

# **VOLUNTEER FIRE DEPARTMENT**

## **TOWN OF GRAND COULEE**

### **BYLAW NO 06-2017**

#### **A BYLAW TO ESTABLISH A VOLUNTEER FIRE DEPARTMENT**

The Council of the Town of Grand Coulee in the Province of Saskatchewan, enacts as follows:

#### **SCOPE OF THE BYLAW**

1. The Council shall by resolution appoint fire department members for the following purposes:
  - a) to maintain and operate the fire truck for the prevention and extinguishing of fires within the Town of Grand Coulee
  - b) to control, supervise and manage the premises known as the fire hall, and all the equipment contained therein.
  - c) to ensure to council's satisfaction that adequate fire protection be provided for the safety and welfare of the Town of Grand Coulee.
  - d) to promote and encourage preventive fire measures in the Town of Grand Coulee.
  - e) to regulate the conduct and assistance of persons present at fires within the Town of Grand Coulee.
  - f) to maintain and operate the firefighting equipment in extinguishing fires outside the Town of Grand Coulee, where a request for such service is made by another municipality, urban or rural, or any of its officers, or by any person outside the Town of Grand Coulee

#### **COMPOSITION OF THE FIRE DEPARTMENT**

2.
  - a) The fire department shall consist of a Fire Chief and a maximum of eighteen (18) firefighters.
  - b) The Fire Chief shall be selected by department members.
  - c) The Deputy Fire Chief shall be selected by department members.
  - d) The Fire Chief and Deputy Fire Chief may serve multiple terms.
  - e) Any senior member of the fire department may take charge in the event both the Fire Chief and the Deputy Fire Chief are absent from a fire.
  - f) All members of the fire department shall be appointed by council, and shall sit at the discretion of council. Council shall accept recommendations for such appointments from the existing fire department chief or members.
  - g) The council shall be given written notice by the Fire Chief of any vacancy occurring within the fire department, such notice to be given within ten (10) days of its occurrence.

#### **POWERS, DUTIES AND RESPONSIBILITIES OF FIRE DEPARTMENT & COUNCIL**

3. The Fire Chief and fire department members shall meet regularly (minimum of twelve training sessions per year and maximum of twenty-six for instruction and/or training). Notification shall be provided to council and the fire department by the Fire Chief at least seven (7) days prior to the training sessions.

4. The Fire Chief shall report all activities and training sessions to council in writing on a quarterly basis, and shall include a report regarding any fires occurring since the previous report.
5. The Fire Chief shall, before the 31st of December of each year, prepare an inventory of all fire equipment of the Town of Grand Coulee, and shall indicate on such inventory the working condition of each piece of equipment. One copy of each annual inventory shall be forwarded to council to be held in the municipal records, and one copy shall be held in the records of the fire department.
6. The Fire Chief shall, upon completion of the annual inventory, prepare an operating and capital budget for the following year, and shall submit such annual budget to the Town Administrator before the 31st day of December.
7. Council shall, before approving the municipal budget, set aside a portion of municipal revenue for fire protection. Council shall determine how these revenues are to be used, but shall give due consideration to the National Fire Code regulations, the recommendations of the Provincial Fire Commissioner, the recommendations of the Fire Chief, and to the general financial position of the Town of Grand Coulee in arriving at a decision regarding such revenues and expenditures.
8. The Town of Grand Coulee shall be responsible for determining the remuneration and for the payment of the same as set out in Schedule "A" of this Bylaw.
9. The Fire Chief and council shall mutually agree upon a sum of money deemed sufficient to cover any necessary emergency repairs to the fire truck or pumping equipment. It shall be the responsibility of the Fire Chief to maintain equipment in working order as provided in the budgetary allowance.
10. The Fire Chief shall try to maintain a list of members who may be called upon by the fire department for assistance, should additional people be required in the extinguishing of fires, fire prevention campaigns, fire education and so forth.
11. No members shall vote on fire department matters unless appointed to the fire department by council.
12. The Fire Chief and the member firefighters under the supervision of the Fire Chief, shall control, manage and operate the fire equipment and facilities within the budgetary allowances approved by council.
13. The fire department shall provide fire fighting and life saving training to all fire department members within the budgetary allowances approved by council.
14. The fire department shall not enter into any contracts or lease agreements for service to another municipality. All such contracts and lease agreements must be approved and signed by council.
15. The Fire Chief shall ensure that all fees, donations and grants to the fire department are made payable to the Town of Grand Coulee and that any monies received by the fire

department appear in financial records to be used for fire protection.

16. The Town Public Works staff may assist to perform with routine service on behalf of the fire department when he/she has available time.
17. Council shall ensure that adequate personal injury, death and liability insurance be maintained for the fire department, such coverage to be provided out of the town budget for fire protection.
18. Failure to comply with the regulations of this bylaw shall make any or all members of the fire department liable to dismissal from the fire department, entirely at the discretion of council.
19. Bylaw #1/98 and 02/2007 are hereby repealed.
20. This Bylaw shall come into force and take effect on the date of approval by the council.

[SEAL]

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Mayor

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Administrator

Read a third time and adopted  
this 11<sup>th</sup> day of April, 2017.

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Administrator

**Town of Grand Coulee**  
**Schedule "A" to Bylaw No 06-2017**

**Remuneration and Responsibilities for Fire Department Members**

**Fire Chief** Annual Honorarium = \$900 based on \$75/month

**Deputy Fire Chief** Annual Honorarium = \$600 based on \$50/month

**In addition, all members receive the following remuneration:**

- a) Firefighting.....\$25.00/hour
- b) Training/Meetings.....\$15.00/hour to a maximum of 3 hours/meeting
- c) Stand-by Pay.....\$30.00/day  
(Jun 1-Aug 31; Dec 22- Jan 4)

**Fire Chief Responsibilities**

- Is appointed/elected by fire department members for a two-year term starting January 1 of odd # years (eg 2017).
- Is accountable to the Council of the Town of Grand Coulee and provides quarterly updates to them.
- Ensures maintenance is completed on fire department equipment.
- Provides training to other members of the fire department and assist them in becoming familiar with all fire/rescue apparatus and equipment.
- Ensure the safety of fire fighters and maintain an ethical behaviour of all members at incidents and training sessions.
- Promote fire prevention and assist in informing the general public.
- Ensure all fires are investigated in order to ascertain the cause, origin or other circumstances.
- Submit signed monthly (30<sup>th</sup> of each month) invoices to Town Administrator to ensure that members are reimbursed according to schedule. Invoices will include date, times and type of activity member is being reimbursed for.

**Deputy Fire Chief Responsibilities**

- Elected by the fire department members for a term of two years. There are two (2) Deputy Fire Chiefs. Each appointment shall occur in alternate years to ensure consistency of services.
- Shall work closely with the Fire Chief to see that all duties, commands, procedures and operations of the fire department are carried out.
- Shall assume the specific duties of the Fire Chief in his/her absence.

**Firefighters**

- Appointed by Town Council based on recommendations of fire department members
- Reports to all emergency calls and performs the duties of a firefighter under the direction of the Fire Chief
- Responsible for ensuring that time sheets are completed monthly and submitted to Fire Chief for payment
- Shall make him/herself available for all training/meetings

**OTHER**

- In the event that an employee of the Town of Grand Coulee is also a member of the fire department, the employee shall not be reimbursed doubly for his/her time spent on fire department activities (training/firefighting/maintenance) that is done during regular work hours.