

Rules of Governance

Of The

Port Williams Volunteer Fire Department

Including:

Code of Conduct

Safety Rules

General Operating Guidelines

Mutual Aid Agreement Summary

With amendments to:

March 11, 2005

OVER-RIDING CONTEXT:

The Port Williams Volunteer Fire Department (PWFD) is not an Association, Society or other form of separate legal entity. It is a part of the Village Commission structure of the Village of Port Williams (PWVC). As such, the PWVFD and its structure, membership rules of operation and conduct are, except to the extent otherwise provided by the Municipal Government Act, subject to the sole authority of the PWVC.

The PWVC shall designate at one member of the PWVC (and an alternate) to sit, ex officio, as a voting member of all standing committees of the PWVFD and notice of all meetings of the membership and the standing committees shall be provided by the PWVFD to that Commissioner.

INTENT OF THIS DOCUMENT:

The intent of this document is to provide Rules of Governance to the PWVFD: - a structure within which to govern the conduct of the membership of the organization on a day-to-day basis.

These Rules of Governance exist by the authority of a resolution of the PWVC and may be altered or withdrawn by PWVC by resolution at any time, without consultation. However, it is envisioned that such alterations would originate with a request from the executive of PWVFD to the PWVC from time to time when it is considered beneficial and to assist in better governing the relationships of the members of the PWVFD.

Schedules A and B are attached for convenience of reference only. The Mutual Aid Agreement can only be changed by the Parties to that Agreement. The House Rules may be changed by the membership, without reference to the Commission.

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Article 1: Definitions

- a. "By-Laws" means these Rules of Governance
- b. "Commission" or "PWVC" means the Port William's Village Service Commission
- c. "Department" or "PWVFD" means Port Williams Volunteer Fire Department.
- d. "May" means that a particular action is optional.
- e. "Shall" means that a particular action is mandatory.
- f. "Should" means that a particular action is recommended.
- g. "Veteran Member" means a member who has served 15 cumulative years in the Department;
- h. "Veteran Member-Active" means a member who has served 15 cumulative years in the Department, but is still an active firefighter in the Department;
- i. "Veteran Member" means a member who has served 15 cumulative years in the Department and is not an active firefighter in the Department;
- j. "Will," indicates futurity, not any degree of requirement for a particular action.

Article 2: Name

The name of this organization shall be the Port Williams Volunteer Fire Department.

Article 3: Object

The objects of the Department are to protect property, to prevent loss of lives in case of fire or other emergency, and to educate the citizens of the community in the prevention of fires.

Article 4: Jurisdiction

The Department shall operate under the jurisdiction of the Commission

Article 5: Membership

A. *Classifications of Membership*

There shall be five classifications of membership:

- 1. Probationary,
- 2. Active,
- 3. Veteran,
- 4. Veteran-Active, and
- 5. Junior.

The Department may create other classifications, with definitions, duties, and privileges to be included in the General Operating Guidelines.

B: *Probationary Members*

- 1) Definitions
 - a. Probationary Period means the 12-month term period that a member must serve with the Department before becoming an Active Member. A Probationary Member must be at least eighteen years old and have been admitted to the Department after a period of non-membership or have changed membership status from Junior or Veteran.

- b. An experienced Probationary Member is a member who has joined the Department within three months of leaving active membership in this Department or another Department or who has become a Probationary Member after having spent at least twelve months as a Junior Member.
 - c. The Executive may, at its discretion, reduce the probationary period for experienced Probationary Members.
- 2) Duties
- a. All new members shall sign for a copy of the By-Laws. By signing, they thereby agree to support and be governed by the same.
 - b. The duties of Probationary Members are the same as those of Active Members.
- 3) Privileges

Except as otherwise stated herein Probationary members have all the rights and privileges of Active Members.

- a. Probationary members:
 - i. May be issued a key after six months in the Department.
 - ii. Shall not be placed on more than one committee.
 - iii. May not hold the position of chairman of any committee.
 - iv. May not hold any firefighting office in the Department.
 - v. Shall have the right to speak on any issues concerning the Department, but not the right to vote thereon.

C: Termination of Probationary Status

- a. Notwithstanding anything herein contained to the contrary, the probationary period shall not be at an end until the Executive has reviewed the member's standing and reported to the next regular Department meeting. At this time, the Executive shall recommend approval of membership or termination of membership.
- b. The Department shall then vote on the recommendation by secret ballot.

D: Active Member

- a. An Active Member shall be a member who is at least eighteen years old and who attends at least 50% of the total of all meetings, training sessions, and alarms.
- b. If at any time, based upon the previous one-year period, the member's 12-month cumulative overall attendance in meetings, practices, and alarms, drops below 50% for a period of three months, the membership shall terminate automatically.
- c. An Active Member who wishes to be a front line firefighter must in the opinion of the Executive be able to:
 - a. Work as part of a team.
 - b. Wear a SCBA.

