

Fort Smith Volunteer Fire Department

Recruits

Performance Standards:

1. Obtain Standard First Aid and CPR certification.
2. Demonstrate an ability to work effectively in a team environment with other firefighters.
3. Demonstrate a commitment to the fire service through regular attendance at meetings, training events, etc.
4. Meet the objectives as outlined in the Firefighter job description.

Evaluation Criteria:

1. Recruits will be made aware of Departmental expectations.
2. Recruits will be kept aware of their progress.
3. Input regarding fire service suitability of recruits will be obtained from other members periodically.
4. Recruits will be provided with appropriate training and protective equipment to ensure their safe participation at emergency and training events.
5. Recruits will be advised of any deficiencies as and when required.
6. A one-year probation period will be in effect for all new recruits.

Fort Smith Volunteer Fire Department

Firefighter Job Description

1. Responsible to Officers of the Fire Department. Once assigned to an Officer at a fire or training session or emergency scene, he/she shall stay with and take orders from that Officer until Officer dismisses.
2. Responsible to obey all rules and regulations of the Fire Department.
3. Shall make complaints about an Officer to the Fire Chief in writing.
4. Shall maintain all Fire Department equipment as required by an Officer or Standard Operating Guidelines.
5. Shall take orders at an emergency scene without question.
6. Shall participate in training as required.
7. Shall not criticize the Fire Department or members in public.
8. Shall wear Fire Department clothing and accessories as required.
9. Conducts himself/herself in a professional manner while representing the Fire Department.
10. Responsible to ensure personal protective equipment is neatly stored and ready for use.
11. Responsible to ensure the Fire Hall is kept clean and tidy.

Fort Smith Fire Department Rules and Regulations

1. The Fire chief shall be in charge of and responsible for the Fire Department. The Fire Chief is appointed by the Town Council.
2. The Fire Department shall conduct its activities under the Fire Protection Bylaw of the Town of Fort Smith.
3. Officers for the Fire Department shall be put in place, as required, by the Fire Chief with input from the Members of the Department.
4. Fire Department meetings shall be held on a regular basis and it is the responsibility of each individual fire fighter to attend these training sessions.
5. Training sessions shall be held every first and third Wednesday in each month at 1900 h. During the period September to February inclusive, and at such other times as required, an additional training session shall be held on the second Wednesday of the month.
6. If a member is unable to attend a training session for any reason he/she must inform the Fire Chief or his designate. If that member has a specific training obligation or other task to perform during that training session, he/she is responsible for making appropriate alternate arrangements.
7. Failure to attend training sessions without a valid reason is cause for dismissal from the department and all privileges revoked.
8. Members must also make every attempt possible to attend any additional locally-held training programs.
9. New recruits to the Fire Department are on probation for one (1) year, during which time they must demonstrate an interest and commitment to the Department.
10. Equipment and items provided to the Firefighters such as uniforms, coveralls, licence plates, keys, etc. are provided to increase the visibility and professional feeling of the Department. This equipment must be looked after and kept for use by the individual it was issued to (e.g. jackets are to be worn only by Department members).
11. Members issued pagers and radios shall ensure they are kept in good condition and worn at all times. The loss or malfunction of a pager or radio shall be brought to the attention of the Fire Chief immediately.

12. From time to time special activities and fire prevention events will be held by the Fire Department. Members are expected to participate in the organizing of these events and must attend if possible. If unable to attend, the Fire Chief shall be informed.
13. The Firefighters are responsible for keeping the Fire Hall clean. All members shall participate in janitorial duties.
14. Facilities of the fire hall, such as the television and VCR, are available for use by all Firefighters, but must be used at the fire hall unless permission has been granted by the Fire Chief.
15. Problems arising at the Fire Hall, whether of a personal or operational nature, shall be kept at the Fire Hall. This means that Fire Department business should not be discussed at the coffee shop or other places around town. What we say, see, and do at the hall, stays at the hall.
16. Members shall not make statements to the media or other persons at a fire scene or any other place. Inquiries are to be directed to the Incident Commander or the Fire Chief.
17. Members shall act in a professional manner when representing the Fire Department at public functions.
18. Alcohol will not be allowed during any training session.
19. Smoking will not be allowed during any meeting or training session.
20. All persons driving fire apparatus must have a valid NWT Class 5 licence with air brake endorsement. The exception is in an emergency situation where no other qualified driver is available. The Fire Chief shall be informed should a member lose his or her licence.
21. No member shall drive a Fire Department vehicle under the influence of alcohol or drugs.
22. No member whose actions are impaired by alcohol or drugs shall respond to an alarm.
23. The driver of any Fire Department apparatus shall not move the vehicle until all passengers have signaled that they are in a secure position. All passengers being transported by Fire Department vehicles shall ride only in secure positions.
24. Emergency lights and sirens will only be used while responding to an emergency, in compliance with the NWT Motor Vehicles Act.
25. All Fire Department members shall be familiar with the Occupational Safety and Health Program and shall perform their duties in a safe manner. It is the duty of all members to follow safe work practices and to actively participate in making their work environment safer.

26. Every fire fighter in the department shall be trained in the use, limitations, maintenance and regulations regarding self-contained breathing apparatus (SCBA) and shall subscribe to the Fire Department Respiratory Protection Program.
27. Each member shall insure that his/her protective gear is maintained in good condition. Deficiencies or damage shall be reported to the Officer in charge or the Safety Officer. Clothing damaged such that its protective ability is impaired shall be replaced.
28. All fire fighting personnel shall wear full protective gear when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers during the response.
29. All fire fighting personnel shall wear full protective gear during training exercises unless specifically directed otherwise.
30. Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes work details, maintenance operations, and training exercises.
31. Goggles and hearing protectors must be worn as appropriate.
32. The Safety Officer is the final authority on all safety issues either at the fire scene or at the fire hall.
33. Members must keep in mind that while using their vehicles to respond to a fire call, they do not have any special privileges and are legally responsible for their actions.
34. Upon returning to the fire hall after a response or practice session, the first priority is to return vehicles and equipment to a state of readiness. All members shall assist in this, and no member shall leave until the debriefing is complete or permission is granted. The canteen will be opened only when the senior officer is satisfied with the cleanliness and state of readiness of the equipment.
35. The use of the Fire Department name on personal items such as clothing must be authorized by the Department.
36. The Rules and Regulations of the Fort Smith Fire Department shall be reviewed and accepted by the members of the department at the first meeting of each year. Changes, deletions, or additions to the regulations require approval of 75% of the membership.

97/02/12

Acceptance moved by Stephen Bennett, seconded by Chris McCallum.