



**BY-LAW NO. 2023-02**

**A BY-LAW OF THE MUNICIPALITY OF DOAKTOWN  
RESPECTING THE FIRE DEPARTMENT**

The Council of the Municipality of Doaktown duly assembled enacts as follows:

**1. INTERPRETATION**

In this By-Law,

- (a) "Department" means the Doaktown Fire Department
- (b) "Member" includes all personnel of the Doaktown Fire Department
- (c) "Fire Fighter" volunteer firefighters of the Doaktown Fire Department
- (d) "Fire Chief" means the Fire Chief appointed by the Council under the Municipalities Act of New Brunswick
- (e) "Officers" means all ranks above firefighter
- (f) "Off Road Rescue" means a rescue taking place on unsurfaced roads, trails or tracks, made of such materials as sand, gravel, riverbeds, peat moss, mud, snow, rocks and such other natural terrain.

**2. ORGANIZATION**

- 2.1 The Fire Department shall be a "volunteer" component. Component function under and are subject to the direct supervision of the Fire Chief or the Deputy Chief or his/her designates.
- 2.2 The Department shall be subject to the provisions of this By-Law and to the control and supervision of the Municipal Council of the Village of Doaktown.
- 2.3 In addition to the Chief of the Department, the Department shall consist of a Deputy Chief, Captains, Lieutenants, and other uniform personnel as from time to time may be deemed necessary.
- 2.4 All members of the Doaktown Fire Department shall respond promptly, as required, to protect life, property and the environment.
- 2.5 The Fire Chief or Scene Commander (first on call) shall have direct charge at all Response Calls. He shall direct Operations with assistance of the Deputy Chief. He shall, subject to the approval of the Council, have administrative and operational jurisdiction over all matters pertaining to the Doaktown Fire Department.
- 2.6 The Deputy Chief is subordinate to the Fire Chief. In the absence of the Chief, he shall have all power of and perform the duties of the Fire Chief.
- 2.7 The Village of Doaktown shall supply all protective equipment and clothing for the Fire Department, provided that the Department may purchase such equipment as seems desirable from time to time.
- 2.8 An equipment ledger shall be kept of all equipment of the Department. This ledger shall contain a detailed inventory of all equipment.
- 2.9 The Fire Department shall respond to all fires within the Village limits and all mutual aid areas as per signed agreement. The Fire Department shall attend calls outside of the area as requested by our mutual aid partners (ex. Upper Miramichi, Blackville and Chipman).
- 2.10 The Fire Department shall see to it that the Village NEVER be left without proper Fire Protection.

2.11 The Fire Department will respond to "Off Road Rescue" within its jurisdiction with proper equipment, qualified training personnel and maintaining proper fire protection to the Village.

### **3. RESPONSIBILITIES OF FIRE CHIEF**

- 3.1 The Fire Chief is responsible to Council, through the Councillor-in-Charge of the Department, for the administration and operation of the Department. Additionally, he:
- a) shall make General Orders and Rules as may be necessary for the care of the property of the Department, the conduct of Members of the Department and, generally, the efficient operation of the Department, provided that such General Orders and Rules shall not conflict with the provisions of any By-Law of the Village;
  - b) shall review, periodically, Policy, and Procedures of the Department. He may establish an Advisory or Study Committee consisting of such officers as he may determine from time to time to assist in his duty;
  - c) shall take proper measures for prevention, control and extinguishments of fires and for the protection of life and property. He shall ensure enforcement of all Municipal By-Laws respecting Fire Prevention. The Fire Chief shall exercise the powers and duties imposed by the Fire Prevention Act of the Province of New Brunswick Chapter F-13;
  - d) is responsible for the enforcement of this By-Law;
  - e) shall report all Fires to the Fire Marshal as required by Provincial Law;
  - f) shall have authority to suspend any member of the Volunteer Force for violation of the Rules and Regulations of Policies of the Doaktown Fire Department. The Procedure outline in S.4 will be applicable;
  - g) shall submit to Council, an annual Report of the Department.
  - h) shall approve every decision and or possible change in the Fire Department providing it has gone through the proper chain of command.

3.2 The Deputy Chief shall report to the Chief and carry out the orders of the Chief. In the absence of the Fire Chief, he possesses all the powers and duties of the Fire Chief and shall perform all duties of the Fire Chief.

### **RULES GOVERNING FIRE CHIEF'S POSITION**

- 3.3 Fire Chief must be available on a continuous basis, work or reside in the District we serve (Village of Doaktown or surrounding community or as agreed by Village Council). The Fire Chief may work outside the community on a daily basis.
- 3.4 Fire Chief may request a three (3) month Leave of Absence at the discretion of Council once during his/her four (4) year term but must hand over all duties as Chief to the Deputy Chief during his/her absence.

### **ELECTION OF FIRE CHIEF**

- 3.5 Election for Fire Chief must be held every four (4) years at a term and date decided by Council. Election must not fall in the same year as Municipal Elections. It is Council's desire to have the Election for Fire Chief held not less than twelve (12) months and not more than twenty-four (24) months after the Municipal Election.
- 3.6 Those running for Fire Chief must be a Member of the Fire Department in good standing and must have completed Level 1 training.