- c. Physically raise and lower ladders.
- d. Work on a roof.
- e. Operate a hose at 100 psi for 10 min.

E: Veteran Members

Veteran Members' have the following limited membership privileges:

- a. A Veteran Member shall have the right to a key and the use of the facilities.
- b. At the discretion of the firefighting officers, a Veteran Member may be assigned a locker and protective equipment and be asked to perform specified firefighting duties.
- c. A Veteran Member is not allowed to vote or to hold a firefighting office.

A Veteran-Active shall maintain full membership privileges.

F: Chaplain

The Department may invite local ministers and their assistants/trainees to serve as chaplains to the Department. Such chaplains shall not be required to carry out other duties in the Department unless they qualify and they so desire.

G: Junior Member

- a. Junior members shall maintain a 50% overall average on both meetings and training sessions.
- b. Junior members will not receive a key.
- c. Junior members will receive a pager only if one is available.
- d. Junior members will be issued turnout gear.
- e. Junior members' activities will be governed by the Chief or a Senior Advisor appointed by the chief.
- f. Junior members must be between their sixteenth and eighteenth birthdays.
- g. Will only attend fires if directed to do so by the Chief or a senior officer.
- h. Junior members will not attend alarms during school hours.
- i. Junior members will not attend automobile accidents.
- j. Junior members will not attend emergencies after 10:00 p.m., Sunday to Thursday during the school year.
- k. Work and school will come first, including homework, tests, etc.
- l. The number of Junior members in the Department will not exceed six (6) at any time during the year.

H: Membership Application

1. Eligibility

- a. Any person eighteen years of age or over shall be eligible to apply for membership in the Department.
- b. Any application for membership shall be denied, upon it being shown that:

- i. the proposed member has been convicted of an indictable offense under the Criminal Code of Canada; or
 - ii. the proposed member has been convicted of an offense involving the use, possession, or sale of a prohibited substance under the Narcotic Control Act or similar or substituted legislation.
- c. Any person who has been charged with and convicted of a criminal offense shall, upon obtaining a pardon and submitting evidence thereof to the Department, be eligible to apply for membership.

2. Application Procedure

- a. The applicant shall submit a formal application on the approved application form to the Executive.
- b. The Executive shall interview the applicant and move acceptance or rejection of the application at the next regular meeting of the Department.
- c. A potential new member who would like to attend practices in an observer capacity only, prior to the vote on his/her admission may be permitted to do so by the firefighting officers.

3. Voting Procedures

- a. All voting on membership applications or probation matters shall be by secret ballot.
- b. A majority vote is required to accept or reject membership applications or make decisions on probation issues.

I: Duties of Members During Alarms

- a. All members with firefighting gear, except those otherwise authorized in writing by the Executive, shall keep such gear always ready and always in the hall in case of an emergency.
- b. Each member shall answer all alarms and work under the direction of the officer in charge, who is acting through a chain of command.
- c. Members who drive their own vehicles to the Fire Hall shall do so in a prudent manner by exercising the utmost care and taking due regard for public safety.
- d. At the scene of an alarm all members shall remain with their vehicle until advised otherwise, and under no condition shall they enter a building or confined space unless advised by the officer in charge.
- e. A member who is shifted to another crew shall work under the officer in charge of that crew and, once released, shall return to his/her original crew.
- f. All members shall remain on duty until the officer in charge of the incident has dismissed them.
- g. Members shall provide medical care only to the level of training they have received.

- h. If an incident involves death or accidental loss of property, no member shall make any statement to the media without the sanction of the Chief. This does not forbid giving information to an authorized peace officer in the performance of his/her duty.

- J: Leaves of Absence
An Active Member may, by written request to the Executive may, be granted a leave of absence for a minimum of two months or a maximum of twelve months provided the leave request is confirmed by resolution at a regular meeting. A member who is granted a leave of absence shall, for the duration of the leave, return all items loaned to him/her by the Department and shall be ineligible to respond to alarms unless so designated by the officer in charge at the time of the alarm.

- K: Resignations
 - a. Any member who wishes to resign from the Department shall send a letter of resignation to the Department in the attention of the Executive.
 - b. Resignations shall be turned over to the Executive immediately on receipt.
 - c. After the Department receives a resignation letter from a member, it shall be read at the next regular meeting. At this time the resignation shall be effective and final.
 - d. The return of equipment to the Department shall be considered as a resignation. It shall be noted at the next monthly meeting, and the resignation shall be effective at that time.

- L: Termination of Membership in the Department
Membership in the Department shall be automatically terminated upon it being shown that:
 - a. the member has been convicted of an indictable offence under the Criminal Code of Canada; or
 - b. the member has been convicted of an offence involving the use, possession, or sale of a prohibited substance under the Narcotic Control Act or similar or substituted legislation, and any member who has been charged by the appropriate authorities with such an offence shall be suspended from duty and from the privileges of membership until the final determination of the charge.

