



BYLAW NO. 397/19 FIRE DEPARTMENT ESTABLISHMENT BYLAW

A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO ESTABLISH A VOLUNTEER FIRE DEPARTMENT

The Council of the Town of Strasbourg in the Province of Saskatchewan, under the provision of Subsection 8(1) of *The Municipalities Act*, enacts as follows:

1. DEFINITIONS

1.1. In this Bylaw:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Defensive Firefighting** - Protecting surroundings from nearby fire; nothing is to be gained by firefighting offensively.
- d. **Entity** - A municipality, municipal government, First Nations band, provincial government, person, or other properly constituted authority, organization, or agency who may, through written agreement, receive firefighting and rescue services from the SDFR.
- e. **Fire Hall** - The premises owned by the Town that is used for housing the fire trucks and all other related equipment.
- f. **National Fire Code** - The Code declared to be in force pursuant to Subsection 3(1) of *The Saskatchewan Fire Code Regulations*.
- g. **Offensive Firefighting** - Entering a burning structure when a live person is known to be inside or something of significance is to be gained all while wearing approved breathing apparatuses.
- h. **SDFR** - The Strasbourg & District Fire & Rescue (SDFR) volunteer fire department appointed pursuant to this Bylaw.
- i. **Town** - The Town of Strasbourg and its employees whose employment requires them to undertake certain works under this Bylaw.

2. ESTABLISHMENT & PURPOSE

- 2.1 The Strasbourg & District Fire & Rescue (SDFR) department is hereby established.
- 2.2 Any previous written reference to either Strasbourg Fire Department, Strasbourg and RM 220 Fire Department, or any related combination thereof, shall now be known as the Strasbourg & District Fire & Rescue (SDFR).
- 2.3 The Council shall, by resolution, appoint fire department personnel for the following purposes:
 - 2.3.1 To maintain and operate the fire trucks, firefighting equipment, and rescue equipment for providing firefighting and rescue services within the Town and other entities who have signed service agreements and municipal aid agreements with the Town;
 - 2.3.2 To control, supervise, and manage the premises known as the Fire Hall and all the equipment contained therein;

- 2.3.3 To ensure to Council's satisfaction that adequate fire protection and rescue services be provided for the safety and welfare of the Town and all other entities with signed service agreements;
 - 2.3.3.1 However, due to the limitations as a volunteer fire department, the SDFR cannot guarantee fire and rescue service to the Town or to the other entities with signed service agreements at all times.
 - 2.3.4 To promote and encourage preventative fire measures in the Town and in all other entities with signed service agreements;
 - 2.3.5 To regulate the conduct and assistance of persons present at fire and rescue sites.
- 2.4 The SDFR shall be responsible for:
- 2.4.1 Fire protection, including:
 - a. Offensive firefighting;
 - b. Defensive firefighting;
 - c. Fire investigations;
 - d. Fire prevention;
 - e. Educational programs.
 - 2.4.2 Rescue service, including:
 - a. Extrication;
 - b. STARS landing assistance;
 - c. Basic rope rescue;
 - d. Structural collapse support operations;
 - e. Confined space entry and grain rescue;
 - f. Trench rescue support operations;
 - g. Assist in search and rescue;
 - h. Rapid intervention rescue.
 - 2.4.3 Dangerous goods support operations;
 - 2.4.4 Mutual aid assistance with EMS;
 - 2.4.5 Mutual aid assistance with other fire departments.

3. SDFR COMPOSITION

- 3.1 The SDFR shall consist of a Fire Chief and a maximum of 40 volunteer firefighters.
- 3.2 The Fire Chief may recommend appointment of up to five (5) officers, including three (3) Deputy Fire Chiefs, one (1) Training Officer, and one (1) Safety Officer from among the volunteer firefighters.
- 3.3 All members of the SDFR shall be appointed by Council and shall sit at the discretion of Council. Council shall accept recommendations for such appointments from the existing Fire Chief or Deputy Fire Chiefs.
- 3.4 The Fire Chief, or in lieu of the Fire Chief, the Deputy Fire Chiefs, shall be required to sit on the Town Emergency Measures Organization (EMO) Committee.
- 3.5 The organizational structure of the SDFR in relation to Council, Administration, and the public is depicted in Schedule "A" of this Bylaw.
- 3.6 The Council shall be given written notice by the Fire Chief of any vacancy occurring within the SDFR, and such notice is to be given within ten (10) days of its occurrence.
- 3.7 Resignation of the Fire Chief or Deputy Fire Chiefs shall be made to Council in writing.

