

Municipality of Lakeland Ridges  
Policy For  
Lakeland Ridges Regional Fire Service



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## Policy For Lakeland Ridges Regional Fire Service

### Definitions

**Active Firefighter** – Refers to a full member firefighter described in this document.

**Advisory Committee** – Refers to the Lakeland Ridges public safety committee.

**CAO** – Refers to the Chief Administrative Officer of the municipality of Lakeland Ridges

**Clerk** – refers to the clerk of the municipality of Lakeland Ridges

**Council** – refers to the Mayor and Council of the Municipality of Lakeland Ridges

**DNR** – Refers to Department of Natural Resources.

**Emergency Response** – Refers to the 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.

**Fire Departments or Fire Service or Fire Stations** – refers to the Canterbury, Debec, Meductic and North Lake fire departments.

**Overall Fire Chief** – Refers to the Chief officer of the respective Lakeland Ridges Regional Fire Service who is responsible for all administrative and operational functions of the Fire Department and is in overall command as per the departments chair of command and operating procedures reporting directly to Mayor and Council.

**Department Fire Chief** – Refers to the Chief officer in charge of each respective Fire Department and is responsible for the day-to-day operations and administration of their respective departments. As well they are responsible for operational command of their respective areas during emergency response reporting directly to the Overall Fire Chief.

**Firefighter** – Refers to a volunteer Firefighter of any sex, rank or title. All references to the make gender hereafter will also apply to the female or other genders in this document and its annexes. All Fire Fighters report directly to the Department Chief of their respective AOR.

**Fire Protection** – refers to all aspect of fire safety, including but not limited to, fire prevention, fire fighting 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.

**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 by-laws or policies pertaining to the Lakeland Ridges Fire and Rescue Services.

**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, but not limited to: off-road rescue, water & ice rescue, heavy rescue, high angle rescue, confined space rescue, medical first response and trench rescue.

**Treasurer** – Refers to the Treasurer of the Municipality of Lakeland Ridges.

## **Introduction**

The Lakeland Ridges Regional Fire Service is responsible for servicing 1422 square kilometers. The department's focus is on reducing loss of life, personal injury, property damage or impact on the environment through four primary services. This policy is subject to be reviewed annually.

### **Fire Rescue and Suppression**

The fire rescue and suppression service provides emergency mitigation and rescue response to residential, commercial, and industrial fires and or explosions. Lakeland Ridges makeup of residential, commercial properties, and heavy industry presents firefighters with unique response challenges. This challenges our people but they are sufficiently trained to meet this demand.

### **Technical Rescue**

The Technical Rescue Service carries out emergency rescue operations to people trapped by their physical environment, typically due to water, ice, motor vehicle accidents, structural collapse, confined space, or high angle. The technical rescue team uses specialized equipment and training always adhering to the latest NFPA standards for technical rescue.

### **Medical First Response**

First responders provide life-saving care to the citizens of Lakeland Ridges in their time of need. Firefighters use the latest techniques and equipment to provide First Responder CPR/AED care when the department is first on the scene. The medical care model adapts to the needs of the community.

The provision of fire protection services and non-fire related rescue services in the municipality of Lakeland Ridges is the responsibility of the Council. Fire protection services include fire suppression and education. Non-fire related rescue services including off-road rescue, water, ice rescue, auto extrication, medical first responder and other forms of rescue as deemed necessary by council and the public safety committee.

The fire departments are maintained by the council of the municipality of Lakeland Ridges and are administered by the Overall Fire Chief who will consult with the Protective Services Committee as necessary.

This Policy applies to the Lakeland Ridges Regional Fire Service as established by the Council. It also establishes a minimum standard for fire protection services and non-fire related rescue services, to gauge the quality of their service. The intent of this document is to define the respective roles played by the Overall Fire Chief, Department Chief, Deputy Fire Chiefs and other fire department membership, as well at the Public Safety Committee in relation to the Lakeland Ridges Regional Fire Service. The authority of this policy has been drawn from the *Fire Prevention Act* and the *Local Governance Act* and will be adhered to by the Lakeland Ridges Regional Fire Service membership.

