

The Village of Hillsborough

POLICY STATEMENT

For

HILLSBOROUGH VOLUNTEER FIRE DEPARTMENT

Introduction:

The provision of fire protection services in Hillsborough, the Parish of Hillsborough, The Parish of Hopewell Cape and a portion of the Parish of Elgin is the responsibility Of The Village of Hillsborough. Fire protection services include fire suppression, rescue operations, investigation, inspection, and education. The Hillsborough Volunteer Fire Department was established in 1936 and is currently the mechanism for delivery of these services. The Hillsborough Volunteer Fire Department is maintained by The Village of Hillsborough with funding support from the Department of Local Government.

The Fire Department is administered by the Village Administrator and the Local Service Advisor.

This policy statement is intended to apply to The Hillsborough Volunteer Fire Department and will establish a minimum standard of fire protection whereby the Village can measure the quality of their service. The intention of this document is to Define the respective roles to be played by the Fire Chief, Deputy Fire Chief, firefighters, Associate Members, the Administrator, Village of Hillsborough, and the Local Service Advisor in Relation to the Hillsborough Volunteer Fire Department. The authority of this Policy Statement has been drawn from the Fire Prevention Act and the Municipalities Act.

1. The Village of Hillsborough Fire Department Services

1.1 The Hillsborough Volunteer Fire Department shall provide:

- a) Fire protection, or components thereof, for the residents and business of the Village of Hillsborough and the surrounding areas of the Parish of Hillsborough, the Parish of Hopewell Cape and a portion of the Parish of Elgin as designated by the Local Service Advisor.
- b). Fire protection services to other fire departments pursuant to a mutual aid agreement with the other fire departments authorized by the Hillsborough Village Council.

2. Role of the Administrator /Clerk

2.1 As directed and at the discretion of Hillsborough Village Council, the Administrator/Clerk may advise and assist in the administration of the fire service. Specifically, the Administrator/Clerk may:

- a). make recommendations to Village Council regarding the supervision of the fire department,
- b). make recommendations to Village Council respecting the person to be appointed as Fire Chief,
- c). assist Village Council in the preparation of an annual fire protection budget in consultation with the Fire Chief and Deputy Fire Chief,
- d). make recommendations to Village Council respecting the emergency purchase of supplies and services that are outside the scope of the approved budget
- e). make recommendations to Village Council respecting agreements for the provision of fire protection services to adjacent municipalities and local service districts, and
- f). report to the Local Service Advisor with respect to all aspect of fire protection services to the adjacent municipalities and local service districts in matters relating to budgets, emergency purchases, major capitol purchases, long term planning and other matters as deemed necessary.

3. **Role of the Fire Chief**

Qualifications:

- 3.1 In order to be eligible for appointment to the office of Fire Chief of The Hillsborough Volunteer Fire Department a person must:
 - a). be a resident of the area serviced by the Hillsborough Volunteer Fire Department,
 - b). have served as an officer or a firefighter for a minimum of three years immediately preceding his or her appointment, and
 - c). possess Basic Firefighter Level II Certification
 - d). within two years of becoming chief, completed Basic Emergency Preparedness course through E.M.O.
- 3.2 In extenuating circumstances the Village Council may waive the residency requirement.

Appointment and Term of Office

- 3.3 The Fire Chief shall be appointed by Village Council. Village Council may provide the firefighters of the Department an opportunity for input during the appointment process. Village Council shall recommend to the Fire Marshall that the Fire Chief be appointed as Local Assistant to carry out the provisions of the Fire Prevention Act. It is preferable that the Fire Chief be Local Assistant to the Fire Marshal.
- 3.4 The term of office of the Fire Chief shall be reviewed every five years.
- 3.5 Notwithstanding section 3.3, where a person is first appointed to the office of Fire Chief, Village Council may require that person to serve a probationary term of office which shall not exceed six months.

Duties and Responsibilities

- 3.6 The Fire Chief shall be responsible to the Administrator/Clerk
- 3.7 The Fire Chief shall report to the Fire Marshal in accordance with the provisions and regulations of the Fire Prevention Act respecting all services rendered by the Hillsborough Volunteer Fire Department.
- 3.8 The Fire Chief shall be responsible for the general operation of the fire brigade.

