



DALHOUSIE FIRE DEPARTMENT OPERATIONAL BY-LAWS

In this by-law, unless otherwise stated;

- a) **DEPARTMENT;** means DALHOUSIE FIRE DEPARTMENT
- b) **COUNCIL;** means COUNCIL OF THE TOWN OF DALHOUSIE
- c) **MEMBER;** means DALHOUSIE VOLUNTEER AND/OR FULL-TIME FIREFIGHTER
- d) **ADMINISTRATOR;** means THE ADMINISTRATOR OF THE TOWN OF DALHOUSIE
- e) **THE PANEL;** means the elected panel will include the Chief (non-elected), a Deputy Chief, a Captain, Lieutenant, and a First Class firefighter. The panel will serve a 2 year mandate.

These By-Laws have been divided into 7 articles to aid members in looking up for specific information.

- ARTICLE 1: STRUCTURE**
- ARTICLE 2: RESPONSIBILITIES**
- ARTICLE 3: CONDUCT**
- ARTICLE 4: PRACTICES**
- ARTICLE 5: MEETINGS**
- ARTICLE 6: HONORARY FIREFIGHTERS**
- ARTICLE 7: OTHERS**

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ARTICLE 1: STRUCTURE

SECTION 1

This organization shall be known as the "DALHOUSIE FIRE DEPARTMENT".

SECTION 2

The Department shall have the following rank structure:

- Chief
- Deputy Chief
- Captain
- Lieutenant
- First Class
- Second Class
- Salvage Corps

SECTION 3

A Training Coordinator shall be appointed by the Chief of the Department to a two year term. This appointment may be extended by a further two year term if assessments are positive. Prior to dismissal the Chief will solicit input from the panel.

SECTION 4

All qualified members having firefighter 1 & 2 certification and a minimum of 5 years' service may apply for the position of Training Coordinator when a vacancy is declared by the Department or the Town.

SECTION 5

Qualified applicants will be interviewed by the panel.

SECTION 6

The elected panel will review the Training Coordinators' progress every 6 months and will do an overall assessment. The Training Coordinator will be made aware of his assessment so as to either continue the good work or correct the shortcomings. The assessment will be made in writing and a copy given to the Training Coordinator and the Town.

SECTION 7

The Chief and Secretary shall be ex-officio members of all Department committee's except when there is deemed to be a conflict of interest.

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SECTION 8

An Audit Committee of 3 members, none having signing authority for the Department, shall be elected at each annual meeting.

SECTION 9

Promotion for Advancement

Deputy Chief: Firefighter 1 and 2 certification.

Captain: Firefighter 1 and 2 certification.

Lieutenant: Firefighter 1 certification.

First Class: Firefighter 1 certification.

Second Class and Salvage Corps: no certification required.

Exemption: If a firefighter is already in a position and is not fully certified, he/she will be grandfathered to keep his position due to the fact he carries experience and was implemented prior to this guideline. But it doesn't prevent that individual from becoming certified in the future.

If an opportunity for promotion comes up and the firefighter with the most seniority does not have the required firefighter certification; he will need to complete the missing certification within one year of promotion.

When a candidate is promoted to the rank of Deputy Chief, Captain or Lieutenant, he will be placed on one year probation. The panel will then evaluate his performance in order to determine if he should keep his promotion or returned to his previous rank.

ARTICLE 2: RESPONSIBILITIES

SECTION 1

The Chief or Officer-in-charge shall have command of the Department at all fire calls, trials, drills and all other Department activities. The Officer-in-charge, in the absence of the Chief shall report any deficiencies in the Department or vacancies to Council.

SECTION 2

The Deputy Chiefs shall assist the Chief in his duties. In the Chief's absence the Senior Deputy will take charge of the Department.

SECTION 3

In the absence of the Chief, Deputy Chiefs, Captains or Lieutenants, at a fire scene, the Senior Firefighter will be in charge until such time as relieved by an Officer.

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SECTION 4

Members shall co-operate with the Officer-in-charge in getting all apparatus in operation and by enforcing all of his orders. They shall see that all equipment is in their proper places and that the trucks are properly loaded after fire calls and fire practices.

SECTION 5

All members of the Department shall keep all pumps, trucks and equipment at the Fire Station in good order at all times. They shall respond to all fire calls in a safe and cautious manner, and have control of their vehicle at all times.