- M: Reinstatement of Membership
Any persons whose membership has been terminated by the Department shall be required to wait six months before applying for reinstatement. If reinstated they shall be credited with their previous time in the Department.

Article 6: Meetings

- A: Frequency
Meetings of the Department shall be held monthly.
- B: Annual Meeting
The Annual Meeting of the Department shall be held in January.
- C: Special Meetings
Special meetings may be called at any time by the Secretary on request of the Chief or any eight Active Members, provided three days' notice is given to all members.
- D: Presiding Officer
The presiding officer shall be the President. If the President is absent, a presiding officer shall be chosen by a majority vote of votes cast.
- E: Quorum
A quorum shall consist of eight Active Members.
- F: Strangers At Meetings
Only Department members and members of the Commission may be present in the room when Departmental business is being conducted.

Article 7: Nominations and Elections

- A: Nominating Committee
 - a. The Nominating Committee shall consist of three fire fighters who have been in the Department for at least three years. The Deputy Chiefs, Secretary, Treasurer, and President are not eligible to be members of the Nominating Committee.
 - b. The members of the Nominating Committee shall serve three-year terms and be elected by secret ballot at the annual meeting.
 - c. At the 2001 annual meeting, one member shall be elected for a term of one year, one shall be elected for a term of two years, and one shall be elected for a term of three years. When the terms of these members expire, their replacements shall be elected for terms of three years.
 - d. The Chief shall be an *ex officio* non-voting member of the Nominating Committee, except when it prepares the nomination for the position of Chief.
 - e. The Nominating Committee shall post its nominations at least 7 days before any election.
- B: Tellers
The President shall appoint two members to act as tellers.

- C: Election to Office
 - a. Election to office shall require a majority vote of votes cast. The number of votes received by an individual shall not be disclosed to the floor.
 - b. Election for the Chief Deputy Chiefs, President, Secretary, and Treasurer shall be conducted by secret ballot at the annual meeting, at which time further nominations may be received from the floor.
 - c. The Chief and the two Deputy Chiefs shall appoint the Captains.

- D: Executive

The elected members of the Executive shall be nominated from the floor and elected at the annual meeting.

- E: Vacancies in Office
 - a. If a vacancy occurs in any office, the Nominating Committee shall nominate a replacement for this office at least 7 days before the next regular meeting, at which time further nominations shall be received from the floor.
 - b. If the adoption of the Nominating Committee report would create a vacancy in another office or offices, the Nominating Committee shall be prepared to make nominations to these offices at the same meeting.
 - c. Election to fill a vacancy shall be by secret ballot at the next regular meeting.
 - d. Election procedures of the annual meeting shall be followed.

Article 8: Executive

- A: Composition

The Executive shall consist of the Treasurer, Secretary, Chief, Deputy Chiefs, three elected Active Members and the Commission's appointee (or alternate).

- B: Term of Office

A person elected to the Executive shall hold office until the next annual meeting.

- C: Frequency of Meetings

The Executive shall meet at least once prior to each regular and annual meeting.

- D: Duties
 - 1) General Duties

The Executive shall have charge of all property owned by the Department or entrusted to the Department by the Commission. It shall also be responsible for carrying out the authorized policies of the Department. To this end, it shall be authorized to spend up to \$100 per month without prior authorization from the

Department. The Executive shall present to the Department a written monthly report on its activities.

2) Authority to Appoint

The Executive shall appoint the following:

- a. All standing committees.
- b. The fire police.
- c. All radio operators.
- d. The representative to the Board of Trustees of the Community Centre, who shall report to the Executive.
- e. The Recreation Representative, who shall be responsible for representing the Department on the Village Recreation Committee if requested by the Commission.

3) Review of Documents

The Executive shall annually review and may recommend changes to the documents governing the Department and its members. Such changes (if any), excepting changes to House Rules, shall be submitted to and be subject to the approval of the Commission. Documents governing the Department and its members include, but are not necessarily limited to, the By-Laws, the Code of Conduct, and the House Rules. The Executive shall provide, within one month of any amendments, up-to-date copies of these documents to all Active Members and, on request, to individual Veteran Members.

4) Discipline

- a. The Executive shall be responsible for dealing with member discipline. In particular, any member shall be liable to dismissal for violation of the Code of Conduct. The Executive shall meet within two weeks of receipt of a written complaint of misconduct.
- b. After advising the member of the complaint and meeting once with the member whose conduct has been the subject of the complaint to hear the member's position through the member or a representative chosen by the member, the Executive may:
 - a. dismiss the complaint or
 - b. recommend the removal for disciplinary reasons of any officer from his/her office and of any member from the Department. Such removal shall require one month's notice and a two-thirds majority vote of the Department and confirmation thereof by the Commission; or
 - c. issue and impose warning and/or suspensions as penalties for offences it deems warrant such sanctions.

