vehicle passenger extrication if certified training and equipment are obtained for the firefighters. If provision of this service is elected:

- (a) prior approval of the LSM will be received,
- (b) the service will be provided 24 hours per day, 7 days per week, and the Fire Chief will register the fire department with the NB 911 service which will identify them with the Flag Identifier "X" for Motor Vehicle Accidents (MVA).

1.3 A LSD fire department may provide:

- (a) the service of non-fire related rescue or components thereof, authorized by the Minister, for the residents of a LSD and such surrounding areas as are designated by the LSM, and
- (b) non-fire related rescue to municipal or private fire departments pursuant to a formalized mutual aid agreement, as authorized by the LSM.

1.3.1 If provision of non-fire related rescue is elected, prior approval of the LSM will be received, and:

- (a) the service will be provided 24 hours per day, 7 days per week,
- (b) the Fire Chief will register the fire department with the NB 911 service,
- (c) LSD fire departments providing non-fire related rescue services shall meet the requirements set forth in NFPA 1006, 2008 Edition, or most current edition
- (d) a LSD fire department shall have a minimum of fifteen Level 1 firefighters who have participated in 40 hours in-house training in the past 12 month period,

(e) a fire department that participates in the non-fire related rescue service shall ensure that their ability to provide fire protection services is not compromised.

1.3.2 A public meeting is required pursuant to section 25 of the *Municipalities Act* to allow local service district residents to consider adding the service of non-fire related rescue. The Minister will call meetings in all areas which express interest in providing the service. Please refer to “Annex A”, Steps to Initiate non-fire related rescue service.

1.4 Mutual aid agreements or contracts for service shall be signed by the LSM and either the Fire Chief or the appropriate contractual body.

2. Membership

*To be considered for Firefighter positions, an application **must** be completed.. (Annex C)*

2.1 For the purpose of this Policy, the following are classifications of and qualification requirements for membership in LSD fire departments:

(1) **Full member**: In order to be classified as a full member firefighter in a LSD fire department, a person must:

- a) be at least 18 years of age;
- b) be a resident of the area serviced by the LSD fire department, unless in extenuating circumstances the LSM has waived this requirement;
- c) provide appropriate medical certificates upon request from Fire Chief;
- d) possess or be able to obtain, at minimum, a Standard First Aid Certificate;
- e) successfully complete Firefighter 1 training within two (2) years, or have obtained the equivalent from another jurisdiction;
- f) possess the appropriate class of licence for driving assigned fire apparatus, and have passed a recognized defensive driving course if duties include driving fire apparatus.
- g) possess appropriate training and/or certification for any other assigned duties within the fire department, ex. Traffic control, Non-fire related rescue;
- h) maintain the following attendance requirements to remain as full member:
 - a. Regular scheduled training sessions 60%
 - b. Mandated responses 25%

(2) **Support member:** A person is eligible to be classified as a support member who:

- (a) is a resident of the area serviced by the LSD fire department;
- (b) possesses a valid standard first aid certificate;
- (c) possesses the appropriate class of licence for driving assigned fire apparatus and has passed a recognized defensive driving course if duties will include driving fire apparatus;
- (d) participates in a task-specific support role for operational activities as designated by the Fire Chief;
- (e) has received the training required to undertake designated tasks.

(3) **Junior Member:** A person who is eligible to be classified as a junior member:

- (a) must be 16 years of age, but less than 18 years of age, and have a parent or guardian complete and sign the permission and waiver forms supplied by the Fire Chief. (see Consent and Waiver Form in Annex E);
- (b) must initiate and be willing to obtain the Firefighter 1 training and certification;
- (c) may participate in minor support roles for which training has been received (e.g. equipment pick-up, washing hose and truck, cleanup of equipment, repacking hose and equipment on apparatus), as designated by the Fire Chief or training officer;
- (d) may only perform support or auxiliary work at fireground operations, such as providing refreshments to the first responders well outside of the “hot zone” or operational area; and
- (e) will not be exposed to hazardous material;
- (f) Junior members are not permitted to attend DNR forest / wildland or grass fire scenes.

(4) **Life Member:** A member may receive this special recognition of the fire department membership, for reasons determined by the membership of the fire department, if the member:

- (a) is retired from the fire department, and
- (b) does not participate on a regular basis in the day-to-day operations of the fire department.

(5) **Honourary member:** Any person who is not a member of the fire department, on whom special recognition is bestowed by the membership of a fire department, may:

- (a) be bestowed a ceremonial title only, and
- (b) not receive any benefits received by other members of the fire department.

(6) **Auxiliary member:** A person who assists the fire department in a non-firefighting capacity, and:

- (a) does not respond to call-outs, and
- (b) assists with duties such as ceremonial events, fundraising events, preparation of refreshments and/or other administrative duties.

2.2 Any person wishing to become a member of an LSD fire department shall apply in writing to the Fire Chief in the form prescribed (see Annex C). Every application shall be reviewed by the Fire Chief and the Deputy Fire Chief who will maintain a list of eligible applicants. Any member who wishes to alter their classification of membership shall apply in writing to the Fire Chief.

2.3 All full members shall serve a probationary period of one year.

2.4 A junior member shall have probationary status until such time as he has achieved Firefighter 1 training and reached 18 years of age; and, becomes a Full Member and has met the criteria in subsection 2.1(1).