SECTION 6

Under the direction of the Chief, the Training Officer will be responsible for all Departmental Training. All other Officers, and/or qualified firefighters, if requested, shall assist him in the training. If the successful applicant for the position of Training Officer is of lesser rank of Captain, he will be given the rank of Captain for the duration of his duties as Training Officer, but only during training periods. If the successful applicant for the position of Training Officer is of a senior rank of Captain, he will retain that senior rank.

SECTION 7

The Secretary shall attend all regular and special meetings of the Department where all firefighters are subject to attend. He will keep records of the proceedings thereof. He shall call the roll call at all regular and special meetings and after all fire calls and practices. He shall record all fires and perform all other duties as the presiding Officer requires when conducting the general business of the Department.

SECTION 8

It shall be the duty of each firefighter to promptly respond to all fire calls, practices, and meetings and to do so in a safe and cautious manner while answering actual fire calls. The Town of Dalhousie will not be responsible for a firefighter who drives without due care and attention.

SECTION 9

Firefighters shall obey all orders of the Chief, and all Officers or Officer-in-charge while attending practices and all fire department calls.

SECTION 10

Each firefighter shall be held personally responsible for any equipment or property of the Department that has been entrusted in his care; he shall return the same in reasonable good condition within twenty-four (24) hours after his resignation or expulsion. Upon failure to do so he shall forfeit any pay and action may be taken against him/her to recover the balance. Personal equipment issued to him/her by the Department is to be used only in the discharge of

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his/her duty, and any willful damage shall be recovered from him/her. Any member who becomes an honorary Firefighter gets to retain his/her dress uniform.

SECTION 11

Any member wishing to leave at an incident scene shall see his Captain first; the Captain will notify the Chief or Officer-in-charge.

SECTION 12

Any member who is injured or involved in an accident while on duty shall immediately report the incident to his Captain first; the Captain will notify the Chief or Officer-in-charge, The Captain or the Senior Firefighter of the ward at the time will record the injury in writing ASAP and submit it to the Chief c.c. to be given to the injured Firefighter.

SECTION 13

Repealed May 2016

SECTION 14

It will be the duty of the Audit Committee to examine any and all books and accounts of the Treasurer twice a year, in June and in December, or any other time when directed by the Chief or Officer-in-charge, or by resolution of the Department.

ARTICLE 3: CONDUCT

SECTION 1

Members shall show courtesy and respect at all times in dealings with the public. They shall be respectful with one another and address fellow Officers by their Department rank. Departmental rank does not have to apply in the lounge area.

SECTION 2

The Chief may suspend or terminate a member from the Department found to be in violation of any Dalhousie Fire Department Operational By-Laws. A Suspension Review Committee (2 Deputies, 2 Captains & 2 Lieutenants) may be authorized by the Chief to review and report its findings to him prior to making his decision. All recommendations for dismissal are appealable to Council and will be final if accepted by Council.

SECTION 3

No member shall, directly or indirectly, solicit and/or accept from anyone, gifts, money, or articles as a reward for his/her services rendered while carrying out his duties.

SECTION 4

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No members, shall sell tickets or solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever in the name of the Department without approval.
Refer to Article 7: Section 5-F

SECTION 5

No member shall hold any social events at or in the Fire Station without previously obtaining permission from the Chief or Officer-in-charge.

SECTION 6

CONFIDENTIALITY: No members shall supply information relative to the Department or operations thereof, unless authorized by the Chief or Officer-in-charge.

ARTICLE 4: PRACTICES

SECTION 1

Practices will be held on the first and third Tuesday from September through June. No practices will be held during July and August. In addition there shall be one week of practice in the spring and one week of practice in the fall, which will be during Fire Prevention week. The Training Coordinator also has the option of hosting a special Saturday practice once a year.

SECTION 2

Any member of the Department not attending at least 60% of the pay period practices, fire calls and meetings will be fined \$5.00 per practice, fire call and meeting missed. Proceeds from such fines shall be deposited to the Dalhousie Volunteer Firefighter Association account.

SECTION 3

Notice of all practices shall be announced over the pagers at the 12:30 p.m. test and at least 1 hour prior to the practice.

ARTICLE 5: MEETINGS

SECTION 1

Regular meetings will be held on the fourth Tuesday of each month from September through June. There will not be any meeting in July and August. If a meeting falls on a holiday it will be held on the following Tuesday, or it can be re-scheduled by the Chief or Officer-in-charge. The annual meeting is to be held in November of each year.

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SECTION 2

Special meetings shall be called by the Chief or Officers. The presence of seven (7) members is required at a special meeting. The minutes of the meeting shall be reported at the next monthly meeting.

SECTION 3

Fifteen (15) members shall constitute quorum at all monthly meetings for the transaction of business.