#### **4. VOLUNTEER FIREFIGHTERS - RULES AND REGULATIONS**

4.1 The following articles reflect the rules and regulations governing volunteer fire fighters with the department.

##### **4.2 RECRUITING AND RETIREMENT**

4.2.1 A person is qualified to be appointed a member of the volunteer Doaktown Fire Department who:

- (a) is of good character, criminal record check completed.
- (b) passes aptitude, physical, and other recruitment tests as may be required by Policy and the Fire Department;
- (c) is medically fit so verifies by certification from a Physician.
- (d) resides in the service district and continues to do so while serving as a Volunteer Firefighter within the Department.
- (e) must have Level 1 within 12 months (as long as the course is offered).

4.2.2 Appointments as a volunteer Firefighter shall also be made by the Officers of the Fire Department Committee from fire department and in making such appointments the Council shall consider recommendations from the Fire Chief.

4.2.3 Applications for position of Volunteer Firefighter shall be made on a form provided by the Fire Chief.

4.2.4 A person appointed as a volunteer Firefighter of the Fire Department shall be on probation for a period of twelve (12) months during which period the probationary member shall take such special training and examinations as may be required.

4.2.5 If the probationary volunteer Firefighter fails any such examination or tests, the Fire Chief of the Department may immediately recommend to the Council the dismissal of the probationary member for cause.

##### **4.3 LEAVE OF ABSENCE AND SICK LEAVE**

4.3.1 Leave of Absence shall be granted to any volunteer Firefighter for a six (6) month period, during which time no replacement shall be required. No further leave of absence shall be granted until three (3) years have elapsed. However, individual cases may be decided upon by the Fire Chief and the Officers of the Fire Committee.

##### **4.4 PAY AND ALLOWANCES**

4.4.1 All volunteer Firefighters of the Doaktown Fire Department shall receive an honorarium for service based on hours of service.

4.4.2 Volunteer Firefighters may be paid allowances for travel, courses, and similar activities as may be determined by the Councillor-in-Charge.

4.4.3 The Fire Chief will be paid a \$50.00 cellular phone fee monthly.

##### **4.5 PROMOTIONS**

4.5.1 All promotions within the volunteer Department shall be made by the Officers of the Fire Department Committee, taking into consideration, ability and experience and any recommendations by the Fire Chief of the Department.

## **4.6 GRIEVANCE PROCEDURE**

4.6.1 A grievance from any volunteer Firefighter with respect to a matter of discipline shall be made in writing to the Chief or the Officer in Charge of. If the grievance cannot be settled between the Chief and the volunteer Firefighter, the volunteer Firefighter may bring the matter before the Council.

### **ATTENDANCE AT FIRES AND MEETINGS**

4.6.2 Unless excused by the Fire Chief, volunteer Fire Personnel shall attend all emergency incidents when paged. This sub-section does not apply to a Firefighter who is on sick leave or leave of absence or can justify his/her absence when asked to do so.

4.6.3 The Fire Chief and Officers will have the right to deduct from the volunteer Firefighters annual allowance for not attending fires and/or other activities authorized by the Fire Chief. Members must commit forty (40) hours per year to the Fire Department to be considered a member in good standing.

4.6.4 Volunteer Firefighters shall attend all training exercises or training courses designated by the Fire Chief or justify his/her absence when asked to do so.

4.6.5 All volunteer Firefighters shall attend a regular meeting once a month or justify his/her absence when asked to do so (i.e. working, sick, etc.).

4.6.6 The Volunteer Force shall submit a report to the Fire Chief on all fires attended, giving full details of their attendance, work performed at such fires, etc. As well, volunteer members shall return to the Fire Station following fires for clean-up, making necessary hose beds and other duties as deemed necessary by the Chief or designates.

4.6.7 Once a year the Fire Chief shall have a general meeting with volunteer Firefighters.

4.6.8 Doaktown Fire Department will respond to Ambulance assistance calls but may only assist on lifts and medical first responders must have proper training.

4.6.9 Volunteer Firefighters must respond to call in proper Personal Protective Equipment (PPE).

4.6.10 Volunteer Firefighters cannot respond to calls in their own vehicle (under Chief's discretion).

4.6.11 All members of the Doaktown Fire Department are expected to conduct themselves in a respectable manner in public while performing Fire Department duties as well as when they are not performing Fire Department duties.

## **5. JUNIOR FIRE FIGHTERS**

5.1 The following articles reflect the rules and regulations governing junior fire fighters with the department.

(a) must be 17 plus years of age with parent's written consent

(b) must be able to complete all training

(c) must respond to all calls but is not permitted to be in the "Hot Zone" unless the Chief, Deputy Chief or Officer permits him/her to supervise.

**6. EFFECTIVE DATE**

This By-Law shall come into effect on the date of the enactment thereof.

READ THE FIRST TIME IN ITS ENTIRETY: Karen Petitpas

READ THE SECOND TIME BY TITLE: Karen Petitpas

READ THE THIRD TIME BY TITLE: \_\_\_\_\_

ENACTED ON THIS DATE: \_\_\_\_\_

\_\_\_\_\_  
Art O'Donnell  
Mayor

\_\_\_\_\_  
Karen Petitpas  
Clerk