2.5 If at any time a firefighter is physically unfit to perform his duties, it is the responsibility of that firefighter to notify the Fire Chief in writing of his condition. In order to resume activities, he must provide a medical certificate stating his ability to return to his duties. Any reasonable expense incurred to provide this certificate will be reimbursed by the fire department.

3. **Role of the LSD Advisory Committee**

- 3.1 As directed and at the discretion of the LSM, the LSD Advisory Committee may advise and assist in the administration of the fire department. Specifically, the Advisory Committee may:
- (a) make recommendations to the LSM respecting the person to be appointed as Fire Chief,
 - (b) assist the LSM in the preparation of an annual fire protection budget in consultation with the Fire Chief.

4. Role of Fire Chief

Qualifications

- 4.1 In order to be eligible for appointment to the office of Fire Chief of an LSD fire department a person must be a resident of the area serviced by the LSD fire department, and
- (a) have served as a Full Member of an LSD fire department for a minimum of five years immediately preceding his or her appointment, or
 - (b) if previously a member of a non-LSD fire department, have the qualifications of a Full Member of an LSD fire department as the minimum, and been a member of a non-LSD fire department for a minimum of five years immediately preceding his or her appointment;
 - (c) have strong leadership and communication skills and the capacity to fulfill all responsibilities and duties required for the efficient operations of the fire department; and,
 - (d) have Grade 12 or equivalent.
- 4.2 In extenuating circumstances the LSM may waive any requirement.

Appointment and Term of Office

- 4.3 Qualified personnel interested in the position of Fire Chief shall submit an application and resumé to the LSM. The Fire Chief shall be appointed by the LSM, following due process. The LSM may consider written advice received from the fire department membership, and the LSD Advisory Committee.
- 4.4 The LSM may recommend to the Fire Marshal that the Fire Chief be appointed as a Local Assistant to carry out the provisions of the *Fire Prevention Act*. It is

preferable that the Fire Chief be a Local Assistant to the Fire Marshal pursuant to subsection 6(1) of the *Fire Prevention Act*.

- 4.5 The term of office of a Fire Chief shall be five years. A Fire Chief shall continue in office until a successor is appointed.
- 4.6 Notwithstanding section 4.3 where a person is first appointed to the office of Fire Chief, the LSM may require that person to serve a minimum probationary term of office of six months and a maximum of twelve months.

Duties and Responsibilities

- 4.7 The Fire Chief shall report to the Fire Marshal in accordance with the provisions and regulations of the *Fire Prevention Act* respecting all services rendered by the LSD fire department, pursuant to subsection 7(1) of the *Fire Prevention Act*.
- 4.8 Any fire or explosion within the jurisdiction of a Fire Chief, that involves serious injury or death will be reported to the Fire Marshal, pursuant to subsection 7.1(2) of the *Fire Prevention Act*.
- 4.9 The Fire Chief shall be responsible to the LSM for the administration and operation of the department, and for the discipline of its members. The Chief may make such general orders and departmental policies and procedures that are necessary for the care and protection of the department and its efficient operation, provided such general orders and rules do not conflict with the provisions in this Policy.
- 4.10 The Fire Chief shall be responsible for the care and maintenance of the buildings or portions thereof used by the fire department. The Fire Chief is authorized to issue orders, written or verbal, respecting the use of the fire hall premises for training and meetings. - Where a fire hall is to be open to the public, it must meet the national building and fire code standards for public assembly.
- 4.11 The Fire Chief shall be responsible for the care and maintenance of the apparatus, equipment and supplies of the fire department to ensure they meet applicable standards. The Fire Chief is authorized to make orders, written or verbal, respecting the care and maintenance of apparatus and equipment.

- 4.12 The Fire Chief shall be responsible to inform his entire membership of this policy and its annexes, and for the maintenance of discipline and efficiency within the fire department. He is also authorized to issue orders, written or verbal, respecting all matters that would promote the discipline and efficiency of the fire department.
- 4.13 The Fire Chief shall be responsible to maintain proper decorum on the part of the members of the fire department, insofar as the conduct of such members has a bearing on the discipline and efficiency of the fire department, and is authorized to issue orders, written or verbal, respecting the conduct of members at fires, alarms and practices, and if authorized, non-fire related rescues.
- 4.14 The Fire Chief, or LSM, may demote, suspend or dismiss any member of the fire department for cause, per provisions under any provincial legislation, and/or per this policy and the Guideline for Disciplinary Action in Annex B of this document. The affected member may make a written appeal to the LSM within 30 days of dismissal and based on information provided leading to dismissal.
- 4.15 The Fire Chief shall maintain and keep secure a record of:
- (a) the attendance of members of the fire department at fire calls and training, and if authorized, non-fire related rescues, and other operational activities of the department including drills or practices;
 - (b) the particulars of every fire call, including the apparatus, equipment and supplies used, the full details of the event, action taken, and any follow-up required;
 - (c) any shortage or deficiency in the apparatus, equipment and supplies;
 - (d) the particulars of any disciplinary action taken against any member of the fire department;
 - (e) All equipment and apparatus testing, inspections and up to date certifications (SCBA, ladders, weekly truck checks, hose, etc.)
 - (f) and any other information that the LSM may, from time to time, direct or request.
- 4.16 Prior to December 1 of each year, the Fire Chief shall submit an official list of Full members of the fire department to the LSM and shall report any changes in membership promptly to the LSM. In order to comply with the *Firefighters' Compensation Act*, the list provided will clearly indicate the date a firefighter

joined the department and/or the date of termination.

