

**TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 012-07**

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF SMOKY LAKE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE RULES, REGULATIONS, POLICIES, AND COMMITTEES NECESSARY FOR THE PROPER ORGANIZATION AND ADMINISTRATION OF THE TOWN OF SMOKY LAKE FIRE DEPARTMENT.

WHEREAS, the Council of the Town of Smoky Lake wishes to establish a fire service within the Municipality and to provide for efficient operation of such a fire service, all pursuant to the laws of the Province of Alberta.

NOW THEREFORE the Council of the Town of Smoky Lake, in the Province of Alberta, duly assembled, enacts as follows:

1. CITATION

- 1.1 This Bylaw may be cited as "**Fire Services Bylaw**".

2. DEFINITIONS

- 2.1 "**Administrator**" means the Municipality's Chief Administrative Officer.
- 2.2 "**Apparatus**" means any vehicle provided with machinery, devices, equipment or materials for firefighting, as well as any vehicles used for transporting firefighters or supplies.
- 2.3 "**Business Meeting**" means a gathering of the members scheduled by the Fire Chief, and at which meeting no training is conducted.
- 2.4 "**Council**" means the Council of the Town of Smoky Lake.
- 2.5 "**Equipment**" means any tools, devices or materials used by the Fire Department to combat an incident or other emergency.
- 2.6 "**Fire**" means any combustible material in a state of combustion.
- 2.7 "**Fire Chief**" means the member appointed by Council as head of the Fire Department.
- 2.8 "**Fire Department**" means the Department established by the Municipality and includes any person duly appointed to the Fire Department by Council.
- 2.9 "**Fire Hazard**" means any condition, circumstances or event wherein the possibility of fire is increased.

- 2.10 **"Fire Protection"** means all aspects of fire safety, including but not limited to, Fire Protection, Firefighting or Suppression, Pre-Fire Planning, Fire Inspection, Fire Investigation, Public Education and information, training or other staff development, advising, and responding to a request for Fire Protection (including legitimate emergencies and false alarms).
- 2.11 **"Fire Protection Charge"** means any or all costs incurred by the Fire Department in providing Fire Protection.
- 2.12 **"Incident"** means a fire, a situation where a fire or explosion is imminent or any other situation presenting a fire or possible danger to life or Property.
- 2.13 **"Member"** means any person that is duly appointed member of the Fire Department, and includes the Fire Chief.
- 2.14 **"Municipality"** means the Town of Smoky Lake.
- 2.15 **"Officer"** means a member selected by the Fire Chief.
- 2.16 **"Practice"** means a gathering of the members scheduled by the Fire Chief, and at which training is conducted.
- 2.17 **"Property"** means any real or personal Property, which, without limiting the generality of the foregoing, includes land and structures.

3. HEALTH AND SAFETY

- 3.1 All members shall endeavour to perform Fire Protection services in a safe manner, according to this Bylaw and to the training provided, and to know safe working procedures.
- 3.2 All members shall endeavour to report unsafe conditions and reduce the incidence of unsafe conditions.
- 3.3 No member shall attend at an incident when under the influence of drugs or alcohol to the extent that the member would be prohibited by law from driving a motor vehicle.
- 3.4 No member shall consume alcohol or illegal drugs while attending at an incident or a business meeting or practice.
- 3.5 If the Fire Department organizes a social function or a large number of members are expecting to attend a social function, the Fire Chief shall establish a list of members who will respond to any incidents during the time of the social function and for eight (8) hours following the social function. These members shall ensure that they are able to respond to any incidents during the time frame for which they are assigned.

4. MEMBERSHIP

4.1 A individual becomes a member, if the individual:

4.1.1 Has completed an orientation program prescribed by the Fire Chief.

4.1.2 Is recommended by the Fire Chief.

- 4.1.3
- i. Is a new member: is required to have a medical upon application.
 - ii. Is a current member: can voluntarily complete a medical every 3 (three) years.

The Fire Chief can request a medical.

4.1.4 Annual Driver's License Abstract, paid by the Municipality.

4.1.5 A criminal record check, paid by the Municipality.

4.1.6 A signed form acknowledging firstly, his or her status as an independent contractor, and secondly, his or her agreement to comply with this Bylaw.

4.1.7 All requirements to be reviewed by the Fire Chief.

4.1.8 And all members shall, during the currency of their membership, provide the Municipality with the foregoing current information, upon the Municipality's request.

4.2 A member shall endeavour to attend at all incidents.

4.3 Members must:

4.3.1 Possess the following personal attributes:

4.3.1.1 Be at the age of sixteen (16) or older.

4.3.1.2 Possess a minimum Class Five (5) Driver's License.

4.3.1.3 Be legally entitled to work in Canada.

4.3.1.4 Be physically capable of performing duties as a member.

4.3.1.5 Be able to communicate clearly and precisely, including under stressful circumstances.

4.3.1.6 Be able to understand and follow oral and written communication.

4.3.2 Be willing to undergo a periodic review by the Fire Chief respecting the member's Fire Protection skills and compliance with personal attribute requirements.