The authority of the Fire Department shall be as follows:

1. The Council of the Municipality of Lakeland Ridges
2. The Overall Fire Chief
3. The Department Fire Chief.

## **Lakeland Ridges Regional Fire Service**

1.1. The Lakeland Ridges Regional Fire Service shall provide:

- a) Fire protection, or components thereof, as authorized by the Council, for the residents of Lakeland Ridges and such surrounding areas as designated.
- b) Fire protection services to municipal or private fire departments pursuant to a formalized mutual aid agreement, as authorized by the Council.

1.2. The Lakeland Ridges Regional Fire Service may provide the service of motor vehicle passenger extrication if certified training and equipment are obtained for the fire fighters. The service will be provided 24/7 and the Overall Fire Chief or Department 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. The Lakeland Ridges Regional Fire Service may provide:

- a) The service of non-fire related rescue or components thereof, authorized by the Council, for the residents of Lakeland Ridges and such surrounding areas as are designed by the Council and
- b) Non fire related rescue to municipal or private fire departments pursuant to a formalized mutual aid agreement, as authorized by council.

1.4. If provision of non-fire related rescue is provided,

- a) The service will be provided 24/7.
- b) The Overall Fire Chief or Department Chief will register the fire department with the NB 911 service,
- c) Lakeland Ridges Regional Fire Service departments providing non-fire related rescue services shall meet the requirements set forth in NFPA 1006, 2008 Edition or the most current edition.
- d) 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.

1.5. Mutual aid agreements or contracts for service shall be signed by the Clerk and Mayor or a designate.

2. **Membership:** To be considered for the position of Fire Fighter an application **Must** be completed. See Annex C.

2.1. For the purpose of this Policy, the following are classifications of and qualification requirements for membership in the Lakeland Ridges Regional Fire service

2.2. **Full Member:** In order to be classified as a full member fire fighter in a Lakeland Ridges Fire Department, a person must:

- a) Be at least 18 years of age.
- b) Be a resident of the area service by the Lakeland Ridges Regional Fire Service fire boundaries, unless in extenuating circumstances the Overall Fire Chief or Council has waived this requirement.
- c) Provide appropriate medical certificates upon request from the Overall Fire Chief.
- d) Possess or be able to obtain, at minimum, a Standard First Aid Certificate; to respond as part of the technical rescue team.
- e) Successfully complete Firefighter 1 training within two (2) years, or have obtained the equivalent from another jurisdiction.
- f) Posses the appropriate class of license for driving assigned fire and rescue apparatus and have passed a recognized defensive driving course if duties include driving a fire apparatus.
- g) Posses appropriate training and or certification for any other assigned duties within the fire department. This could include traffic control, non-fire related rescue etc.
- h) Maintain the following attendance requirements to remain as a full-time member.
  - 2.2.h.1. Regular scheduled training sessions: 60%
  - 2.2.h.2. Mandated responses: 25%
  - 2.2.h.3. If unable to meet these requirements acceptable justification must be presented to their immediate supervisor.

2.3. **Support Member:** A person is eligible to be classified as a support member who:

- a) Is a resident of the area service by the Lakeland Ridges Regional Fire Service.
- b) Completion of Block A of the Level 1 Fire Fighter program.
- c) Possesses the appropriate class of license for driving assigned fire apparatus and has passed a recognized defensive driving course if duties will include driving fire apparatus and possess appropriate training and or certification for any other assigned duties within the fire

department, ex. Traffic control, equipment assistance, (donning of SCBA by members)

d) Has received the training required to undertake designated task they are assigned to do.

**2.4. Junior Member:** A person who is eligible to be classified as a junior member:

a) Must be 14 years of age, but less than 18 years of age, and have a parent or guardian complete and sign the permission waiver forms supplied by the Fire Chief. (See consent and waiver form in Annex E).

b) May participate in minor support roles for which training has been received (e.g. equipment pick-up, washing hose and truck, clean up of equipment, repacking hose and equipment on apparatus), as designed by the Fire Chief or training officer.

c) 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

d) Will not be exposed to hazardous material;

e) Junior members are not permitted to attend DNR forest / wildland or grass fire scenes. They can however participate in non-hazardous environment of the "cold zone"

**2.5. Lifetime 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.

**2.6. Honorary 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.

a) May be bestowed a ceremonial title only, and

b) Not receive any benefits due to other members of the fire department.

**2.7.** Any person wishing to become a member of the Lakeland Ridges Regional Fire Service shall apply in writing to the Department Fire Chief of their area in the form prescribed (see Annex C). Every application shall be reviewed by the Department Chief and the Overall 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 their respective Fire Department Chief.