- 4.17 Prior to March 1 of each year, the Fire Chief shall submit a Chief's report to the LSM.
- 4.18 Prior to March 1 of each year, the Fire Chief shall provide the LSM with an inventory of the property of the Minister located in/on fire department halls or vehicles.
- 4.19 On or before October 15 of each year the Fire Chief shall prepare the cost estimates for fire protection services and if authorized, non-fire related rescues, for the ensuing year to include:
- (a) the general cost of operation, including proposed training programs, fire prevention programs, and non-fire related rescue programs;
 - (b) the cost of repairs, replacement or additions to apparatus, equipment and supplies;
 - (c) a list of equipment proposed to be purchased;
 - (d) the capital cost of proposed buildings and equipment;
 - (e) estimates of anticipated revenue, and shall submit such estimates to the LSM and LSD Advisory Committee.
- 4.20 The Fire Chief may assist the LSM in the negotiation of mutual aid agreements.
- 4.21 Failure to perform duties under this Policy can be deemed as cause for suspension or dismissal of Fire Chief by the LSM. A LSM may remove a Fire Chief from office for cause, per provisions under any provincial legislation, and/or per procedures established in this policy and its annexes.
- 4.22 The LSM may at any time initiate a review of any concerns or complaints regarding the conduct or activity of any member of the fire department which may contravene this policy. The LSM will respond to any such concerns or complaints by taking any actions he considers necessary to review and or resolve the problem(s). These actions may include, but are not limited to, reviewing reports or other documentation, calling meetings, contacting any individuals who may have information pertaining to the concern or complaint. The LSM will then take disciplinary action up to or including suspension or dismissal, as per policy, of the

member who was the subject of the complaint.

5. Role of the Deputy Fire Chief

5.1 In order to be eligible for the office of Deputy Fire Chief a person must have the same qualifications as a Fire Chief, as per section 4.1 or 4.2.

5.2 Qualified personnel interested in the position of Deputy Fire Chief shall notify the Fire Chief and LSM. The appointment will be made by the LSM in consultation with the Fire Chief. 5.3 The Deputy Fire Chief shall carry out the instructions of the Fire Chief and in the

absence of the Fire Chief, shall assume the duties and responsibilities of the Fire Chief. The Deputy Fire Chief does not however, automatically become a Local Assistant to the Fire Marshal as this power can only be invoked by the Fire Marshal.

5.4 The term of office of a Deputy Fire Chief shall be five years.

5B. Role of Captain

5B.1 The Captain will be appointed by the Fire Chief and will be tasked with specific duties as prescribed by the Chief. In addition, the Captain will be required to take a leadership role at operation scenes in the absence of the Chief or Deputy Chief.

6. General

6.1 All members, including the Fire Chief, shall comply with this Policy and the rules and regulations of the LSD fire department of which he is a member. Every member of the fire department has the responsibility to understand and comply with the contents of this policy and the information contained in its annexes.

6.2. Every LSD fire department shall maintain the minimum number of firefighters as determined by the Fire Marshal. This number shall include:

- (a) one Fire Chief
- (b) one Deputy Fire Chief,
- (c) a minimum of two captains,

- 6.3 In the event that membership declines to a point where the minimum requirement is not met or fire protection services cannot be safely assured, the LSM may contract for service with another fire department for the interim period until an adequate level of fire fighting personnel and services is re-established.
- 6.4 The Fire Chief may appoint such officers as the Fire Chief considers necessary for the efficient operation of the fire department. All such officers shall be full members of the department. Except for the Deputy Chief and Assistant Deputy Chief, the role that any person is to play in the operation of an LSD fire department shall be determined by the Fire Chief, except the Deputy Chief. (see sample Organizational Chart)
- 6.5 Every member shall distinctly understand that they are entirely under the direction of the officer in charge or senior person of the department. While on duty at emergencies, in station, at training or while acting as a member of the department in any manner, that all lawful orders given by the person must be immediately acted upon and obeyed under the penalty of suspension unless the order given places the member in an unsafe working condition as per Occupational Health and Safety regulations.
- 6.6 Every member who commits himself to a mandated response situation is expected to perform all duties required as their assigned role in the department in order to handle the various situations as presented.
- 6.7 No member will leave his duty, apparatus, or equipment without the permission of the officer in charge while at the emergency scene, or at training.
- 6.8 When required to do so, all members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise stated.
- 6.9 Every member shall conduct himself in a manner which is in keeping with the good reputation, order and discipline of the department. No member while on duty or representing the department shall use profane, immoral, inappropriate language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order and discipline of the department.

