

TOWN OF ALBERTON

Policy Statement

RE: Administrative Fire Department Communications

Preamble: Subsection 15 (3) of the Municipalities Act mandates that the council is the governing body of a municipality; section 57 provides municipalities with the authority to pass bylaws for the peace, order and good government of the municipality, the provision of municipal services and any other matter within the jurisdiction of the municipality; section 25 grants council the authority to appoint personnel to provide administrative and other services of the municipality.

Purpose: To provide procedures to clarify fire department: appointments, chain of command, reporting structure and authority, and necessary lines of communication. This policy and these procedures will ensure a cohesive and fluid flow of information between council, administration / staff and the public.

Policy: It shall be the policy of council to govern all departments of the municipality, and appoint the necessary qualified personnel to ensure the safety and well-being of residents and property.

Appointment Structure

- The Fire Chief shall be appointed by a resolution of council at a regular meeting.
- The appointment of fire department officers and members shall be made by council after reviewing the written recommendation of the Fire Chief, supported by documentation that the proposed officers and members have the required training and experience for the position.
- Council may delegate to the Fire Chief and authority for the appointment of department officers and members, however council reserves the right to reconsider an appointment at any time.

Reporting Authority & Administration/Operations

- The Fire Chief is, in all administrative matters, responsible to and shall report to the CAO.
- The Fire Chief has all delegated authority over, and responsibility for, the officers and members of the department, **subject to the general oversight responsibilities of the CAO**, and pursuant to the job description and duties for fire department personnel as approved by the Council.
- All contracts, agreements, claims, and purchases for the department will be authorized by council, in accordance with the municipal purchasing policy.
- Prior to entering into any agreements, claims, or purchases, the Fire Chief shall submit a recommendation to council concerning the above noted circumstances.
- Upon approval of the CAO, the Fire Chief shall recommend to council the establishment of standard operating procedures, standard operating policies, and other necessary organizational framework(s) or internal committees necessary for the efficient and effective administration of the department.

- Upon approval of the CAO, the Fire Chief will recommend to Council the types of fire protection and response activities and the department will offer. Upon approval by Council, the Fire Chief will have complete authority and responsibility for the provision of these services.
- The department may carry out public awareness and education activities.
- The Fire Chief is responsible for and has complete authority over the use, care and protection of all department apparatus and equipment; the CAO has the right to inspect any municipally-owned asset at any time.
- Any revenues received from the use of assets owned by the municipal fire department are to be collected by the fire department, and by no other entity, unless otherwise agreed to by Council.
- Any fire service offered beyond the borders of the Municipal Fire District must, unless otherwise approved by Council, be provided through a signed contract with the fire district or another municipality that outlines at a minimum, the services offered, the standards of the services to be offered, agreement length, and the cost of the services to be provided.
- Council may recommend that the fee structure be similar to the fee structure of the municipality offering the service, charged as a rate per \$100 of assessed property value.
- The Fire Chief is responsible for the conduct, training, and discipline of department officers and members. The Fire Chief shall communicate with the CAO or the appropriate council committee on all matters respecting the conduct, training, and discipline of officers and members.
- The Fire Chief is responsible for, and shall at all times ensure, that the necessary safety requirements and prerequisites are followed to ensure that department property and personnel and the public are protected.
- The Fire Chief shall ensure the department follows all applicable Acts, municipal bylaws, policies, and operational guidelines of the fire department.

Reporting

- The Fire Chief and Officers shall carry out the duties and responsibilities assigned to them and the Department by Council and the CAO and provide and report all necessary information requested by Council and the CAO.
- The Fire Chief shall, on a monthly basis, provide Council with an activity report which will specify all training and emergency response activities for the prior month.
- The Fire Chief shall three months prior to the tabling of the municipal budget supply a capital expenditure forecast for the coming year as well as a fire year capital plan updated annually.

Compensation

- Any compensation for the Fire Chief, officers, and members is as outlined in the Fire Department bylaw.