4. JURISDICTION & BOUNDARIES

- 4.1 The Council may, from time to time, enter into an agreement with any other entity for the furnishing of firefighting and rescue services on such terms as agreed upon, including the setting and payment of charges for such services.
- 4.2 The Council may, from time to time, upon the request of any other entity, provide and charge such entity for firefighting and rescue services.
- 4.3 The SDFR shall not enter into any contracts or lease agreements for service to another entity. All such contracts and lease agreements must be approved and signed by Council.
- 4.4 The Fire Chief shall assume the authorities, duties, and responsibilities of Local Assistant to the Fire Commissioner for the Province of Saskatchewan pursuant to *The Fire Safety Act* and this Bylaw.
 - 4.4.1 While the Fire Chief is operating under *The Fire Safety Act*, Council has no jurisdiction to supersede or obstruct decisions or actions taken by the Fire Chief in relation to performing his or her duties under the *Act*.
- 4.5 The Fire Chief shall have complete responsibility and authority of the SDFR, as directed by the Council to which they shall be responsible. In particular, they shall be required to carry out all fire protection activities and such other activities as Council directs, including but not limited to:
 - 4.5.1 Rescue;
 - 4.5.2 Incidents involving fire and/or explosion;
 - 4.5.3 Other incidents presenting a danger to the public;
 - 4.5.4 Fire prevention and public education;
 - 4.5.5 Pre-fire planning;
 - 4.5.6 Disaster planning;
 - 4.5.7 Community planning;
 - 4.5.8 Training.
- 4.6 The Fire Chief, or in their absence, the senior ranking volunteer member present, shall have control, direction, and management of any SDFR apparatus, equipment, or personnel at any operation or incident involving the SDFR and where a member is in charge, they shall continue to act until relieved by an officer authorized to do so.
- 4.7 The Fire Chief, subject to the approval of Council, shall establish rules, regulations, policies, and committees necessary for the proper organization and administration of the SDFR including:
 - 4.7.1 Use, care, and protection of the SDFR apparatuses, equipment premises, and property;
 - 4.7.2 The complete welfare, development, organization, conduct, and discipline up to and including termination of the officers, and volunteer members of the SDFR;
 - 4.7.3 Routine and special operations of the SDFR;
 - 4.7.4 Training.
- 4.8 The Fire Chief, in tandem with Council, shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances, in their opinion, make such fires hazardous.

5. POWERS, DUTIES, AND RESPONSIBILITIES OF SDFR & COUNCIL

- 5.1 The Fire Chief shall schedule instruction and training sessions for the development and improvement of knowledge and skills of the officers and volunteer members of the SDFR at least once per month. Records of training sessions, instructions given, and each volunteer members' progress shall be kept.
- 5.2 The Fire Chief may schedule general meetings for the SDFR officers and volunteer members as needed where general administration, committee activities, and common concerns can be heard and addressed.
- 5.3 The Fire Chief, and any Deputy Chiefs, shall attend any regularly-scheduled or committee meeting of Council when called upon to do so at the request of either party, as well as attend any meeting as called upon by the representatives of entities with service agreements to debrief fire and rescue events.
- 5.4 The Fire Chief shall maintain a log for the SDFR which shall record information including, but not limited to:
 - 5.4.1 Fire and rescue responses;
 - 5.4.2 Non-fire emergency responses;
 - 5.4.3 False alarms;
 - 5.4.4 Fire prevention activities;
 - 5.4.5 Training sessions;
 - 5.4.6 Membership attendance;
 - 5.4.7 Apparatus and equipment – gains and losses;
 - 5.4.8 Public relations activities.
- 5.5 The Fire Chief, or his or her designate, shall hand in all call-out reports to the Town. The Town shall then issue a service bill for all fire and rescue events attended by the SDFR.
- 5.6 The Fire Chief shall compile an annual report on the SDFR activities for presentation to Council before the 28th day of February annually. The presentation shall summarize a detailed report on but not limited to:
 - 5.6.1 Fire department responses;
 - 5.6.2 Membership status and attendance;
 - 5.6.3 Training and administration meetings;
 - 5.6.4 Training overview, schools attended and/or hosted;
 - 5.6.5 Fire prevention and public education;
 - 5.6.6 Membership recognition;
 - 5.6.7 List of serviced entities.
- 5.7 The Fire Chief shall, before the 28th of February of each year, prepare an inventory of all fire equipment of the SDFR for the Council's asset management purposes, and shall indicate on such inventory the working condition of each piece of equipment. One copy of each annual inventory shall be forwarded to Council to be held in the municipal records, and one copy shall be held in the records of the SDFR.
- 5.8 The Fire Chief shall, upon completion of the annual inventory, shall consult with the Town Administration and provide input into the operating and capital budget of the SDFR for the following year, which shall be completed before the 28th day of February annually. Upon approval by Council, this budget shall be included and form part of the municipal budget. The budget recommendations shall include, but are not limited to:
 - 5.8.1 Remuneration;
 - 5.8.2 Fire hall and property maintenance;