- 6.10 Department officers are responsible for ensuring that the fire fighters are properly instructed to perform their duties safely; for enforcing safe work procedures and for correcting unsafe activities, must adhere to WorkSafe New Brunswick's rules regulations; and
- a. all fire department members are to perform their duties in a safe manner and to know the safe working procedures.
 - b. every member of the fire department is expected to report and assist in correcting unsafe conditions and activities, and to work collectively towards the prevention of accidents.
- 6.11 Any member who is unable to perform the duties expected of him due to illness, injury, work, educational involvement or personal situations, must notify the fire chief as soon as practical in writing and provide details and/or documentation as requested. The Fire Chief, for substantiated reasons, may grant a leave of absence.
- 6.12 No member shall supply information relative to the department or its operations unless authorized by the Fire Chief to any person(s) (except LSM) and shall refer all requests for information to the Fire Chief.
- 6.13 Any media obtained by a member at an accident scene, in fire hall or at a training session, be it in the form of still photographs (traditional or digital), video or audio recording, becomes the property of the department and may not be distributed without the express consent of the Fire Chief.
- 6.14 Every member shall obey the *Motor Vehicle Act* and its regulations while on duty and while responding to emergencies.
- 6.15 All members assigned to mandated response activities shall become thoroughly familiar with the geographical area served by his fire department including the conditions of the routes of travel and the locations of suitable seasonal water supplies.
- 6.16 Each LSD fire department shall meet at least once every month for instruction and/or practice in fire prevention and fire protection methods, and if authorized, non-fire related rescues, and the use of apparatus and equipment. The minimum requirement is 40 hours of in-house training in any 12 month period. The fire chief, deputy chief, captain or designate are encouraged to attend district association meetings.

6.17 All departments are expected to be represented at meetings called by LSM for Chiefs in the region including Chiefs, Deputy Chiefs, and / or senior officer or designated member.

Fire Equipment:

6.18 The equipment and apparatus of each LSD fire department, whether purchased by or donated to the fire department, is the property of the Minister of Environment and Local Government and may not be transferred or otherwise disposed of without the approval of the Minister in accordance with the *Financial Administration Act*.

6.19 Every member shall understand that items of issue: helmet, bunker gear, boots, communication device, charger, keys, uniform pieces, training manuals, textbooks, etc, are the exclusive property of the Department of Environment and Local Government and shall be returned as directed by the Fire Chief.

6.20 (a) Every member shall be responsible for the negligent loss or damage of any equipment or items issued to him. Firefighters may be subject to disciplinary action as a result of a negligent loss or damage and actions may include the assessment of a penalty for payment.

(b) The LSD Fire Department will not be financially responsible for personal items damaged or lost on fire department property or during fire department related activities.

6.21 Every member who has been assigned one shall carry their communication device / pager radio? with them at all times while in the LSD and be ready for active duty.

6.22 Every member is prohibited from borrowing, lending or removing any fire department equipment without the expressed permission of the Fire Chief or designate.

6.23 Every member shall deliver all fire fighting equipment or apparatus in his possession to the Fire Chief, within 48 hours of resigning or being dismissed from

his duties. Fire Chiefs, or any member appointed as Local Assistant, shall return their cards to the Office of the Fire Marshal.

- 6.24 The equipment, apparatus and other property of each LSD fire department, whether purchased or donated, is the property of the Minister of Environment and Local Government and shall be stored in the fire hall and no equipment, apparatus or other property shall be used for purposes other than that of fire protection or public safety, non-fire related rescues, without the prior approval of the LSM.

Calls Outside Jurisdiction:

- 6.25 A LSD fire department may respond to fire alarms, and if authorized, all non-fire related rescue alarms, that originate outside the area it services only when:
- (a) in the opinion of the Fire Chief, such fire constitutes a threat to property located within the coverage area of that department, or
 - (b) in the opinion of the Fire Chief, it is in the interest of public safety to respond to such fire, or non-fire related rescue, or
 - (c) the alarm is in relation to an area with respect to which the fire department has an existing mutual aid agreement to provide fire protection and if authorized, all non-fire related rescue service.
- 6.26 No mutual aid agreement shall require the fire department to leave its area of responsibility while answering a call within the said area nor to take all the apparatus and equipment out of the area of responsibility at any time.

Fire Department Expenditures

- 6.27 It is the responsibility of the LSM representing the Minister to ensure the validity of each expenditure of public funds in providing services to the unincorporated areas of the province within departmental guidelines and provincial legislation.
- 6.28 The Fire Chief is responsible for all purchases made on behalf of the fire department. The LSM is responsible for preparing procedures and developing internal controls for fire department use to ensure compliance and authorize purchases.

- 6.29 The LSM can designate the Fire Chief to have authority to purchase up to \$1,000 for recurring purchases (non-equipment). The LSM maintains the final approval. For non-recurring purchases and purchases of more than \$1,000 the LSM or a person delegated by the LSM, shall approve all purchases prior to the purchase being made. –The ***Public Purchasing Act*** must be adhered to.
- 6.30 Making separate, multiple purchases of the same item shall not be done in an effort to remain under the purchasing limit \$1,000 (requiring prior LSM approval). This practice is strictly prohibited.
- 6.31 Should any member of the fire department find himself in a conflict of interest during negotiations to purchase or during the actual purchase of goods or services, they shall inform the Chief or Deputy of Chief of such, and withdraw themselves from such negotiations or purchases.
- 6.32 All fundraising is to have a clearly stated objective. If the purchase is to be made by the fire department, it must follow the policies and guidelines set out in this document and receive LSM approval.
- 6.33 Failure to abide by this policy will result in disciplinary action up to and including suspension or dismissal from the Fire Department and in serious cases may involve legal proceedings.
- 6.34 No firefighter shall charge expenses to the fire department's LSD budget for expenses that are not related to the fire department's mandated response activities. Any such charges may be considered fraudulent and may result in immediate dismissal by the Fire Chief or LSM.