Any member subject to disciplinary action shall have the right to appeal the decision of the Executive to a meeting of the Department, and in the event of dismissal of the appeal, to the Commission.

- 5) Membership
 - a. The Executive shall endeavour to maintain a full complement of firefighters by inviting membership applications from all persons believed to be interested in joining the Department. It shall inquire into the character of all persons applying for membership and shall report at a regular meeting.
 - b. The Executive shall be responsible for seeing that a copy of this document signed for and received by each new member. It shall review and discuss with each probationary member the record of that member at the end of each month and of the twelve-month probationary period.
 - c. The Executive shall be responsible for maintaining the attendance records for all alarms, training sessions, and meetings and shall post the percentages monthly. It shall report on any member below the required percentages.
 - d. The Executive shall receive and present all resignations.
 - e. The Executive shall maintain a list of the names of all members, who have served at least three years in the Department, who are eligible to receive dress uniforms when Departmental resources permit.

- 6) Communications
 - a. The Executive shall oversee all radio and telephone communications of the Department. To accomplish this, it shall ensure that all radio operators are instructed in the proper use of radio equipment as specified by the Department of Communications and the former Western Nova Scotia Firefighters' Association.
 - b. The Executive shall keep an accurate record of all alarms and maintain a log of all radio and telephone communications.
 - c. The Executive shall be responsible for the proper operation and instruction on the use of the computer and accessories.

- 7) Community Relations

The Executive shall be responsible for publicizing the Department to the Community whenever possible. It may designate a member to be responsible for Public Relations.

- 8) Annual Banquet
 - a. The Executive shall book the Community Centre, the caterers, and any entertainment.
 - b. The Executive shall be responsible for organizing all aspects of the Annual Banquet, including a program for the evening that includes the presentation of awards to members.

Article 9: Officers

A: Administrative Officers

The administrative officers shall consist of the President, Secretary, and Treasurer.

B: Firefighting Officers

- a. The firefighting officers shall consist of the Chief two Deputy Chiefs, and three Captains. The Two Deputy Chiefs shall be designated 1st Deputy Chief and 2nd Deputy Chief by the Chief after the election.
- b. The firefighting officers shall be chosen from among the members who have been appointed pump and vehicle operators.
- c. The firefighting officers, acting as a group, shall appoint the pump and vehicle operators.
- d. A firefighting officer must:
 - a. Be a front line firefighter.
 - b. Have had at least three years of active service in the Department.
 - c. Has been a pump and vehicle operator.
 - d. Attend at least 65% of all practices.
 - e. Follow the chain of command.
 - f. Be able to lead by example.
 - g. Be willing to take command of the scene at alarms and practices.
 - h. Pass in written reports to the Chief one week before each officers' meeting.
 - i. Plan and set up training sessions when required.
 - j. Be willing to take on extra responsibility when required.

C: President

The President shall preside at all regular and special meetings.

D: Secretary

- a. The Secretary shall record the minutes of all regular and special meetings and shall post these minutes at least one week before the next regular meeting.
- b. The Secretary shall compile and distribute all Department correspondence other than that for which the special and standing committees are responsible and issue notice of all Department special meetings.
- c. The Secretary shall keep on file all documents relating to the business of the Department.
- d. The Secretary shall notify applicants for membership of their acceptance or rejection within seven days of the meeting at which the application was acted upon.
- e. Within seven days of a dismissal, the Secretary shall notify the member of the dismissal and shall include a copy of the property return report supplied by the Quartermaster.

- E: Treasurer
- a. The Treasurer shall receive and deposit all Department moneys in the bank recommended by the Department and pay out moneys only after bills are approved at a regular or annual meeting or by the Executive.
 - b. The Treasurer shall maintain the records of all financial transactions of the Department and report to the Finance Committee.
- F: Chief
- 1) Duties When There Is No Alarm: The Chief shall generally:
 - i. organize and supervise all training programs unless a training officer has been appointed to do this;
 - ii. have authority to make necessary repairs when time does not permit the calling of a meeting;
 - iii. call a meeting of the firefighting officers at least once every month;
 - iv. present a written report at each regular meeting;
 - v. represent the Department at all outside meetings or delegate a subordinate officer to carry out this task;
 - vi. be authorized to spend \$25.00 per month for personal expenses.
 - 2) Duties During An Alarm:
The Chief shall:
 - i. Take charge of the Department at all alarms.
 - ii. Direct all subordinate officers in the proper application of their equipment.
 - iii. Direct all firefighters and equipment to the scene of the alarm and while at the scene.
- G: Deputy Chiefs
- The Deputy Chiefs shall act under the direction of the Chief as assistants and shall take over the duties of the Chief in the absence of the Chief. The Deputy Chiefs shall present a monthly report to the Chief.
- H: Captains
- a) Duties When There Is No Alarm:
 - i. The Captains shall, generally:
 1. Act under the instructions of their senior officers.
 2. have the power to assemble a crew for Department purposes.
 3. take responsibility for their assigned units and equipment.
 4. report all defects or faulty equipment to the Property Committee.