- 2.8. All Full Members shall serve a probationary period of one year. This includes Junior Members who on their 18<sup>th</sup> Birthday, apply to become Full Members.
- 2.9. A Junior member shall have probationary status until such time as he has reached 18 years of age at which time he can apply to become a Full member, then registers for Fire Fighter 1 training and adheres to the criteria noted above.
- 2.10. If at any time a fire fighter is physically unfit to perform their duties, it is the responsibility of that fire fighter to notify their Department Chief with the appropriate documentation from their doctor. Before returning to active duty following an injury or illness, the member must provide documentation from their doctor clearing them fit for duty.

## **Role of Overall Fire Chief**

### **Qualifications**

3. In order to be eligible for appointment to the office of Overall Fire Chief and or Department Fire Chief of a Lakeland Ridges Fire Department a person must be a resident of the area serviced by the Lakeland Ridges Regional Fire Service, and
- 3.1. Have served as a member of the fire service for a minimum of ten years preceding his or her appointment,
- 3.2. Have strong leadership and communication skills and the capacity to fulfill all responsibilities and duties required for efficient operations of the fire department; and,
- 3.3. Have a Grade 12 education or equivalent.
- 3.4. Essential Qualifications
- a) English essential.
  - b) NFPA 1001 Levels one and two.
  - c) NFPA 1072 Awareness and Operations
  - d) ICS 100 & 200
  - e) Recent experience with Microsoft Office.
  - f) Minimum of ten years of firefighting experience with progressively increasing responsibility.
- 3.5. Preferred Qualifications
- a) Officer one and two or equivalent.
  - b) Current Medical First Responder.
  - c) NFPA 1041 – Standard for Fire & Emergency Service Instructor.
  - d) Class 3 or 5 license with air brake endorsement.

## **Succession Planning**

4. In extenuating circumstances, the Council may waive any requirement.
- 4.1. Qualified personnel interested in the position of Overall Fire Chief shall submit an application and resume to the PSC. Qualified applicants will be required to attend an interview. The interview

committee is to include a member of Council. The Overall Fire Chief shall be appointed by the Council.

- 4.2. The Council shall recommend to the Fire Marshall that the Overall Chief and or the Department Chiefs be appointed as Local Assistant to carry out the provisions of the *Fire Prevention Act*. It is preferable that the Fire Chiefs be a local assistant to the Fire Marshal pursuant to subsection 6(1) of the *Fire Prevention Act*.
- 4.3. The term of office for the Overall Fire Chief shall be five years and may be reappointed. A Fire Chief shall continue in office until a successor is appointed. Every five years each department within Lakeland Ridges shall hold an election of officers facilitated by the Overall Fire Chief.
- 4.4. Notwithstanding section 4.3 where a person is appointed to the office of Fire Chief, the council may require that person to serve a minimum probationary term of office of six months and a maximum of twelve months.
- 4.5. **Duties and Responsibilities**
  - A. The Overall Fire Chief shall report to the Fire Marshall in accordance with the provisions and regulations of the *Fire Prevention Act* respecting all services rendered by the Lakeland Ridges Regional Fire Service, pursuant to subsection 7(1) of the *Fire Prevention Act*.
- 4.6. Any fire or explosion within the jurisdiction of a Department 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* and Work Safe NB in accordance with the *Workers Compensation Act*.
- 4.7. The Overall Fire Chief shall be responsible to the Council for the administration and operation of the Lakeland Ridges Regional Fire Service, 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.
- 4.8. The Overall 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 issues 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 have the approval of the Overall Fire Chief or the Department Chief and meet the national building code and fire code standards for public assembly, notwithstanding any portion of the building mutually operated by another level of the municipality.
- 4.9. Any new member hired by the department or any member promoted to a new rank shall serve a probationary period of no less than one year for new members and six months for promoted members.

