

1999/01/26

Fire Department Rules

A. GENERAL

1. Members shall show courtesy and respect at all times when dealing with the public.
2. Telephones of the department shall be used for fire department business only.
3. No member, without the permission of the Chief, shall sell tickets or solicit advertising, subscriptions, gifts or contributions for the department.
4. Every member shall notify the chief of the department of any change in his/her address or telephone number.
5. Members shall not hold social events in the fire station without the permission of the Chief of the department.
6. All verbal or written communication to council shall be transmitted through the Chief of the department, as prescribed by council.
7. Every person involved in an accident while on fire department duty shall immediately report the injury to the officer in charge. He/she shall make a written report to the Chief of the department.
8. Any member who ceases to be a member, shall return to the department all property and keys of the department in his/her possession.
9. Members shall have medical examinations at such times as deemed necessary by the Chief and be willing to submit a copy of such examination to the Chief.
10. Any person may be appointed as a member for firefighting and prevention duties who:
 - a) Is of good character.
 - b) Is deemed medically fit to be a firefighter.
 - c) Passes such aptitude tests as may be required by the Chief of the department .
11. A new member of the department shall be on probation for the first twelve months.
12. During the first six months, he/she shall complete module #1, #2 and sections #1 and #2 of module # 3 (protective clothing and BA) of component #1 of the Ontario Firefighters General Level Curriculum. Anyone who fails to comply will be asked to resign unless an extension has been approved at an officers' meeting.
13. New members are not allowed to participate in interior structural fire fighting until they have completed the sections listed above.
14. New members shall not operate any of the apparatus until properly trained and signed off by the Training Officer or Chief of the department.
15. Probationary members must be accepted by a majority vote of the Firefighters' Association at the end of the one years probation. It is the responsibility of the probationary member to announce the completion of his/her probation period at an association meeting.

B. ATTENDANCE

1. Every member shall attend, as a minimum, 50% of the association meetings and 75% of the training sessions. Any member missing three training sessions or fires in succession, unless excused by the Chief or designate, shall be automatically be suspended. The offender shall be notified and will have an interview with the Chief and Deputy Chief.
2. There are department functions every Monday night at 19:00 hrs, unless previously agreed to at a regular association meeting.

- a) 1st Monday of the month is maintenance night.
- b) 2nd Monday of the month is training.
- c) 3rd Monday of the month are association meetings.
- d) 4th Monday of the month is for sign off or training if not prepared for sign off.
- e) 5th Monday of the month if any is for additional training.

3. Every member is asked to notify a senior officer if he/she will be out of town for a significant length of time.

C. DRIVERS

- 1. Drivers of class "D" vehicles must hold a valid class "DZ" or equivalent driver's license.
- 2. Drivers of the equipment vehicle must hold a valid class "G" or equivalent driver's license.
- 3. Drivers names shall be posted at the station.
- 4. Every member shall be capable of properly operating the fire apparatus.
- 5. At an emergency, the Chief or Officer in Charge may authorize any member who is properly trained but isn't a licensed driver to operate the apparatus.
- 6. Drivers will drive at such speeds as are safe, considering traffic, weather and road conditions.
- 7. Special care will be exercised when approaching intersections and railway crossings.
- 8. Drivers shall obey all traffic laws that are applicable to the vehicles of the department.
- 9. Where an apparatus is in an accident, the driver shall immediately report the accident to the officer in charge, to be followed up by a written report.

D. RESPONSE

- 1. Licensed/qualified drivers responding to the hall will respond to the emergency scene with the appropriate apparatus, as per Section 4 of the department Operational Guidelines.
- 2. Upon departure of all required apparatus, and if the response is outside of our pager range, the next arriving member will man the base radio. Otherwise, he/she and all remaining responders will report directly to the scene.
- 3. Operators of the pumping apparatus shall take care not to operate the pump at pressure greater than required.
- 4. All members shall be thoroughly familiar with the territory to be served by the department, including the conditions of the roads during different seasons and the location of all water supplies.
- 5. After responses, all members shall:
 - a) Prepare equipment and apparatus for next response.
 - b) Ensure that personal turnout gear is ready for the next response.
 - c) Report to the officer in charge any equipment that may be damaged or in need of repair.