5. present monthly reports to the Chief at least seven days before the monthly Departmental meeting.

b) Duties During Alarms:

- i. The Captains shall take responsibility for their assigned units and equipment.
- ii. At all alarms, on orders from the senior officer in charge, the Captains or acting Captains shall organize their crews, prepare their equipment for operation, and put the necessary equipment into operation.
- iii. The Captains shall take over the duties of the Chief in the absence of any higher-ranking officer.
- iv. On returning to the station, the Captains shall ensure that their apparatus is ready for its next call to duty.

I: General Duties of Firefighting Officers:

- a. Any member who has a percentage attendance of less than 50% overall for the previous twelve months shall not be eligible to be elected to or remain in a firefighting officer position.
- b. All firefighting officers shall carry out the legitimate instructions of a senior officer failure to do so shall be subject to a misconduct hearing. An officer who, without just cause, fails to carry out the legitimate instructions of a senior officer shall be brought before the Executive on the allegation of misconduct and misconduct procedures apply and sanctions possible.

Article 10: Committees

A: Standing Committees

1) Identification

The standing committees of the Department shall be the Finance committee, the Fire Prevention Committee the Ways and Means Committee, and the Property Committee.

2) Membership Considerations for Standing Committees

All standing committees shall consist of at least three members and shall include at least one officer and at least one member who is not an officer.

The Chief shall be ex-officio a member of all standing committees with a vote. If the Chief is unable to attend a standing committee, he may appoint a voting delegate to attend on his behalf. The Commission's appointed representative (or alternate) shall be a voting member of all Standing Committees and of the Executive, ex-officio.

3) General Duties

All standing committees are expected to give written reports at the monthly and annual meetings.

B: Finance Committee

a. Membership:

The Treasurer shall be a member of the Finance Committee.

b. Duties:

- a. The Finance committee shall prepare the Department's Budget for presentation to and acceptance by the Commission and see that it is adhered to.
- b. The Finance Committee shall prepare a monthly financial statement for approval by the Department.
- c. The Finance Committee shall prepare the annual financial statement, which shall be audited by the auditor for the Commission prior to presentation to a monthly meeting of the members.
- d. All expenditures other than from the monies raised through fund-raising by members shall be by purchase order presented to the Commission for approval (as to acquisitions) and payment. The Chief or the Chief's designate shall be responsible for assembling and presenting the purchase orders to the Village Clerk.

c. With regard to monies raised through fund-raising:

- a. Every fund raising project of the Department or its members in the name of the Department must receive the prior authorization of the Commission;
- b. The Department may maintain bank accounts in the name of the Department, used exclusively for the deposit and expenditure of money earned or donated through fund-raising. The Department shall not maintain any other type of account, nor collect any other money except as it relates to fund-raising as described in this section.
- c. The income and expenditures to and from the fund-raising accounts shall be reported in the annual financial statements;
- d. There shall be three authorized signing officers for the Department: any two of the Treasurer, Chief, and one other member of the Finance Committee chosen by them.
- e. All cheques and vouchers shall be signed by two of the signing officers.
- f. Any one of the signing officers may sign a purchase order for purchases made from the fund-raising accounts.

C: Fire Prevention Committee

The Fire prevention committee shall promote, organize, and supervise all Fire Prevention programs and activities of the Department.

D: Ways and Means Committee:

Duties:

a. With Respect To Fund Raising

The Ways and Means Committee shall be responsible for finding methods of raising funds (fund-raisers) for Department purposes.

b. With Respect To Bar Activities

i. The Ways and Means Committee shall be responsible for the supervision of all bar activities of the Department.

ii. The Ways and Means Committee shall appoint a Bar Supervisor with the following duties:

1. The Bar Supervisor shall be responsible for keys and bar supplies.
2. The Bar Supervisor shall handle all applications for bar licenses and obtain necessary signatures.
3. The Bar Supervisor shall apply for all licenses in time to assure adequate supply and authority for each function.
4. The Bar Supervisor shall pick up cheques from the Treasurer and purchase required supplies.
5. The Bar Supervisor shall take stock of liquor after each function.
6. The Bar Supervisor shall turn over keys and supplies to the work crew before each function.
7. The Bar Supervisor shall see that each work crew cleans the bar and removes empties after each function.
8. The Bar Supervisor shall make arrangements on request for bar services for other organizations renting the hall.