4.3.3 Endeavour to develop knowledge and skills for Fire Protection, including operation of apparatus and equipment.

- 4.3.4 Endeavour to develop knowledge of rules and regulations of the Fire Department.
- 4.3.5 Be able to receive and record telephone fire alarms and other emergency calls; and
- 4.3.6 Endeavour to skillfully operate and maintain apparatus and equipment.

4.4 Officers shall be able to:

- 4.4.1 Assist the Fire Chief in developing and integrating the training and education program for all members.
- 4.4.2 Complete all fire reports and accident reports required by law and for the Fire Department's own records and ensure that all reports prepared by the Officer are clear and concise.
- 4.4.3 Assist the Fire Chief in perform maintenance of all apparatus and equipment, including routine checks for such maintenance.
- 4.4.4 Assist the Fire Chief in establishing rules, regulations, and procedures for efficient operation of the Fire Department.
- 4.4.5 Organize and assume command of Fire Protection, as required.
- 4.4.6 Provide leadership and develop and implement long-range plans and programs.
- 4.4.7 Supervise and participate in the preparation of all necessary reports, records, and correspondence.
- 4.4.8 Establish and maintain effective working relationships with other members and the public.
- 4.4.9 Maintain discipline and morale, exercise sound judgment and cooperate with others.
- 4.4.10 Develop knowledge of:
 - i. Auto extrication and safety practices.
 - ii. Hazmat identification, operation and decontamination procedures; and
 - iii. Hydraulics as applied for Fire Protection.

5. TRAINING

- 5.1 The Fire Chief shall schedule practices as deemed necessary.
- 5.2 The Fire Chief shall develop a training program.
- 5.3 The training program shall meet the requirements in accordance with the Town of Smoky Lake *Level of Service Policy*.

- 5.4 The Fire Chief must ensure that accurate and complete training records are maintained for each member.

6. OPERATIONAL GUIDELINES

- 6.1 Limit the number of members who may operate apparatus or equipment.
- 6.2 Inspection and maintenance of equipment, apparatus, and protective clothing.
- 6.3 If a member responds to an incident in their own motor vehicle, the member shall operate their motor vehicle according to all relevant federal, provincial, and municipal legislation.
- 6.4 Inventory, storage and handling of hazardous substances.
- 6.5 Records for accidents or injuries (reports, response, and treatment).
- 6.6 Use of lights and siren shall be in accordance with the *Traffic Safety Act*.
- 6.7 The Fire Chief shall work with the Municipality's Public Works Foreman to perform and record the inspection, testing, and maintenance of fire hydrants.

7. REMUNERATION

- 7.1 The Municipality shall reimburse any member for medical examinations.
- 7.2 The Municipality shall reimburse any member for expenses relating to Driver's Abstracts and Criminal Records.
- 7.3 Members shall also receive remuneration for their services according to the budget formula approved by Council.

8. BUDGET

- 8.1 The Fire Chief shall submit a proposed budget to the Administrator on or before October 1 for the next fiscal year, or as otherwise required by the Municipality for time to time.
- 8.2 The budget shall indicate all revenue and expenditures, including capital and operating expenditures. The budget shall also include the formula to be used for the remuneration of members for their services.
- 8.3 No member shall pledge the credit of the Municipality.
- 8.4 All revenues and expenses shall be handled by the Municipality's accounting department, and in accordance to the budget approved by the Municipality's Council.
- 8.5 All property used by the Fire Department remains the property of the Municipality, unless the Municipality has entered into an agreement with another Municipality or another person otherwise.

9. PROTECTIVE CLOTHING AND ASSIGNED EQUIPMENT

- 9.1 All protective clothing and assigned equipment issued to the member remains the property of the Municipality.
- 9.2 Unless otherwise agreed in writing by the Municipality, all protective clothing and assigned equipment issued to the member shall be returned to the Fire Chief upon the member's resignation, suspension, retirement, or commencement of leave.
- 9.3 The Municipality will repair all protective clothing and assigned equipment in disrepair, and the member shall advise the Fire Chief of any disrepair.
- 9.4 All clothing and assigned equipment issued by the Municipality will meet or exceed National Fire Protection Association standards, and any other applicable standards.

10. TERMINATION OF MEMBERS

- 10.1 Discipline and termination in accordance with Town of Smoky Lake Fire Department Standard Operating Guidelines Policy.

11. GENERAL

- 11.1 Should any section or part of this Bylaw be found to be improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

12. REPEAL

- 12.1 That Bylaw NO.737-98, known as the "Fire Services Bylaw" and all subsequent amendments are hereby repealed.

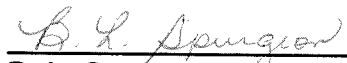
This Bylaw comes into effect on the date of final passing.

READ A FIRST TIME IN COUNCIL THIS 27 day of September, AD 2007.

READ A SECOND TIME IN COUNCIL THIS 27 day of September, AD 2007.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 27 day of September, AD 2007.


Cafele Carpenter, Mayor


B. L. Spurgeon,
Chief Administrative Officer

In the minutes
It is Bylaw
011-07