I, _____, have read and understood these rules, and agree to adhere to them.

Signature _____ Date _____

| Denotes revisions.



TOWN OF LAURENTIAN HILLS

Application for Volunteer Firefighter

Date of Application: _____

Name: _____

Address: _____

Home Telephone: _____ Work: _____

Email Address: _____

Social Insurance No.: _____

Date of Birth: _____

Driver's Licence No.: _____

Training: First Aid: _____

Other: _____

Note: The Town of Laurentian Hills must adhere to the Municipal Freedom of Information and Protection and Privacy Act in collection, use, disclosure and disposal of personal employee information.

Signature of Applicant

Signature of Fire Chief

Office Use Only

Starting Date: _____

LAURENTIAN HILLS

FIRE

DEPARTMENT

Recruit Information Package

The Municipality and the Department

The Laurentian Hills Fire Department was established in the year 2000 as the result of the municipal amalgamation process. A full complement of 38 firefighting personnel operate out of fire halls located in Point Alexander and Chalk River.

The department coverage area encompasses the geographic townships of Rolph, Buchanan, Wylie and McKay and the Village of Chalk River, not including Department of National Defence property. A population of approximately 2700 reside in the municipality, concentrated mainly in the village of Chalk River and along the Highway 17 corridor. The municipality surrounds the Town of Deep River.

The main employers in the area include Atomic Energy of Canada and the Department of National Defence, with numerous smaller companies operating as well. Many area employees and their families opt for the rural lifestyle Laurentian Hills offers when choosing a place to reside.

Firefighting personnel respond to an average of 25 calls per year. These would typically include calls for structural fires, vehicle fires, bush/grass fires, vehicle extrication and carbon monoxide alarms. Personnel are expected to respond to all emergency incidents when available. An on-call system is not in place at this time.

All department personnel share the responsibility for the maintenance of apparatus and equipment. This would include weekly equipment checks, and cleaning and placing back in service equipment used in emergency incidents and training sessions.

The primary function of the Laurentian Hills Fire Department is to provide “fire protection” services for the citizens of Laurentian Hills.

Fire Protection Services

The term “fire protection” means a range of programs designed to protect the lives and property of the inhabitants of the department response area from the adverse effects of fires, exposures to dangerous conditions, man made or natural, and includes fire prevention and public education, and suppression and rescue services.

To enable the Department to provide an acceptable level of fire protection, the municipality provides two fire halls, top quality apparatus and equipment, and an extensive training program.

As well as providing fire protection services for Laurentian Hills, the Department is also a member of the Renfrew County Mutual Aid Fire Agreement and as such is obligated to provide assistance to neighbouring departments in the event of major emergencies that are beyond their own capabilities. This Mutual Aid plan is a reciprocal agreement whereby these neighbouring communities are also obligated to provide assistance to Laurentian Hills in similar circumstances.

The department also provides exterior fire attack services to the village of Rapides Des Jochims in Quebec as per an agreement between the two municipalities.

Also, the North Renfrew municipalities of Deep River, Head, Clara and Maria Townships and Laurentian Hills jointly own and operate a heavy hydraulic rescue system for providing auto extrication services for the area.

Fire Department Composition

The department operates in accordance with the requirements of the establishing bylaw 20/00 and the department Standard Operating Guidelines. It is staffed, on a part-time basis, by the Fire Chief, Deputy Chief, Training Officer, Fire Prevention Officer, the Captains and the Firefighters.

The Chief is ultimately responsible for all operations within the department. He/she is accountable to the town council, and administratively through the Chief Administrative Officer, in addition to being responsible to the members of the department.

The Deputy Chief carries out the duties of the chief in his absence, and assists with the administrative duties of the department.

The Training officer is responsible for the development and presentation of the training program, which utilizes an accredited curriculum to meet Ontario Firefighter Standards.

The Fire Prevention Officer directs a comprehensive Fire Prevention program, in which all personnel are required to participate.

The Captains supervise, direct and assist the operation of a crew of firefighters, at both the station and the fire scene. They are also instructors, assisting with the preparation of and delivery of the department training program.