Injuries or death of membership

- 6.35 The injury or death of any member that occurs as the result of the discharge of his duty at a fire, training, and if authorized, a non-fire related rescue response, or while responding to or returning from an alarm of fire or a non-fire related rescue response, shall be reported immediately to the Fire Chief or the officer acting as the Fire Chief.
- 6.36 A member who is injured or involved in an accident while reporting to, or on duty, will fill out the Report of Accident or Occupational Disease issued by WorkSafe NB.

6.37 Subject to subsection 44(4) of the *Workers' Compensation Act*, the LSM, as employer, must be informed within three days after the happening of an accident.

6.38 No member:

- While in uniform, shall enter any premises where alcoholic beverages are sold or consumed as the primary function of the occupancy except in the performance of fire department duties assigned;
- Shall be partially dressed in fire department uniform, while representing the department at functions, without the express consent of the Fire Chief;
- Shall consume alcoholic beverages or drugs while on duty that will impair his ability to perform the duties required of them;
- Shall respond to an emergency, training session, assigned duty or any other department function or activity when his ability is impaired by alcohol or drugs, nor shall they be permitted to remain on duty if found to be impaired.
- Shall organize an activity in the name of the fire department unless prior written approval has been received from the Fire Chief.

6.39 No person shall:

- (a) be on the premises of a fire hall between the hours of midnight and 7 a.m. without the prior authorization of the Fire Chief, or
- (b) engage in gambling activities while on the premises of a fire hall, except those held for fundraising purposes which have received the approval of the Fire Chief and the LSM and have been appropriately licenced, or
- (c) be in the fire hall while under the influence of alcoholic beverages or while his faculties are or may be impaired by the use of prescription or non-prescription medications or drugs, or
- (d) sell, provide or consume alcohol in or on a fire hall premise, except in the case where the appropriate permit(s) for the sale, provision or consumption of alcohol has been provided, or
- (e) smoke within the fire department, in accordance with the *Smoke Free Places Act*. The fire department shall include all fire stations, administrative offices, training center facilities and all vehicles.

6.40 No constitution, by-law or rule of a LSD Fire Department shall conflict with this Policy or intend to restrict the authority of the Fire Chief in a manner that is inconsistent with this Policy.

Annex "A"

Steps to Initiate Non-Fire Related Rescue Service as an additional service

1. Prerequisites

- 1.1 A LSD fire department may provide the service of non-fire related rescue(NFRR). NFRR can include responding to calls from Ambulance New Brunswick for assistance on life threatening medical calls..
- 1.2 A fire department shall have a minimum of 15 Level 1 firefighters each of whom have participated in the minimum of 40 hours of in-house training in the past 12 month period.
- 1.3 In the event that the number of Level 1 firefighters falls below the minimum required level of 15, non-fire related rescue services may be suspended until such time as the required minimum number of fifteen (15) Level 1 firefighters is attained.
 - 1.3.1 Support members are eligible to participate in non-fire related rescue only in a task specific support role for operational activities for which they are trained, as designated by the Fire Chief e.g. traffic control, brush clearing, on-scene equipment preparation, etc.
- 1.4 In providing the service of non-fire related rescue, the fire chief shall ensure that the department's ability to provide fire protection shall not be compromised.
- 1.5 The service of non-fire related rescue shall be provided on a 24/7 basis.
- 1.6 Prior approval of the LSM is required prior to initiating the process to establish the service of non-fire related rescue.
- 1.7 In order to participate in the service of non-fire related rescue in a LSD fire department, a person must:
 - (a) be a resident of the area serviced by the LSD fire department, unless in extenuating circumstances the LSM has waived this requirement;

- (b) possess a valid standard first aid certificate;
- (c) be a member of the fire department;
- (d) possess the appropriate class of licence for driving assigned apparatus;
- (e) have passed a recognized defensive driving course if duties will include driving a apparatus;

2. Implementation

- 21 LSM receives letter from fire chief expressing department's interest in providing Non-Fire Related Rescue services.
- 22 LSM verifies number of Level 1 firefighters on department (15 minimum).
- 23 LSM verifies required in-house training hours of Level 1 firefighters for past year and ensures all firefighting equipment meets minimum requirements and current standards
- 24 LSM prepares FORM 3 and forwards to Manager Local Services Branch; (attach letter from fire department and other supporting documentation).
- 25 LSM prepares required ad(s) flyers, etc.
- 26 FORM 3 shall be predominately displayed; flyers should be delivered a minimum 2 weeks prior to meeting.
- 27 LSM advises fire chief he will be required at meeting (explain equipment, costs, training requirements, etc.).
- 28 Upon positive result from meeting and vote and Order-in-Council approval, LSM advises Chief in writing that service of Non-Fire Related Rescue has been added as a service to the LSD.
- 29 Chief informs LSM in writing once department is available to provide service.

3. Training and Record Keeping Requirements

- 3.1 Level of Training: Departments providing any Department of Environment and Local Government (DELG) approved component of Non-Fire Related Rescue Services must meet the requirements set forth in NFPA 1006, 2008 (or most current) Edition.
- 3.2 Fire Chief shall ensure all activities pertaining to Non-Fire Related Rescue Services are properly recorded, filed and copies made available to DELG upon request.
- 3.3 Records of same shall be maintained by the Chief at the fire hall in electronic and paper formats.