SECTION 4

Notice of all meetings shall be announced over the pagers at the 12:30 p.m. test and/or at least one hour prior to the meeting.

SECTION 5

It shall be the duty of the Chief or Deputy Chief to preside at all regular or special meetings; to rightly enforce order and decorum; to judge impartially every question before him as Senior Officer and to vote only in case of a tie.

SECTION 6

Should the presiding Officer wish to take part in any debate, he shall leave the chair, and the Senior Officer present will preside during that time.

SECTION 7

The order of business at all regular meetings shall be as follows:

1. Roll Call
2. Swearing in of new members
3. Reading of minutes
4. Correspondence
5. Elections
6. Report of Officers
7. Treasurer's report
8. Report of Committees
9. Deferred business
10. New business
11. Good & Welfare
12. Reading of bills
13. Adjournment

SECTION 8

No member shall leave the meeting without the permission of the presiding Officer.

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SECTION 9

All motions shall be decided by a "YEA" or "NAY" vote, but any member may demand a division by a showing of hands and such division shall be recorded.

SECTION 10

When a question, motion or resolution is before a meeting, no other motion shall be allowed unless it is to adjourn, postpone, divide, or amend.

SECTION 11

Any member wishing to speak on any question or business during the meeting shall rise and address the chair. When two or more members rise to speak, the presiding Officer shall name the member entitled to the floor.

SECTION 12

Any member taking part in any debate shall not speak more than five minutes nor speak more than twice on any motion without the permission of the presiding Officer.

SECTION 13

The presiding Officer has the privilege of interrupting a member who is speaking, only to call him to order, correct his remarks or to admonish him to a closer adherence to the subject under discussion.

SECTION 14

At special meetings, no other business except that for which the meeting was called shall be considered unless unanimously agreed to by all the members present.

SECTION 15

This Department shall follow the guidelines in "The Modern Edition of Robert's Rules of Order" for rules not covered in Article 5 of this By-Law.

ARTICLE 6: HONORARY FIREFIGHTERS

SECTION 1

Members retiring from the Department with 20 year service shall be reviewed by a 6 member review panel composed of the Chief, 2 Deputy Chiefs, 1 Captain, 1 Lieutenant and 1 first class firefighter. The panel's objective will be to determine if the said firefighter meets honorary criteria. The panel's recommendations will then be presented to the floor who will in turn

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decide to go with the panel's recommendation or decide by means of secret ballot vote, as to whether or not the firefighter will be granted honorary status.

Honorary criteria minimum (not limited to)

- Demonstrated loyalty and respect toward FD and members.
- Demonstrated respect of DFD rank structure.
- Overall attendance, timely and met the standard set forth by department.
- Must be retiree, and must not have been terminated

SECTION 2

Any member who becomes permanently disabled during an actual fire call or Department related activity approved by the Chief or Officer-in-charge may become an honorary Firefighter, after the results of an investigation, a committee shall present its results with their recommendation to the Chief of the Department for his approval. The committee will be composed of one Firefighter from each rank.

SECTION 3

Any member with a minimum of fifteen (15) years of service leaving the Department due to sickness or injury that prevents him from being a firefighter or must leave the area for lengthy periods, due to work, where attendance would be less than 60% may become an Associated Member. A committee composed of one Firefighter from each rank will present their recommendation to the Chief of the Department for his approval on whether or not the said Firefighter should become an Associated Member.

SECTION 4

Only active members, permanent honorary Firefighters and Associated Members are to have access to the lounge.

SECTION 5

Honorary Firefighters and Associated Members are to have the same social benefits as regular members.

SECTION 6

The Mayor, Councillors and Administrator of the Town of Dalhousie, shall be Associated Members only while active in office.

ARTICLE 7: OTHER

SECTION 1

Any member of the Department that only attends 50% or less of the required practices, fire calls and meetings during a pay period may be dismissed under Article 3: Section 2 of this By-Law.

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SECTION 2

A – A one year leave of absence may be granted without loss of seniority when a Call Firefighter requests a leave to improve his/her qualification in firefighting services. Upon the firefighter return he/she must attend 60% of practices, fire calls and meetings for the next two pay periods of that year; if not the firefighter may be dismissed under Article 3: Section 2 of these By-Laws.

B – A one year leave of absence may be granted without accumulation of seniority when this leave is for personal reasons. Upon the firefighter return he/she must attend 60% of practices, fire calls and meetings for the next two pay periods of that year; if not the firefighter may be dismissed under Article 3: Section 2 of these By-Laws.