- 5.8.3 Utilities;
 - 5.8.4 Apparatus and equipment fuel;
 - 5.8.5 Equipment acquisition;
 - 5.8.6 Training;
 - 5.8.7 Fire prevention and public education;
 - 5.8.8 Membership recognition.
- 5.9 The Fire Chief shall try to maintain a list of volunteers who may be called upon by the SDFR for assistance, should additional people be required in the extinguishing of fires, fire prevention campaigns, fire education, and so forth.
- 5.10 No volunteers shall vote on SDFR matters unless appointed to the SDFR by Council.
- 5.11 The SDFR may, by fundraising campaigns, assist Council in the purchase of additional assets as deemed necessary in the opinion of Council and the Fire Chief.
- 5.12 The Fire Chief shall ensure that all fees, donations, and grants to the SDFR are made payable to the Town and that any monies received by the SDFR appear in the records of the Town to be used for fire and rescue protection. Council shall provide the Fire Chief with an annual accounting of all fire protection revenues and expenditures.
- 5.13 Council shall, before approving the municipal budget or the SDFR budget annually, set aside a portion of municipal revenue for fire and rescue protection. Council shall determine how these revenues are to be used, but shall give due consideration to the National Fire Code regulations, the recommendations of the Provincial Fire Commissioner, the recommendations of the Fire Chief, and to the general financial position of the Town in arriving at a decision regarding such revenues and expenditures.
- 5.14 The Fire Chief, and the volunteer firefighters under the supervision of the Fire Chief, shall control, manage, and operate the fire equipment and facilities, as well as provide approved firefighting and lifesaving training to all SDFR members within the budgetary allowances approved by Council.
- 5.15 The Fire Chief and Council shall mutually agree upon a sum of money deemed sufficient to cover any necessary emergency repairs to the fire trucks and crucial rescue equipment. It shall be the responsibility of the Fire Chief to maintain equipment in working order as provided in the budgetary allowance.
- 5.16 Council is responsible for setting a remuneration pay structure for the SDFR, as per Schedule "B" of this Bylaw.
- 5.17 Council shall ensure that adequate personal injury, death, and liability insurance be maintained for the SDFR, and such coverage to be provided out of the municipal budget for fire protection.
- 5.18 Council and the SDFR shall work in tandem to jointly approve any and all advertising campaigns, logo designs, and promotional materials in relation to the SDFR.
- 5.19 All correspondence in relation to the SDFR shall be sent and received by the Town Administration.

6. SDFR REQUIREMENTS

- 6.1 The Fire Chief, subject to approval of Council, shall establish Standard Operating Procedures (SOPs) to guide the SDFR in its day-to-day operation. These SOPs shall insofar as practical and reasonable provide guidance for the SDFR officers and volunteer members in the emergency responses and routine operations that may or are expected.
- 6.2 The SDFR shall be provided with a separate and dedicated system by which to receive emergency incident notification.
- 6.3 The SDFR shall have a notification system in place to call SDFR officers and volunteer members to emergency responses. A list of names and phone numbers of all officers and volunteer members of the SDFR shall be kept current and provided to Council, the officers, and members, as well as posted in the Fire Hall whether part of the call system or not.
- 6.4 The Fire Chief, and any officer or member of the SDFR acting pursuant to this Bylaw, shall have full knowledge of the provisions and powers granted by *The Fire Safety Act*.
- 6.5 The Fire Chief and all volunteer members of the SDFR are required to fill out and sign an application form, as well as submit a criminal record check, to be considered for membership on the SDFR.
- 6.6 The Fire Chief, or in the absence of the Fire Chief, the volunteer member who assumes the duty of incident commander at a fire or rescue scene, shall be responsible for responding to any media inquiries.
- 6.7 The Fire Chief and all volunteer members of the SDFR are required to sign a confidentiality agreement with the Town.
- 6.8 The Fire Chief, officers, or volunteer members may obtain assistance from other officials and employees of the Town under the jurisdiction of this Bylaw as they deem necessary in order to discharge their duties and responsibilities under this Bylaw.
- 6.9 Failure to comply with the regulations of this Bylaw shall make any or all members of the SDFR liable to dismissal from the SDFR, entirely at the discretion of Council.

7. SDFR FUNDRAISING ACCOUNT & AUXILIARY

- 7.1 At the approval of Council, the SDFR may maintain their own separate bank account for depositing fundraising money that the SDFR earned through fundraising activities.
- 7.2 This bank account can be used to purchase uniforms, assist Council in purchasing equipment and other assets, and membership recognition events.
- 7.3 The Fire Chief shall supply a financial statement of the fundraising bank account annually by the 28th of February to Council.
- 7.4 At the approval of Council, an SDFR Auxiliary group may be created to assist the Council and SDFR with fundraising events and campaigns. The SDFR Auxiliary can consist of any volunteer community members.