4. Purchasing

- 4.1 All purchases related to non-fire related rescue must be in accordance with the Policy for New Brunswick Fire Departments and other applicable Regulations/Policies/Correspondence.
- 4.2 All equipment requirements and specifications will be determined in consultation with the LSM.

Request For Additional Service of Non-Fire Related Rescue

DATE

**NAME of LSM
ADDRESS**

Subject: Request For Additional Service of Non-Fire Related Rescue

As Chief of the (DEPARTMENT NAME) Volunteer Fire Department, I am writing to advise that my department is interested in providing the service of Non-Fire Related Rescue. I have the required minimum number of 15 qualified Level 1 firefighters on my roster, and request that the required steps be initiated by the Department of Environment and Local Government to have the service of Non-Fire Related Rescue added to the services of the Local Service District of

(LSD NAME) .

I am prepared to undertake all necessary measures required in order to have my department qualify to provide this service.

Sincerely,

Chief,

(DEPARTMENT NAME)

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ANNEX B

The following will be referred to as the Guideline on Discipline for NB LSD Fire Departments and will serve as the standard operating guidelines for all LSD fire departments.

The guideline will be ANNEX “B” to the Policy for New Brunswick Local Service District Fire Departments and will consist of the following documents:

1. Disciplinary Action:

Step One: Verbal Warning

The Fire Chief discusses the situation with the firefighter in private, specifying clear expectations and standards of performance, a plan of action to bring about the desired change, a reasonable period of time for improvement, and a follow-up interview date.

The Chief will discuss the situation only with the Deputy or other Officer (s) involved in assisting the member to ensure the improvement is made.

Step Two: Written Warning

Should the problem continue after the time period specified in step 1, the Fire Chief provides a written warning. The firefighter member is advised that continued failure to improve the behavior could lead to further disciplinary action including dismissal.

Step Three: Dismissal

If the firefighter’s performance fails to improve or if there is a recurrence of unacceptable misconduct, the Fire Chief may follow through with dismissal procedures.

Step Four: Appeal

The dismissed firefighter may appeal in writing to the LSM as per item 4.14 in the Policy.

Note: Copies of documentation of Steps two and three are to be forwarded to the LSM.

2. Documentation of Discipline Issues by Fire Chief:

- a. All warnings (verbal or written), issues or reprimands are to be logged in written form in the firefighter’s personal confidential file and are to be removed from the file after 18 months subject to no further related issues arising concerning the member within this time period.
- b. Documentation of verbal and written warnings:
 - i. Date/Time/Place
 - ii. Name of Witness(es) to the violation
 - iii. Details / Reason of Reprimand or Warning

- iv. Signature and date of Chief
 - v. Signature and date of Fire Fighter (on written warning only)
 - vi. Original copy of written warning to Firefighter and copy to file
3. Discipline hearing with Firefighter and Notification to Firefighter
- a. This discipline hearing is to be carried out in a confidential manner in the presence of the Fire Chief and the firefighter in violation. Each party may have a witness or witnesses present.
 - b. Verbal report is given to membership by Fire Chief if dismissal takes place.
4. Letter of dismissal to dismissed firefighter with the following details:
- a. Effective date of Dismissal
 - b. Reasons
 - c. Reference to Guideline Articles & Discipline Documentation
 - d. Appeal Process
 - e. Return of firefighting equipment
 - f. No access to fire hall and its activities
5. Appeal process:
- a. Submission of Appeal to LSM within time frame and copy to Fire Chief.
 - b. Relevant documentation is submitted by Fire Chief and appellant to LSM.
 - c. Decision made by the LSM is final.

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Verbal Reprimand / Warning (Discipline Form 1)

Instruction to Fire Chief: Meeting to be held in private

Date and Time of Verbal Reprimand/Warning: _____

Present: 1. Fire Chief: _____
(Print) Name
2. Firefighter in violation: _____
(Print) Name
Rank: _____

Incident Description: Location / Damages / Safety Issues to Firefighters or General Public – please print or type)

Follow-up interview: _____

Signature Fire Chief

(Print) Date

Copy to file

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Written Reprimand / Warning (Discipline Form 2)

Second Warning

Instruction to Fire Chief: To be given to firefighter during a private meeting

Date and Time of Written Reprimand/Warning:

Firefighter in violation: Name: _____
(Print)

Rank: _____
(Print)

Incident Description: Location / Damages / Safety Issues to Firefighters or General Public – please print or type)

Fire Chief's Recommendation:

Signature Fire Chief

Acknowledgement of Receipt by Firefighter

Print (Rank)

(Print) Date

(Print) Date

Original to Firefighter in Violation
Copy to file

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Dismissal Notice (Discipline Form 3)

Instruction to Fire Chief: To be given to firefighter during a private meeting or delivered by registered mail

Firefighter in violation: Name: _____
(Print)

Rank: _____
(Print)

Date of Verbal Reprimand/Warning: _____

Date of Written Reprimand/Warning: _____

Effective Date of Dismissal: _____

Specific Reasons for Dismissal:

(Print) Fire Chief Signature of Fire Chief Date

(Print) Deputy Fire Chief Signature of Deputy Fire Chief Date
(as witness)

(Print) Firefighter in violation Acknowledgement of Receipt Date
by Firefighter

Official Dismissal Letter sent: _____

Method of Delivery: Registered Mail (need acknowledgement receipt)