- 3.9 The Fire Chief shall be responsible for the care and maintenance of the building(s) or portion(s) thereof used by the Hillsborough Volunteer Fire Department. The Fire Chief is authorized to issue orders, written or verbal, respecting the use of the fire station for training, meetings and social gatherings.
- 3.10 The Fire Chief shall be responsible for the care and maintenance of the apparatus, equipment and supplies of the Hillsborough Volunteer Fire Department. The Fire Chief is authorized to make orders, written or verbal, respecting the care and maintenance of apparatus and equipment.
- 3.11 The Fire Chief is responsible for the maintenance of discipline and efficiency with the Fire Department and is authorized to issue orders, written or verbal, respecting all matters that would promote the discipline and efficiency of the Fire Department.
- 3.12 The Fire Chief shall be responsible to maintain proper decorum on the part of the members of the Hillsborough Volunteer Fire Department, insofar as conduct of such members has a bearing on the discipline and efficiency of the Hillsborough Volunteer Fire Department, and is authorized to issue orders, written or verbal, respecting the conduct of members at fires, alarms and practices.
- 3.13 The Fire Chief, with council's approval, may demote, suspend or dismiss any member of the Fire Department. Appeal may be made to the Hillsborough Village Council.
- 3.14 The Fire Chief shall maintain a record of:
 - a). The attendance of members of the Fire Department at fire calls and other operational activities of the department including drills, practices and meetings,
 - b). The particulars of every fire call, including the apparatus, equipment and supplies used, the full details of the event, action taken, and any follow-up required,
 - c). any shortage or deficiency in the apparatus, equipment and supplies.

- d). the particulars of any disciplinary action taken against any member of the Fire Department, and
 - e). any information that Hillsborough Village Council may, from time to time, direct.
- 3.15 Prior to November 30th of each year, the Fire Chief shall submit an official list of all members of the Fire Department to the Administrator/Clerk and shall report any changes in membership promptly to the Administrator/Clerk
- 3.16 Prior to January 30th of each year, The Fire Chief shall report to Hillsborough Village Council on the activities of the Hillsborough Volunteer Fire Department during the previous calendar year.
- 3.17 Prior to January 30 of each year, the Fire Chief shall provide the Administrator with an inventory of the property of the Hillsborough Volunteer Fire department buildings and equipment.
- 3.18 On or before November 1 of each year the Fire Chief shall prepare the cost estimates for fire protection services for the ensuing year to include:
- a). the general cost of operation, including proposed training programs and fire prevention programs,
 - b). the cost of repairs, replacement or additions to apparatus, equipment and supplies,
 - c). a list of equipment proposed to be purchased,
 - d). the capital cost of proposed buildings and equipment, and
 - e). estimates of anticipated revenue,
- and shall submit such estimates to the Municipal Administrator.

- 3.19 The Fire Chief may assist the Municipal Administrator in the negotiation of mutual aid agreements

4. Role of the Deputy Fire Chief

- 4.1 In order to be eligible for the appointment of the office of Deputy Fire Chief a person must:
- a). be a resident of the area serviced by the Hillsborough Volunteer Fire Department,

- b). have served as an officer or firefighter for a minimum of three years immediately preceding his or her appointment, and
 - c). has achieved Basic Firefighter Level I Certification
 - d) within two years of becoming Deputy Fire Chief, have completed Basic Emergency Preparedness training through E.M.O.
- 4.2 In extenuating circumstances the Village Council may waive the residency requirement.
- 4.3 The nominees for the position of Deputy Fire Chief are subject to approval by the Fire chief prior to the election process and the deputy Fire chief is then elected by the fire fighters.
- 4.4 The Deputy Fire Chief shall carry out the instructions of the Fire Chief and in the absence of the Fire Chief to act, shall assume the duties and responsibilities of the Fire Chief. The Deputy Fire Chief does not, however, automatically become a Local Assistant to the Fire Marshal as this power can only be invoked by the Fire Marshal.
- 4.5 The term of office for the Deputy Fire Chief shall be reviewed every five years.

5. Firefighters and Associate Firefighters:

Qualifications for Firefighter :

- 5.1 In order to be eligible to be a firefighter in the Hillsborough Volunteer Fire Department, a person must:
- a). be a resident of the area serviced by the Hillsborough Volunteer Fire Department. Unless in extenuating circumstances the Fire Chief has waived this requirement,
 - b). be at least eighteen years of age,
 - c). be willing to obtain or have completed a Firefighter Course Level I or equivalent within two (2) years after joining,
 - d). members of the fire department who drive fire apparatus must possess the appropriate class of license, and
 - e). be willing to obtain basic training, to include but not limited to, a First Aid Certificate, flagging courses, CPR and etc, as soon as possible.
 - f). any member who joined in 2000 or earlier will be encouraged to take training, but exempt from Section 5.1 Item "C"

- a). be a resident of the are serviced by the Hillsborough Volunteer Fire Department, unless in extenuating circumstances the Fire Chief has waived this requirement,
 - b). if under the age of eighteen (18) years, provide a waiver signed by the parent(s) or legal guardian,
 - c). be at least 16 years of age
- 5.3 Any person wishing to become a firefighter in the Hillsborough Volunteer Fire Department shall apply in writing to the Fire Chief. Every application shall be reviewed by the Fire Chief and the Deputy Fire Chief who will maintain a list of eligible applicants from which firefighters and associate members shall be selected.
- 5.4 All Firefighters shall serve a probationary period of one year, unless the person has achieved Level I certification, in which case, the probationary period shall be six months.