8. REPEAL

8.1 Bylaw No. 240/94, being a Bylaw to Establish a Fire Department, is hereby repealed.

8.2 Bylaw No. 362/16, being a Bylaw to Amend Bylaw 240/94, is hereby repealed.

9. SEVERABILITY

9.1 A decision of the court that one or more of the provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts thereof with respect to this Bylaw.

10. EFFECTIVE DATE OF BYLAW

10.1 This Bylaw shall come into force and take effect on the final date of passing by Council.





Mayor


Administrator

Subsection 8(1) of The Municipalities Act

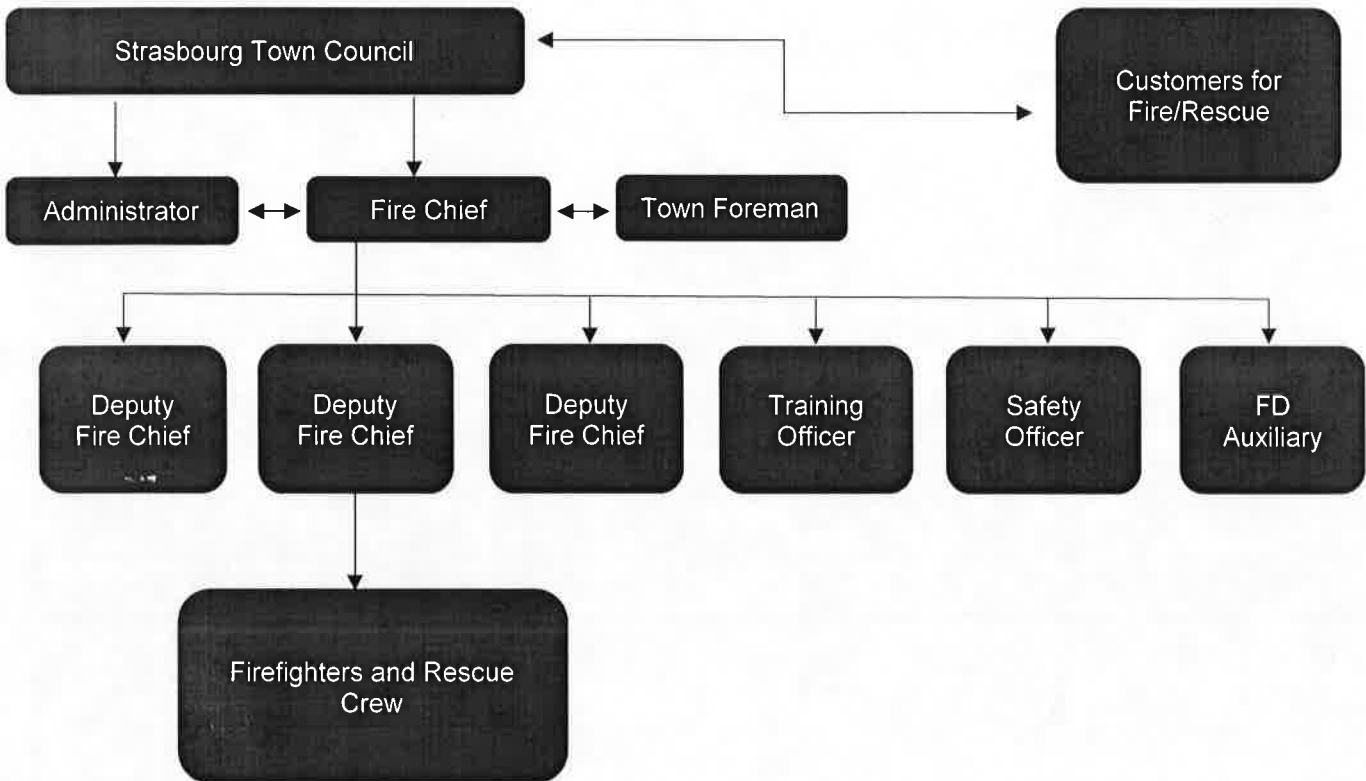
Certified to be a true copy of Bylaw
No. 397/19 adopted by the Council
of the Town of Strasbourg, on the
14th day of August, 2019.

[SEAL]

Administrator



SCHEDULE "A" to Bylaw 397/19 Fire Department Organizational Structure





**SCHEDULE "B" to Bylaw 397/19
Fire Department Remuneration**

Firefighter Position	Hourly Pay Rate
Fire Chief	\$20.00
Deputy Fire Chief	\$19.00
Training Officer	\$18.00
Safety Officer	\$18.00
Firefighter Level 3	\$16.00
Firefighter Level 2	\$15.00
Firefighter Level 1	\$14.00
Junior Firefighter	\$12.00