- 4.10. The Department Fire Chief shall be responsible for the care and maintenance of the apparatus, equipment and supplies of the fire department to ensure they meet the applicable standards. The Department Fire Chief is authorized to make orders, written or verbal, respecting the care and maintenance of apparatus and equipment and shall ensure that all apparatus are properly equipped.
- 4.11. The Overall 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.
- 4.12. The Department Fire Chief and or the Overall 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, no-fire related rescues.
- 4.13. The Overall Fire Chief and or the Department Chief, after consulting with the Chair of the HR committee, 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 Guide line for Disciplinary Action in annex B of this policy. The affected member may make a written appeal to the Council within 30 days of dismissal and based on information provided leading to dismissal.
- 4.14. The Department Fire Chief shall maintain and keep secure a record of:
- A. The attendance of members of the 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.)
- 4.15. Prior to December 1 of each year the Department Fire Chief shall submit an official list of Full members of the fire department to the Overall Fire Chief & Council and shall report any changes in membership promptly to the council. In order to comply with the *Fire Fighters Compensation Act*, the list provided will clearly indicate the date a firefighter joined the department and or the date of termination.

- 4.16. Quarterly, the Overall Fire Chief shall submit a Chief's report to the Council on the activities of the department during the previous quarter.
- 4.17. Prior to December 1<sup>st</sup> of each year, the Overall Fire Chief shall provide the council with an inventory of the property of the municipality located in or on fire department halls of vehicles.
- 4.18. On or before October 1<sup>st</sup> of each year the Fire Chiefs shall prepare, for each department, cost estimates for fire protection services and non-fire related rescues, for ensuring 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 Council, the CAO and or Treasurer.
  - F. The Overall Fire Chief shall assist the Council in negotiation of mutual aid agreements.
  - G. Failure to perform duties under this Policy can be deemed as cause for suspension or dismissal of the Overall Fire Chief by the Council. The Council may remove a Fire Chief from office for cause, per provisions under any provincial legislation, and or per procedures established in by-laws, this policy, and its annexes.
  - H. The Overall Fire chief, HR Committee Chair and Department Chief 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 individuals will respond to any such concerns or complaints by taking any actions they consider 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 Overall Chief and or the Department Chief 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. Should the complaint involve a Chief Officer then the investigation will be conducted via the HR Chair.

## **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 outlined in this Policy.

5.2. Qualified personnel interested in the position of Deputy Fire Chief shall submit an application and resume to the Department Fire Chief. If the resume is acceptable to the Department Chief the candidate will be allowed to stand for election to the position at the next opportunity. If duly elected the candidate will be presented to the Overall Fire Chief and Council at the next regular meeting. Until approved by council, the candidate will assume their role in an "acting" capacity.

5.3. The Deputy Fire Chief shall carry out the instructions of the Department Fire Chief and in their absence shall assume the duties and responsibilities of the Department Fire Chief. The Deputy Fire Chief shall where necessary, become a Local Assistant to the fire Marshal if so requested.

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

## 6. General

6.1. All members including the Fire Chiefs, shall comply with this Policy and the by-laws, rules and regulations of the Lakeland Ridges Regional Fire Service 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 Lakeland Ridges Fire Department shall maintain the minimum number of 12 Fire Fighters as set for by the Office of the Fire Marshal. This number shall include.

A. One Department Fire Chief

B. One Deputy Fire Chief

C. A minimum of two captains

D. Lieutenants as deemed necessary by the Department Fire Chief.

E. The remaining will consist of firefighters to a minimum of 12 inclusive of the positions above.

6.3. In the event that membership declines to a point where minimum requirement is not met or fire protection services cannot be safely assured, the Council 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. Each Fire Department shall hold elections for the Department Fire Chief, Deputy Fire Chief, Captains and Lieutenants every five years. The results of those elections shall be presented to the Overall Fire Chief who in turn will make arrangements to present the candidates for the Department Fire Chief and Deputy Fire Chief positions to Council with his recommendations. The positions of Department Fire Chief and Deputy Fire Chief shall be considered acting appointments until such time as Council approves the official recommendations of these roles.

- 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 to a mandated response situation is expected to fully perform all duties associated with their assigned role, in accordance with departmental responsibilities, to effectively address the situations that arise.
- 6.7. No members shall leave their assigned duty, apparatus, or equipment at an emergency scene or during training without the permission of the officer in charge.
- 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 of the department must behave in a way that maintains the department's good reputation and discipline. While on duty or representing the department, members are prohibited from.
- A. Using profane, immoral, or inappropriate language.
  - B. Making inappropriate gestures or taking inappropriate actions.
  - C. Engaging in any behavior that could damage the departments reputation or discipline.
- 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 and regulations.
- 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 their Department 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 Department or Overall Fire Chief to any person(s) and shall refer all request for

information to the Department or Overall Fire Chief.