E: Property Committee Duties:

a. appoint the quartermaster.

i. The quartermaster shall be responsible for the distribution of all Department property listed on the Fire Department property form.

ii. The quartermaster shall report to the Property Committee.

b. keep all vehicles and equipment in proper operating condition.

c. carry out all regular maintenance and repairs to the equipment and vehicles;

d. when feasible working with the Commission to replace vehicles as required.

e. oversee the equipping, furnishing, and cleaning of all buildings occupied by the Department.

f. spend up to one hundred dollars (\$100.00) per month, if required for

Committee objectives, without prior authorization from the Department.

g. working toward planning and execution of the upgrading of the fire hall.

h. Issuance of keys. No key shall be reissued until sixty days after its loss has been reported.

- F: Sub-Committees
Each standing committee may establish sub-committees to carry out specific tasks.
- G: Special Committees
The Department may form special or *ad-hoc* committees as needed.

Article 11: Fire Police

The Fire Police shall attend fires and act under the direction of the Officer in Charge in subduing the fire, preserving, securing, and protecting property, keeping order, and preventing theft.

Article 12: Pump And Vehicle Operators

- a. All persons and members operating any vehicle on Department business shall comply with and qualify for all legal and insurance requirements for the operation of such vehicle.
- b. The operator of any such vehicle shall operate under the direction of the officer in charge of that vehicle at that time.
- c. The operator shall see that the equipment is in place on the vehicle when leaving the station and when retuning to the station.
- d. The operator of a vehicle shall at all times be responsible for its operation and return to the station unless (s)he has been replaced by the officer in charge.
- e. The operator shall at all times drive the vehicle so as to comply with the requirements of the *Motor Vehicle Act*.
- f. The operator shall proceed to and from the scene of the emergency with extreme care and at a reasonable speed.
- g. All emergency vehicles shall come to a complete stop before proceeding through stop signs and red lights.
- h. The operator shall see that the apparatus is secure at all times and shall remain at the pump panel when the pump of the vehicle is in operation.
- i. No operator shall be held responsible for any damage caused while acting under the orders of a senior officer.

Article 13: Property of the Department

- a. All buildings, vehicles, equipment, clothing, and furnishings pertaining to firefighting owned by the Commission shall be under the care of the Department.
- b. All vehicles and equipment shall be the responsibility of the officer in charge of said vehicles when answering an alarm or during practice sessions.
- c. No vehicles or equipment shall be loaned, rented, or used for purposes other than those of the Department, except in cases of emergency, without authority from the Executive or the Chief.

- d. All protective equipment shall be on loan to the individual member and shall not be taken from the Fire Station unless authorized by one of the Chief Officers.
- e. All property on loan to the individual member shall be returned to the Department if a member resigns or ceases to be a member of the Department.
- f. A member shall reimburse the Department for any equipment that is not returned after his resignation.
- g. All information stored in the Fire Department computers shall be considered the property of the Fire Department.
- h. After ten years of service, a dress uniform shall become the property of the member to whom it was issued.

Article 14: Visitors and Guests

- a. Only members of the Commission and its employees, Fire Wards, and members of the Department shall be allowed to visit the Department premises without invitation.
- b. The actions of any invited guest to the Department premises shall be the direct responsibility of the member who issued the invitation.

Article 15: Port Williams Volunteer Fire Department Veterans Association

A: Membership

All firefighters who have served fifteen active years in the Port Williams Volunteer Fire Department from the date of joining shall be members of the Port Williams Volunteer Fire Department Veterans Association.

B: Privileges

- a. All Veterans shall be eligible to receive partial updates of, or a revised copy of, this document.
- b. All Veterans shall receive a fifteen-year lapel pin upon completing the time in active service as well as a certificate stating the same. The Department shall inform the Port Williams Volunteer Fire Department Veterans Association of each member who has completed fifteen years of service

C: Fees

- a. All Veterans shall submit \$1.00 for each regular meeting of the Veterans Association.
- b. All dues moneys shall be used for the purchase of flowers, cards, and mailing fees for Veterans. These moneys may also be spent in other ways by a majority vote at any regular Veterans meeting.

- c. There shall be a bank account set up in the Association's name, which shall have chequing privileges.
- d. There may be a float of twenty-five dollars kept out at all times.

D: Meetings

- a. There shall be a minimum of five regular meetings per year.
- b. A special meeting of the Association may be called at any time by motion of the Port Williams Volunteer Fire Department.

E: Officers

- a. The officers of the Association shall be President, Secretary, and a Treasurer and the term of each of these offices shall be for one year.
- b. The election of officers shall be held the first meeting of each new year. They shall be done by nominations from the floor and a majority vote of the members present.

F: Property

All property entrusted to the Veterans Association is the property of the Fire Department. If, at any time, the Veterans Association becomes inactive, the property shall revert to the Fire Department.

