

**A BYLAW TO ESTABLISH A FIRE DEPARTMENT IN AND FOR THE TOWN OF LAMPMAN.**

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

**SHORT TITLE**

1. This bylaw shall be known as the Fire Protection Bylaw.

**INTERPRETATION**

2. In this Bylaw:

- (a) "Fire Department" means the Volunteer Fire Department established pursuant to this bylaw.
- (b) "Member" means any person that is appointed pursuant to this bylaw as a member of the Lampman Fire Department.
- (c) "Fire Chief" means the member appointed pursuant to this bylaw as the head of the Lampman Fire Department.
- (d) "Fire apparatus" means any vehicle provided with machinery, devices, equipment or materials for fire-fighting as well as vehicles used to transport fire-fighters or supplies.
- (e) "Equipment" means any tools, contrivances, devices, or machinery used by the Fire Department in the delivery of it's duties and responsibilities.
- (f) "Fire Hall" means the premises used for housing the Fire Department's apparatus, equipment, offices, furniture, and other facilities required for the maintenance and operation of the Fire Department.
- (g) "Fire Protection" means all aspects of fire safety including but not limited to Fire Prevention; Fire Suppression; Pre-Fire Planning; Fire Investigation; Public Education, information, and assistance; Training and Member Development; and Advising interested persons on matters related to fire safety.
- (h) "Incident" means a fire; a situation where a fire or explosion is imminent; or any other situation presenting a danger or possible danger to life or property.
- (i) "Council" means the elected governing council for the Town of Lampman.
- (j) "Municipality" means the Town of Lampman.

**FIRE DEPARTMENT ORGANIZATION**

3. FIRE DEPARTMENT COMPOSITION

- (1) The Fire Department may consist of maximum of 25 appointed members and a Fire Chief.
- (2) The Fire Chief shall be appointed by the Council and this appointment may be reviewed and confirmed in writing annually at the first Council meeting of the year. A recommendation from the Fire Department for the Fire Chief will be considered.

- (3) The Fire Chief may appoint other officers (Deputy Fire Chiefs) as deemed to be necessary for the functional operation of the Fire Department with the approval of Council.
- (4) All members of the Fire Department shall be appointed by council. Council may accept recommendations for the appointments from the Fire Chief.
- (5) Council shall be given written notice by the Fire Chief of any vacancy occurring within the Fire Department by the next regular meeting of council.
- (6) Resignation of the Fire Chief for any reason shall be made to Council in writing.

#### 4. DEPARTMENT ORGANIZATION

- (1) The Fire Chief, subject to approval of Council, may establish Standard Operating Guidelines to guide the Fire Department in it's day to day operations. These procedures shall in so far as practical and reasonable provide guidance for the Fire Department Officers and members in the Emergency Responses and Routine Operations that may be or are expected.
- (2) The Fire Department may be provided with a separate and dedicated system by which to receive emergency incident notification.
- (3) The Fire Chief shall have a notification system in place to recall Fire Department officers and members to emergency responses. A list of names and phone numbers of all officers and members of the Fire Department shall be kept current and provided to Council, the officers and members, as well as posted in the Fire Hall whether part of the recall system or not.
- (4) The Fire Chief, and any officer or member of the Fire Department acting pursuant to this bylaw, shall have full knowledge of the provisions and powers granted by the Fire Prevention Act, 1992.
- (5) The Fire Chief, officers or members may obtain assistance from other officials and employees of the Municipality under the jurisdiction of this bylaw as they deem to be necessary in order to discharge their duties and responsibilities under this bylaw.
- (6) Persons not duly appointed to the Fire Department as the Fire Chief, an officer or member are prohibited from operating, using or otherwise controlling any apparatus, equipment or properties of the Fire Department without the expressed permission of the Fire Chief, officer or member in charge.
- (7) No person shall falsely represent themselves as Fire Chief, an officer or member of the Fire Department or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

5. ADMINISTRATION

- (1) The Fire Chief shall schedule monthly meetings to deal with general administration, committee reports, and any concerns brought forward to the Fire Department. Minutes and committee reports are to be kept with copies sent to council by the next regular meeting of council.
- (2) The Fire Chief shall schedule no less than four (4) instructional or training courses for the development and improvement of knowledge and skills of the members of the Fire Department.
- (3) The Fire Chief shall maintain a Fire Department Log which may record information including but not be restricted to:
  - (a) Fire Responses
  - (b) Non-Fire Emergency Responses
  - (c) False Alarms
  - (d) Fire Prevention Activities
  - (e) Training Sessions
  - (f) Membership attendance
  - (g) Apparatus and equipment - gains and losses
  - (h) Public Relation Activities
- (4) The Fire Chief shall maintain an inventory of all fire apparatus, equipment and properties of the Fire Department which records the working condition, and required maintenance of these items.
- (5) The Fire Chief shall compile an Annual Report on the Fire Department activities for presentation to Council at the first meeting in the month of February of each year. The report shall summarize the Fire Department's activities over the past year and include the following information:
  - (a) Fire Department responses
  - (b) Membership status and attendance
  - (c) Training and administration meetings
  - (d) Training schools attended and/or hosted
  - (e) Fire Prevention and Public Education
  - (f) Apparatus, equipment and property status
- (6) The Fire Chief shall prepare a Budget Report for the Fire Department for the year ahead to be presented to Council in conjunction with the Annual Report at the first meeting of the month of February of each year. The Budget Report shall include:
  - (a) Remuneration
  - (b) Fire Hall and property maintenance
  - (c) Apparatus and equipment fuel
  - (d) Equipment acquisition
  - (e) Training
  - (f) Fire Prevention and Public Education
  - (g) Membership recognition
- (7) 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 negotiated, approved and signed by Council.
- (8) The Fire Department may, by fund raising campaigns, assist Council in the purchase of additional equipment as deemed necessary in the opinion of Council and the Fire Chief.