- 6.13. Any media obtained by a member at an incident or 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 Lakeland Ridges Fire Department shall meet at least twice monthly for instruction and or practice in Fire Prevention, Fire Protection methods, the use of apparatus and equipment and if authorized, non-fire related rescues.
- 6.17. The minimum annual requirement is 40 hours of training, which can be met through a combination of in-house and external programs.
- 6.18. The Fire Chief, Deputy Chief, Captain or their designate is encouraged to attend all district association meetings.
- 6.19. All departments are expected to be represented at meetings tat are called by the Overall Fire Chief.

## **Fire Equipment**

7. The equipment and apparatus of each Lakeland Ridges Fire Department, whether purchased by or donated to the fire department, is the property of the municipality of Lakeland Ridges and may not be transferred or otherwise disposed of without the approval of the Overall Chief and Council.
  - 7.1. Every member shall understand that items of issue: Helmets, bunker gear, boots, communication devices, charger, keys, uniform pieces, training manuals, textbooks, etc., are the exclusive property of the municipality of Lakeland Ridges and shall be returned as directed by the Department Fire Chief.
  - 7.2.
    - A. Every member shall be responsible for the negligent loss or damage of any equipment or items issued to him. Fire Fighters 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 Lakeland Ridges Regional Fire Service will not be financially responsible for personal items damaged or lost on fire department property or during fire department related activities.

7.3. Every member who has been assigned one shall carry their communication device, pager, radio etc. with them at all times while in the Lakeland Ridges service area and be ready for active duty. Members shall advise their immediate supervisor if unavailable or out of the area for an extended period of time.

7.4. Every member is prohibited from borrowing, lending or removing any fire department equipment for personal gain.

7.5. Every member shall deliver or arrange all fire fighting equipment or apparatus in his possession to the Department Fire Chief, within 48 hours of resigning or immediately if being dismissed from his duties. Fire Chiefs, or any member appointed as a Local Assistant, shall return their cards to the Fire Chief who shall submit the card to the Office of the Fire Marshall.

7.6. The equipment, apparatus and other property of each Lakeland Ridges Fire Department, whether purchased or donated, is the property of the municipality of Lakeland Ridges 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 Council or Over All Fire Chief.

#### **Calls Outside Jurisdiction:**

8. The Lakeland Ridges 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:

8.1. In the opinion of the Department or Overall Chief, such fire constitutes a threat to property located within the coverage area of that department, or

8.2. It is in the interest of public safety to respond to such fire, or non-fire related rescue, or

8.3. 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.

#### **Fire Department Expenditures**

9. It is the responsibility of the Overall Fire Chief and Treasurer representing the Council to ensure the validity of each expenditure of public funds in providing services within municipal by-laws, guidelines and applicable legislation.

9.1. The Overall Fire Chief and CAO are responsible for all purchases made on behalf of the Fire Department. The Overall Chief is responsible for preparing procedures and developing internal controls for fire department use to ensure compliance and authorize purchase.

9.2. The CAO and Overall Fire Chief will follow the Lakeland Ridges Procurement Policy at all times.

9.3. Making separate, multiple purchases of the same item shall not be done in an effort to remain under the purchasing limit of \$1000 is strictly prohibited.

9.4. 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 CAO, Chief or Deputy Chief of such and withdraw themselves from such negotiations or purchase.

9.5. 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.

9.6. No fire fighter shall charge expenses to the fire department's Lakeland Ridges 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 Overall Chief or CAO.

### **Injuries or Death of Membership**

10. The injury or death of any member that occurs as a result of the discharge of his duties 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 CAO, the Overall Fire Chief or the Officer acting as the Overall Fire Chief as well as WorkSafe NB per the *Workers Compensation Act*.

10.1. 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 (Form 67) as issued by WorkSafe NB.

10.2. Subject to subsection 44(4) of the *Workers Compensation Act*, the council, as employer, must be informed upon conclusion of the accident.

10.3. No Member:

A. 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.

B. Shall be partially dressed in fire department uniform, while representing the department at functions, without the express consent of the Department Fire Chief.

C. Shall consume alcoholic beverages or drugs while on duty that will impair his ability to perform the duties required of them.



D. 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.

- E. Shall organize an activity in the name of the fire department unless prior written approval as been received from the Overall and Department Chief.