C – A firefighter who is injured due to work or fire related and becomes eligible for the 24 hr. insurance coverage will be granted a special leave of absence without loss of seniority until the 2 year 24hr. insurance coverage ceases. In order to be a member in good standing the firefighter must attend 60% of practices, fire calls and meetings for the next two pay periods; if not the firefighter may be dismissed under Article 3: Section 2 of these By-Laws.

D – A firefighter who is injured but not eligible for the 24 hr. insurance coverage and is absent from the department for a period of 2 years. In order to be a member in good standing the firefighter must attend 60% of practices, fire calls and meetings for the next two pay periods; if not the firefighter may be dismissed under Article 3: Section 2 of these By-Laws.

SECTION 3

Member's vehicles shall not be used for Departmental purposes without specific authorization from the Chief or Officer-in-charge.

SECTION 4

Due to Departmental safety, members of the Department shall not have a partial beard or sideburns.

SECTION 5

A – A maximum gift not exceeding the amount of \$100.00 shall be given to a Firefighter who has a new born child or a onetime gift in the amount of \$100.00 to one that marries.

B – A cap of \$50.00 for donation requests received from an outside organization or individual(s).

C – A donation of up to \$300.00 to a Firefighter who incurs extra expenses due to immediate family illness. Immediate family includes and is limited to a Firefighter, his/her spouse, his/her common-law spouse of at least 1 year and his/her children.

D – All expenses for either services or work done for volunteers must be approved during a meeting prior to work being done.

E – All registration fees for activities must be approved during a meeting prior to activity.

F – All fundraising activities and costs for fundraising must be brought to the fundraising committee in advance in order to examine and obtain approval. The member will then present his fundraising activity during a regular monthly meeting for final approval. The "Fundraising" form shall be respected and serve to document approval.

*All of the above are subject to approval during a meeting while taking into consideration the status of the account.

SECTION 6
Repealed May 2016

SECTION 7

In order to repeal or amend any portion of these By-Laws, a notice of motion in writing must be given at least one month prior to the meeting, at which time it is proposed to consider the same and a two thirds vote in the affirmative of all members present shall be necessary to pass such a repeal or amendment.

SECTION 8

A Treasurer, Secretary and Cleaner to clean the hall shall be elected during our annual meeting by the members. The Treasurer shall be paid \$250 per 6 months. The Secretary shall be paid \$240 per 6 months. The Cleaner shall be paid \$2 per member per month.

SECTION 9

Amendments or changes to these By-Laws only become effective when approved by the Town Council.

SECTION 10

In any conflict arising between this By-Law (Dalhousie Fire Department Operational By-Laws) and Town of Dalhousie By-Law 29-A, (Fire Chiefs By-Law) or its amended version; By-Law 29-A or the amended version prevails.

SECTION 11

The Computer, projector & related equipment is the property of the Department and shall be strictly controlled by the Chief of the Department; it will be issued for a short duration only, and then returned to the Department in the same condition in which they received it.

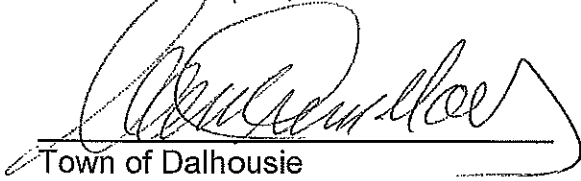
SECTION 12

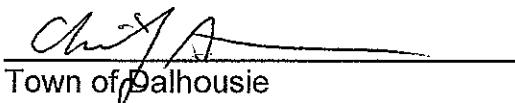
Dress uniforms that are issued by the Town of Dalhousie are the property of the Department. When a Firefighter is no longer with the Department the dress uniform is to be returned to the

Department unless the Firefighter is an honorary Firefighter, in which case he retains his dress uniform.

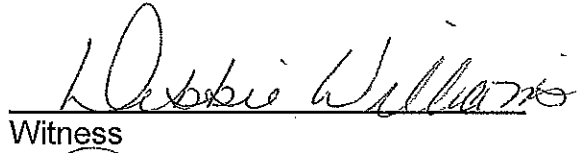
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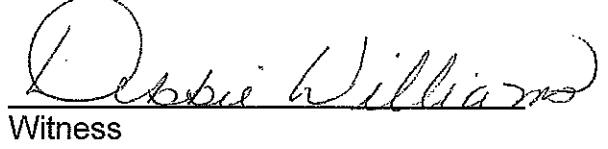
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Town of Dalhousie


Town of Dalhousie


Dalhousie Fire Department


Witness


Witness