6. General

- 6.1 Every firefighter and associate member shall comply with this policy statement and the rules, regulations and by-laws of the Hillsborough Volunteer Fire Department of which he or she is a member.
- 6.2 The Hillsborough Volunteer Fire Department shall maintain the minimum numbers of firefighters as determined by the Fire Marshall. This number shall include:
- a). one Fire Chief
 - b). one Deputy Fire Chief
 - c). a minimum of two Captains and two Lieutenants, and
 - d). a minimum of 11 other firefighters

In the event that membership declines to a point where fire protection services cannot be safely assured, Village Council may contract for services with another established fire brigade for the interim period until adequate level of fire fighting personnel and services is re-established.

- 6.3 The Firefighters may elect such officers as they consider necessary for the efficient operation of the Fire Department. (Subject to the by-laws of the Hillsborough Volunteer Fire Department.) The role that any person is to play in the operation of the Fire Department shall be determined by the Fire Chief. i.e. Training, Safety and etc.

- 6.4 The Hillsborough Volunteer Fire Department firefighters shall
- a). respond when available to all fire alarms
 - b). attend, as much as possible, all drills, practices and meetings,
 - c). carry out the instructions and orders of officers of the Fire Department.
- 6.5 The Hillsborough Volunteer Fire Department may respond to fire alarms that originate outside the area it services only when:
- a). in the opinion of the Fire Chief, such fire constitutes a threat to property located within the coverage area of the Department, or
 - b). in the opinion of the Fire Chief, it is in the interest of public safety to respond to such fire, or
 - c). the alarm is in relation to an area with respect to which the Department has an existing mutual aid agreement to provide fire protection.
- 6.6 No mutual aid agreement shall require the fire department to leave its area of responsibility while answering a call within the said area nor to take all the equipment and firefighters out of the local service area at any time, unless protection from a neighbouring department is arranged to cover the area during the fire department's absence.
- 6.7 The Hillsborough Volunteer Fire Department shall meet at least once every week for instruction and/or practice in fire prevention and fire protection methods and the use of fire apparatus and equipment. The minimum requirement is 48 hours of training per year.
- 6.8 The equipment and apparatus of the Hillsborough Volunteer Fire Department, whether purchased by or donated to the Department, is the property of the Village of Hillsborough and may not be disposed of without the approval of Village Council.
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- 6.9 Every firefighter or associate member shall, within 48 hours of resigning or being dismissed from his or her duties with the Hillsborough Volunteer Fire Department, deliver all fire fighting equipment or apparatus in his or her possession to the Fire Chief. The Fire Chief or Deputy Fire Chief appointed as Local Assistants shall return their cards to the Office of the Fire Marshall.


- 6.10 The equipment, apparatus and other property of the Hillsborough Volunteer Fire Department, whether purchased or donated, is the property of the Village of Hillsborough and shall be stored in the Fire Hall and no equipment, apparatus or other property shall be used for purposes other than that of fire protection or public safety without the prior approval of the Fire Chief.
- 6.11 No equipment may be purchased for the Hillsborough Volunteer Fire Department and no repairs made to equipment of the Fire Department without the prior approval of the Fire Chief or in his absence the Deputy Fire Chief.
- 6.12 The injury or death of any firefighter or associate member that occurs as a result of discharge of his or her duty at a fire, training, or while responding to or returning from an alarm shall be reported immediately to the Fire Chief or the officer acting as the Fire Chief, the Administrator and Office of the Fire Marshall.
- 6.13 Firefighters and associate members are encouraged to organize and Participate in such social and/or promotional events that are considered to be of general benefit to the Fire Department, for fire related activities and are encouraged to keep village council informed of any significant events.
- 6.14 No person shall:
- a) be on the premises of the Fire Station between the hours of midnight and 7 a.m. without the prior authorization of the Fire Chief,
 - b). engage in gambling activities, except those held for fundraising purposes and which have received the prior approval of the Fire Chief and Village Council, while on the premises of the fire station or,
 - c). be in the operational portion of the fire station while under the influence of intoxicating liquors or while his or her faculties are or may be impaired by the operation of prescription or non-prescription medications or drugs.
 - d). smoke while in the fire station

6.15 No constitution or by-law of the Hillsborough Volunteer Fire Department shall conflict with this policy statement or intend to restrict the authority of the Fire Chief in a manner that is inconsistent with this policy statement.

Adopted by the Council of the Village of Hillsborough this 10th day
Of May, 2007



Mayor



Clerk