Personal Hand Delivered (need receipt of hand delivery)

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ANNEX C

Volunteer Firefighter's Application Form

Personal Information

NAME: (First, Middle, Last)	SOCIAL INSURANCE NUMBER
ADDRESS:	
	DO YOU HAVE TRANSPORTATION YES <input type="checkbox"/> NO <input type="checkbox"/>
DATE OF BIRTH: _____ (MUST BE 16 YEARS OF AGE MINIMUM)	DATE OF APPLICATION
STATE AVAILABILITY: (DAYS, NIGHTS, SHIFTS, BOTH)	TELEPHONE: _____ (H) TELEPHONE: _____ (W) TELEPHONE: _____ (C)
NEXT OF KIN: _____ RELATIONSHIP: _____ (Person to be notified in case of an emergency or accident)	PHONE: RES: _____ BUS: _____
ARE YOU A SMOKER <input type="checkbox"/> ARE YOU A NON-SMOKER <input type="checkbox"/>	

Education & Training

HIGH SCHOOL LAST YEAR COMPLETED: _____ YEAR COMPLETED: _____ DIPLOMA: _____
POST SECONDARY EDUCATION LAST YEAR COMPLETED: _____ YEAR COMPLETED: _____ DIPLOMA: _____
DRIVER TRAINING: (DRIVERS ABSTRACTS ARE REQUIRED PRIOR TO ACCEPTANCE FOR TRAINING) DRIVER LICENCE No. _____ CLASS: _____ RESTRICTIONS: _____

Employment History

Occupation:

Name of present \ Most Recent Employer:

Address:

Duties \ Responsibilities:

Former Employer:

Address:

Duties \ Responsibilities:

Related Skills or Experience

Previous firefighting experience?

Yes No Department Name: _____ Location: _____ Province: _____

Previous Military or police experience?

Yes No CFB Location: _____ City/Detachment: _____ Province: _____

Other experience or assets that may apply to this position?

Yes ___ No ___ Describe:

Related Skills

Indicate skill level by circling the appropriate number and providing explanation.

1. A trade, licence, recognized certificate or extensive experience
2. Advanced skills level and/or post secondary courses or apprenticeships
3. Familiarity acquired through personal experience, high school courses or related training.

				Details
Mechanics	1	2	3	
Pumps, valves or sprinklers	1	2	3	
Electrical systems	1	2	3	
Computer technology	1	2	3	

Breathing Apparatus	1	2	3	
Building Construction or design	1	2	3	
Firefighting tasks	1	2	3	
Rescue procedures	1	2	3	
Occupational health and safety	1	2	3	
Photography	1	2	3	
Fundraising	1	2	3	
Typing, filing or telephones	1	2	3	
Public speaking	1	2	3	
Teaching, facilitation or coaching	1	2	3	
Events coordination	1	2	3	
Radio communication	1	2	3	
Medical or health sciences	1	2	3	
Professional driver	1	2	3	
Heavy Equipment operation	1	2	3	
Other Skills	1	2	3	

Other Licences and Certificates	
CPR and First Aid	Expiry Date:
Defibrillation	Expiry Date:

ARE YOU A MEMBER OF A CLUB OR ORGANIZATION?

Contact Person: _____ Telephone: _____

WHY DO YOU WANT TO BECOME A VOLUNTEER FIREFIGHTER? (GIVE A FEW REASONS):

Have you ever been convicted of a criminal offense for which you did not receive a pardon?
 Yes ___ No ___ If yes, describe in full:

Declaration:

I hereby apply for volunteer membership in the North York Fire Department, in the coverage area indicated above.

I, _____, authorize the North York Fire Department to contact the persons or organizations listed above for the purpose of obtaining reference information including information contained in my personal file. These persons are authorized to disclose such information

I understand that I may also be subject to a criminal reference check.

I understand that all equipment, uniforms, protective clothing, training materials, or any other item which may be provided for my use, is the property of the fire service, and must be promptly returned to the designated officer within 48 hours upon my leaving the department, whether by resignation, dismissal or any other means.

I acknowledge that department rules, policies and procedures may establish requirements for specific levels of attendance at department activities.

I understand that participation in department activities may make me privy to information about citizens of the fire protection area, members of the department, department activities or other information of a personal or confidential nature and I will not reveal or discuss that information, except as required to carry out my duties as a firefighter.

I also agree to read and sign the Policy for New Brunswick LSD Fire Departments and its annexes.

I certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that if any of this information is found to be untrue, this application may be rejected and if accepted as a volunteer firefighter, false statements on this application shall be considered sufficient cause for dismissal.

Applicants may be subject to a medical examination by a qualified physician who will fill out required questionnaire (Form 1.a) (Cost, if any, to be reimbursed to the applicant).

Applicants are subject to a twelve-month (12) probationary period and are required to successfully complete minimum training requirements before full status is granted.

Applicant's Name: _____
(Please Print)

Applicant's signature: _____

Date: _____

Witness Signature: _____

Date: _____

Level of Membership:

Please indicate the level of membership you're applying for (Support or Full): _____

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ANNEX E

Junior Firefighter Waiver/Consent Form

Applicant's Name: _____

Date of Birth: day, month, year

(To be completed by all volunteers under the age of 18 and parent/guardian).