Article 16: By-Laws and Amendments

- a. The Department may adopt by-laws not in conflict with the direction of the PWVC. The amendment or suspension of such by-laws shall require a two-thirds majority of votes cast at a regular meeting, subject to the approval of a resolution of the PWVC.
- b. Neither this document nor any section hereof, shall be altered, amended, or suspended except at a regular meeting, and then only by a two-thirds majority of votes cast, and in no case shall such amendment be presented unless notice has been given in writing at the previous meeting. It shall be posted on the board for that month. All By-Laws and amendments are subject to the written approval of the Commission

Article 17: MEETINGS:

- 1. The agenda for the regular meetings shall be:
 - a) Reception of new members.
 - b) Approval of the posted minutes of the previous meeting
 - c) Business arising from the minutes
 - d) Report of the Executive
 - e) Reports of Standing Committees:
 - i. Finance
 - ii. Fire Prevention
 - iii. Ways and Means
 - iv. Property
 - f) Reports of special committees

- g) Annual financial report from the Finance Committee (March meeting only)
 - h) Report of the Chief
 - i) Correspondence
 - j) New Business
 - k) Adjournment
2. The agenda for the annual meeting shall be:
- a) Approval of the posted minutes of the previous-annual meeting
 - b) Annual report of the Executive
 - c) Annual reports of standing committees:
 - i. Fire Prevention
 - ii. Ways and Means
 - iii. Property
 - d) Annual report of the Chief
 - e) Presentation and approval of the Capital and Operating Budgets
 - f) Presentation and approval of the Fund-Raising Budget.
 - g) Report of the Nominating Committee.
 - h) Election of Chief and Deputy Chiefs
 - i) Election of the non-firefighting officers in order as follows:
President, Secretary, and Treasurer.
 - j) Election of the Executive.
 - k) Election of the Nominating committee.
 - l) Correspondence.
 - m) New business.
 - n) Adjournment.
3. There shall be no committee meetings on the same day as the monthly meeting.
4. The regular meetings of the Department shall be held at 7:00 p. m. on the first Monday of each month. If circumstances do not permit a meeting to be held on the first Monday of the month, the Chief may cancel the meeting.
5. The fiscal year shall end on March 31 of each year.

Article 18: Code of Conduct

In order to foster the conditions necessary for discipline, morale, and cohesion within the Department, all members of the Department must maintain appropriate decorum and professional conduct. Also, the Community's impression of the Department can influence its effectiveness. A positive perception may be enhanced if the public sees members as comporting themselves in a manner commensurate with the standard that the Department sets both on and off duty.

1. A member of the Department shall not:
- a. Willfully absent himself/herself from fires or any other emergency in which the services of the Department are requested.
 - b. Disobey any reasonable order issued by a firefighting officer.
 - c. Arrive at an emergency scene or Department function impaired by alcohol or drugs.

- d. Become intoxicated while representing the Department in any formal or public capacity.
 - e. Verbally or physically harass or derogate another person in any manner that could be reasonably considered offensive.
 - f. No member shall consume alcoholic beverages or restricted drugs in premises occupied by the Port Williams Volunteer Fire Department.
2. Any member who has been convicted of theft or caught stealing shall be brought before the Executive.
3. Any person representing the Department shall be neat in appearance.

Article 19:
Safety Rules

- a. Riding on trucks:
 - i. No one shall ride on the trucks without wearing full turnout gear.
 - ii. There shall be a maximum of four members in the canopy of No. 1 wearing seat belts.
 - b. Entering Burning Structures
No one shall enter a burning structure alone. At least two members must enter the structure together.
 - c. Defensive Attack
There shall be no defensive attack while an interior attack is in progress.
 - d. Breathing Apparatus
 - i. No member with a week or more of beard growth shall be allowed to wear SCBA except at the Chief Officer's discretion.
 - ii. Once the Chief Officer declares that SCBA shall be worn, no one shall be involved in close or interior fire fighting without SCBA.
3. General Operating Guidelines
- Chain of Command:
- a. Chief
 - b. Deputy Chiefs
 - c. Captains
 - d. Blackhats (in order of seniority)

If no officer is available, a senior firefighter shall take command until an officer responds. All members are to take orders from the officer in charge. Fire Police (appointed by the Board) are in charge of traffic control. Other members may be assigned as needed. All units shall respond to alarms in our area (to Mutual Aid as requested).

4. Responses:

- a. Our Area:
 - i. Pumper #1
 - ii. Tanker #2
 - iii. Pumper #3
 - iv. Unit #4

will respond in this order.