- (9) The Fire Chief shall ensure that all fees, donations and grants to the Fire Department are made payable to the Town of Lampman. Any monies received shall form a part of the current year's budget.
- (10) Council may, before approving the Municipal Budget annually, set aside a portion of Municipal Revenue for Fire Protection and the Fire Department Budget. Council will determine how these revenues are to be used based upon the recommendations of the Fire Chief, recommendations of the Fire Commissioner for the Province of Saskatchewan and the financial position of the municipality.
- (11) Council shall ensure that adequate personal injury, death and liability insurance be maintained for the Fire Department and that cost of such coverage be provided by the Municipality.
- (12)

**6. POWERS, DUTIES AND RESPONSIBILITIES OF FIRE CHIEF AND FIRE DEPARTMENT**

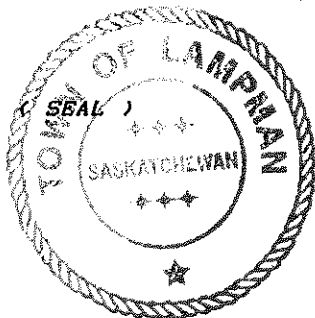
- (1) The limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the area and boundaries of the Rural Municipality of Browning #34, and no part of the fire apparatus or equipment shall be used beyond the limits of this jurisdiction without the express authorization of a written contract, agreement or bylaw providing for fire protection services outside of the boundaries.
- (2) Subject to Subsection (1), the Fire Department, under the direction of the Fire Chief or in his/her absence the senior ranking member, may respond to an incident outside of the Fire Department's jurisdiction and assist in providing fire or emergency services to another fire department in a municipality without a formal fire protection agreement in place.
- (3) The Fire Chief shall assume the authorities, duties and responsibilities of the Local Assistant to the Fire Commissioner for the Province of Saskatchewan pursuant to the Fire Prevention Act, 1992, and this Bylaw.
- (4) The Fire Chief or in his/her absence the senior ranking member shall ensure that one fire truck remain within the boundaries of the Town of Lampman at all times for fire protection purposes.
- (4) In the event that there are two fire calls it may be determined that the first fire call take precedence over the second fire call that the first fire call may be extinguished before the Fire Department may respond to the second fire call.
- (5) The Fire Chief has complete responsibility and authority over the Fire Department as directed by the Council to which Fire Chief shall be responsible. In particular the Fire Chief may be required to carry out all fire protection activities and such other activities as Council directs including but not limited to:

- (a) Rescue
  - (b) Incidents involving fire and/or explosion
  - (c) Other incidents presenting a danger to the public
  - (d) Fire Prevention and Public Education
  - (e) Pre-Fire Planning
  - (f) Disaster Planning
  - (g) Community Planning
  - (h) Training
- (6) The Fire Chief, or in his/her absence, the senior ranking member present, shall have control, direction, and management of any Fire Department apparatus, equipment or personnel at any operation or incident involving the Fire Department and in the event that a senior ranking member is in charge, that member shall continue to act until relieved by the Fire Chief or his deputies.
- (7) The Fire Chief, subject to the approval of Council, may establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
- (a) Use, care and protection of the Fire Department apparatus, equipment, premises and property.
  - (b) The welfare, development, organization, conduct and discipline of the officers and members of the Fire Department.
  - (c) Routing and Special operations of the Fire Department.
  - (d) Training of the Fire Department members.
- (8) Use of the fire trucks and equipment for purposes other than fire fighting by the municipality or any other agency is prohibited unless express authorization has first been received from the Fire Chief or in his/her absence the next senior ranking member.
- (9) Failure to comply with the provisions 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.
- (10) This Bylaw shall come into force and take effect upon final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 6th DAY OF OCTOBER, 1994

READ A SECOND TIME THIS 6th DAY OF OCTOBER, 1994

READ A THIRD AND FINAL TIME ON THE UNANIMOUS VOTE OF THE COUNCIL PRESENT THIS 6th DAY OF OCTOBER, 1994.



*Dany Kimmelbach*  
Mayor

*[Signature]*  
Administrator

Certified a true copy of a Bylaw  
passed by resolution of the Council  
present at their meeting of  
October 6, 1994.

*[Signature]*  
Rodney E. Audette  
Administrator