I have read and completed this application in its entirety. I agree to fulfill training requirements and responsibilities of a junior firefighter to the best of my abilities. If for any reason I am unable to carry out my responsibilities while volunteering as a junior firefighter for the _____ Fire Department, I will notify the Fire Chief or officer on duty prior to the activity.

Junior Firefighter Signature

Date

Parental/Guardian Consent

My son/daughter, _____, has my/our permission to be a Junior Firefighter with the _____ Fire Department and I/we will not hold the said Fire Department responsible for any actions caused by my/our son/daughter that is not under the direction of an Officer.

Parent's Responsibility - I will inform the Fire Chief of any particular physical, mental, social, or other condition of my child of which the fire department should be aware.

Medical Information

5) Doctor _____ Phone Number _____

5a) Medical Conditions _____

5b) Allergies _____

5c) Do you take any medication? Yes _____ No _____

5d) If Yes, list the medication and what condition it is for: _____

Contract of Understanding

We have read ALL of the Policy for LSD Fire Departments and understand the policy outlines the purpose of the Junior Firefighters. We understand that Junior Firefighters serve as supporters of North York Firefighters, to learn the basics of Firefighting and to prepare to become a full member at the age of 18. We understand that Junior Firefighters are to follow all instructions from members of the fire department and that the general standard of conduct is to act in the manner of a professional. We understand that he/she is expected to be courteous and respectful of other members and to all citizens as they are representing the North York Fire Department. We understand there is a "zero tolerance" policy regarding drug and alcohol use. We understand that by signing this Contract of Understanding we are declaring that any violation of the policy is grounds for immediate dismissal.

Junior Firefighter's Signature

Parent(s)/Guardian Signature(s)

Date: _____

Date: _____

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ANNEX F

Abuse & Harassment Policy

APPLICATION

This policy applies to volunteers, staff members, contractors, fee for service individuals involved with the fire department at any level.

For the purposes of this policy, harassment in the workplace includes **personal and sexual harassment, poisoned work environment and abuse of authority**. It is the policy of the North York Fire Department to maintain a working environment free from any discrimination and to prohibit abuse and harassment among its membership and visitors.

4.1 Personal Harassment

Personal harassment means any objectionable or offensive behavior that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment.

Without limiting the above, personal harassment includes harassment on the basis of the following grounds of discrimination: race, color, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.

4.2 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's membership;
- Submission to or rejection of such conduct is used as a basis for any membership decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with a member's work performance or of creating an intimidating, hostile or offensive work environment.

Examples of behavior that can constitute sexual harassment include, but are not limited to:

- unwanted touching, patting or leering;
- sexual assault;
- inquiries or comments about a person's sex life;
- telephone calls with sexual overtones;

- gender-based insults or jokes causing embarrassment or humiliation.
- repeated unwanted social or sexual invitations; and
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.

4.3 Poisoned Work Environment

A **poisoned work environment** is characterized by an activity or behaviour, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of a member and the display of pornographic or other offensive material.

4.4 Abuse of Authority

Harassment also includes **abuse of authority** where an individual **improperly** uses the power and authority inherent in a position to endanger a person's membership, undermine the performance of duties, or in any way interfere with or influence a person's membership. It is the exercise of authority in a manner which serves no legitimate fire department related purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail or coercion.

4.5

The **workplace** includes but is not limited to the physical fire hall site, washrooms, training sessions, department travel, conferences, department related social gatherings, the firefighter's home or fire hall, fire, accident, or rescue scenes, etc.

Any member, who believes that a superior, subordinate, or peer has subjected themselves to discrimination and/or harassment, should promptly report such incident(s) to their immediate superior officer and/or to the Fire Chief.

Officers who perceive any indications of possible discrimination and/or harassment in their area of responsibility will contact their Fire Chief. All information disclosed will remain confidential, unless otherwise authorized by the member providing the information, or to the extent necessary to notify the appointing authority in connection with the complaint investigated. All complaints and allegations will be fully investigated and where necessary, appropriate disciplinary action, including termination, will be taken.

Discrimination and/or harassment and related behavior in the fire department are inexcusable, inappropriate and will not be tolerated. This policy is consistent with the business objectives and practices of the North York Fire Department and in conjunction with applicable federal and provincial laws and regulations.

The abuse of one's authority or position, to intimidate, coerce, or harass is forbidden. The Fire Chief and officers are responsible for their members' work environment.

This policy will be observed and adhered to by all members and individuals under the jurisdiction of the North York Fire Department.

Further, this statement of policy shall be disseminated annually to all members of the North York Fire Department and will be posted for public display in a prominent location within the fire hall and easily accessible to all members and visitors.

Responsibility and authority for ensuring compliance and continued implementation of this policy rests with the Fire Chief of the North York Fire Department. The Fire Chief will ensure that all his officers share in this responsibility. Any member or applicant for membership with the North York Fire Department who believes he/she has been discriminated against and/or harassed should advise or inform the Fire Chief or an officer in writing. If the complaint is not handled in a timely fashion by the Fire Chief or involves the Fire Chief, the file shall be handled by the LSM.

The Fire Chief will ensure members have access to information on appropriate workplace behavior and volunteers' rights and responsibilities. The Department of Environment and Local Government will assist the Fire Chief, or any member of the fire department, in obtaining any additional information if deemed necessary.

The Fire Chief will encourage members to attend information and/or training sessions on workplace abuse, harassment, and discrimination.

This policy comes into effect immediately.