The firefighters carry out all emergency and non-emergency duties of the fire department.

Job Description

The Laurentian Hills Firefighter is responsible for firefighting duties which would include the combating, extinguishing and preventing of fires, and saving life and property.

The firefighter carries out this work through specific orders and directions received from senior officers, for both fireground operations and maintenance activities. Considerable independence of judgement and action is, however, required in circumstances where referral to a senior officer for specific instruction is not immediately possible.

A Firefighter's work would include performing various firefighting evolutions such as search and rescue, fire suppression, ventilation, salvage and overhaul, and ladder operations. Firefighters drive and operate all firefighting apparatus. As part of the extrication team, the firefighter operates specialized hand, pneumatic and hydraulic tools and assists with first aid treatment to the injured when required. Firefighters are also required to perform various maintenance activities on both apparatus and equipment. Firefighters also assist with the Fire Prevention program and participate in the extensive in-house training program.

Recruitment guidelines

Hiring Procedure

1. Applicants are requested to read this information package for background information and details of eligibility.
2. Applicants are requested to fully complete a firefighter application form, and attach a resume if desired.
3. Applicants who meet the eligibility requirements will be invited to attend a personal interview with the Fire Chief.
4. Successful candidates are selected as a result of a complete review of the applicant's application, background skills, related work experience and the interview.
5. Selected candidates will be offered a position as a firefighter subject to the following conditions:
 - a. Receipt of satisfactory comments from references.
 - b. Receipt of satisfactory health and medical evaluation from a medical doctor.
 - c. Receipt of an acceptable driver's abstract

Eligibility Criteria

The eligibility criteria for a Firefighter position with the department are minimal. To be eligible, you must:

1. Be willing to commit to this vital function within the community.
2. Have completed Grade 12 or equivalent in work experience.
3. Hold a valid Ontario driver's licence with a good driving record and be capable of obtaining an Ontario class DZ licence.
4. Be willing and capable of performing physically demanding work under stressful situations.
5. Be willing to commit to the department training program and the self-directed, life-long learning approach it follows.
6. Be willing to become a member of the Laurentian Hills Firefighters' Association.
7. Be willing to work cooperatively with both fellow Firefighters and Senior Officers as part of a team.
8. Be legally entitled to work in Canada.

Attendance Requirements

Emergency Response Requirements

Emergency responses include all emergencies that the department is called upon to respond to such as fire, auto extrication, hazardous material calls. Firefighters are required to carry a pager, which will alert them to an emergency situation. Firefighters are expected to respond to all emergencies when available. Due to the unpredictable nature of emergencies, Firefighters are expected to respond to at least 50% of such calls.

Non-Emergency Requirements

Non-emergency activities include regularly scheduled training sessions and seminars, fire prevention activities, association meetings and maintenance activities. As such activities are scheduled well in advance, attendance requirements are set at a minimum level of 75%.

Remuneration

Emergency responses and inspections are paid on an hourly rate basis, subject to a minimum three hours pay per response or inspection. The rate of pay will be set by council and adjusted yearly as warranted.

Twice per year, in early June and early December, the hours worked are totalled and pays calculated. Pays are then direct deposited to members' bank accounts.

The municipality also provides a lump sum honorarium, which is distributed in a fair and equitable basis. The honorarium system utilizes a point system, with members being paid on a per point basis, and an officers' honorarium. Points are credited for training sessions, sign-offs, meetings, truck checks, prevention/public education/public relations duties and most maintenance work. Once per year, in early December, the point totals, point value, and subsequently each firefighter's honorarium pay for the year are calculated. These amounts are added to each member's December fire/inspection pay.

How to Succeed in the Fire Department

- You would have to learn and be sincerely interested in and dedicated to the job.
- You would have to be loyal to the department and your co-workers.
- You would have to be aggressive in the pursuit of all educational and training opportunities.
- You would have to be cautious and guard your speech while both on and off duty.
- You would have to be the type of person who inspires confidence and respect.
- You would have to be able to accept criticism graciously and accept praise, honours and advancement modestly.