10.4. No person shall:

- A. Be on the premises of a fire hall between the hours of midnight and 7am without the prior authorization of the Department 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 CAO, Overall Chief and have been appropriately licensed, or
  - C. 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
  - D. 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.
- 10.5. No constitution, by-law or rule of the Lakeland Ridges Regional Fire Service shall conflict with this Policy or intent to restrict the authority of the Overall Chief or Department Chief in a manner that is inconsistent with this Policy.

	<p><b>Lakeland Ridges Fire and Rescue Services</b></p> <hr/> <p>Address Telephone Numbers</p>	
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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

Signature of Firefighter

(Print) Date Copy

	<p><b>Lakeland Ridges Fire and Rescue Services</b></p> <hr/> <p><b>FIRE DEPT</b> Address Telephone Numbers</p>	
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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

\_\_\_\_\_

Firefighter in violation: Name: \_\_\_\_\_

(Print)

Rank: \_\_\_\_\_

(Print)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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





Lakeland Ridges Fire and Rescue  
Services



**FIRE DEPT**  
Address  
Telephone Numbers

ANNEX "C"

**Firefighter's Application Form**

NAME: (First, Middle, Last)	Email:
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                      ARE YOU A NON-SMOKER	

*(Please Print All Information)*

**Personal Information**



**Education and Training**

HIGH SCHOOL LAST YEAR COMPLETED: _____ YEAR COMPLETED: _____ DIPLOMA: _____
POST SECONDARY EDUCATION LAST YEAR COMPLETED: _____ YEAR COMPLETED: _____ DIPLOMA: _____
DRIVER TRAINING: <u>(DRIVERS ABSTRACTS ARE REQUIRED PRIOR TO ACCEPTANCE FOR TRAINING)</u> 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, license, 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.

Skill	Level			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	

<b>Other Licenses and Certificates</b>	
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 membership in the Lakeland Ridges Fire & Rescue Service, in the coverage area indicated above.

I, \_\_\_\_\_, authorize the Lakeland Ridges Fire & Rescue Service 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 shall be subject to a criminal reference check and a vulnerable sector 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 resignation and immediately if by 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.

As photos are sometimes taken at Lakeland Ridges Fire and Rescue Service events, training sessions, etc. As such we request permission to use images of yourself participating in such activities.

\_\_\_\_\_ I hereby authorize Lakeland Ridges Fire and Rescue Service to use photographs of me to promote our fire service in publications and on your municipal websites.

\_\_\_\_\_ Please do not use photographs of me to promote our fire service in publications or on your Municipal websites.

I also agree to read and sign the Policy for New Brunswick Lakeland Ridges 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 firefighter, false statements on this application shall be considered sufficient cause for dismissal.

**Applicants shall 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: \_\_\_\_\_



**Lakeland Ridges Fire and  
Rescue Services**



FIRE DEPT  
Address Telephone Numbers

**Annex "D"**

**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 Lakeland Ridges 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 Lakeland Ridges 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.

*Applicants shall 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).*

**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 Lakeland Ridges Fire Departments and understand the policy outlines the purpose of the Junior Firefighters. We understand that Junior Firefighters serve as supporters of the Lakeland Ridges Fire Departments 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 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 Lakeland Ridges Fire Departments. **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: \_\_\_\_\_

# Annex “E”

## **Lakeland Ridges Fire Departments 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 Lakeland Ridges Fire Departments 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 behavior, not necessarily directed at anyone, 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 Lakeland Ridges 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 Lakeland Ridges Fire Department.

Further, this statement of policy shall be disseminated annually to all members of the Lakeland Ridges Fire Departments 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 Lakeland Ridges Fire Department. The Fire Chief will ensure that all his officers share in this responsibility. Any member or

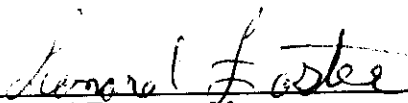
applicant for membership with the Lakeland Ridges Fire Department. Fire Department who believes he/she has been discriminated against and/or harassed should advise or inform the Fire Chief or an officer in writing. If the complaint is not handled in a timely fashion by the Fire Chief or involves the Fire Chief, the file shall be handled by the Clerk.

The Fire Chief will ensure members have access to information on appropriate workplace behavior and volunteers' rights and responsibilities. The Council 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 upon resolution by Council.

Effective Date: \_\_\_\_\_

  
\_\_\_\_\_  
Leonard Foster – Mayor

\_\_\_\_\_  
Susan Patterson – CAO/Clerk