- c. For MVAs, the standard response is Pumper 3 and the Van.
- d. Unit #4 is under the command of the Captain of Pumper #3 when responding to alarms in our area, unless otherwise directed by the senior officer (i.e., Chief).
- e. A SCBA should be left at the scene for the driver of each responding unit.
- f. No personal vehicles shall be at a fire or practice scene except for the officer in charge and the fire police, if needed, unless the officer in charge requests it.
- g. When an assigned task is completed, report to your unit or Department Officer.
- h. When entering a building, teams of two or more members shall be used. Go in as a team, and come out as a team. All members shall have full turnout gear on at alarms and practices. Responding officers shall put gear on as soon as possible.
- i. All units shall be checked over by the officer and driver to make sure the unit is ready to respond to the next alarm or practice (e.g., oil level, primer, etc.). When returning to the Hall, all members are responsible for cleanup.
- j. Officer in charge shall identify who he/she is, so others will know who to report to.
- k. Other help to be called in will be determined by the location of the alarm. (Beyond Jim Jess', call Kentville. - Anything to Jim Jess' and to Church Street Corner, call Wolfville - From Church Street to Jawbone Corner, call Canning.)
- l. Smoking at a scene shall be at unit only.
- m. No entry shall be made into a building without a SCBA on.
- n. The senior officer at Hall, from time to time, shall be in charge of people at Hall.
- o. All members shall respond to Hall when alarm sounds, except officers responding to alarm.

- p. Any member with a medical condition that may adversely affect the health or safety of himself/herself or any other members must so inform the Department.
- q. No member shall put himself/herself or the Department in a position where such a condition may adversely affect the health or safety of himself/herself or any other members.
- r. A member with such a medical condition as is described in o. above shall present a letter from his/her doctor and meet with a chief officer before resuming full duties.

Schedule A

Mutual Aid Agreement

The following is a summary of the Mutual Aid Agreement between the Municipality of the County of Kings and the Village of Port Williams as they apply to the Department:

- 1) **Response to Call**
Subject to the availability of firefighters and equipment, the Department will respond to a call for assistance with such firefighters and equipment as may be requested by any other Fire Department in a fire or emergency.'
- 2) **Chief's Authority- Responding Department**
The chief shall have the sole discretion to determine what assistance can be given and what firefighters and equipment can be made available. He/she shall have the right to request withdrawal of such assistance when and to the extent that, in his/her judgment, circumstances and his/her judgment require him/her to do so. The Chief of the Fire Department that requested assistance shall not unreasonably refuse such request.
- 3) **Request for Assistance**
Any call for firefighting or emergency assistance purporting to be made by the Chief of any Fire Department shall constitute a request for such assistance pursuant to this agreement, and such calls for mutual aid shall specify the type and extent of aid required.
- 4) **Line of Authority**
At the fire or emergency scene, the Fire Department shall remain under the direction of the Chief, who shall place himself at the disposal the Chief of the Fire Department that has requested assistance.
- 5) **Period of Assistance**
For purposes of this agreement, the period of assistance shall be deemed to commence immediately on arrival of the first vehicle of the assisting Fire Department at the fire or emergency site and to end upon its release or termination of duties, exclusive of any period during which its equipment may be immobilized at the fire scene by reason of accident or mechanical breakdown and during which it may be prevented by mechanical defects or deficiencies in its equipment from useful employment in fighting the fire or responding to the emergency.
- 6) **Mutual Assistance Reciprocal**
The Department agrees that mutual assistance at fires or emergencies is reciprocal and that the Department will make no demand for monetary reward.

- 7) **No Claims For Liability**
The Department shall not have nor assert any claim against any other Fire Department or Municipality for loss, damage, or injury to persons or property attributable to performance of this agreement.
- 8) **Indemnity By Requesting Department**
Other than for matters associated with ownership and operation of vehicles, the Fire Department requesting assistance shall indemnify and save harmless any Fire Department rendering the assistance from and against any claim or demand by a person not a party to this agreement that:
- a. Is based on an event that occurs during a period of assistance as defined in paragraph 5; and
 - b. Is attributable to or is in any way connected with the performance by either party of its obligations under this agreement.
- 9) **Chief Expanded Meaning**
In this agreement, the expression "Chief" means, in the absence of such officer, his/her designate, his/her deputy, or any other person discharging his/her duties or responsibilities for the time being.
- 10) **Procedure for Termination**
- a. The agreement shall remain in force from the effective date until it is terminated. The Village of Port Williams may terminate it at any time by giving to the Municipality a written notice naming therein a date at least three (3) months from the giving such notice upon which this agreement is to terminate. On the date so named, this agreement shall be at an end for the Department but not otherwise and without prejudice to any right of the Department arising hereunder prior to its termination.
 - b. The Municipality shall, upon receipt of such notice, forthwith send a copy to all the other Towns and Fire Departments that are parties to this agreement.
- 11) **Responsibility of Chiefs**
The Chief shall be responsible for such consultation and the adoption of such measures, as he/she deems expedient in order to familiarize the firefighters of the Department with the fire and emergency risks and the fire protection and emergency facilities available to meet them in the area for which any other Fire Department hereto is responsible.
- 12) **Non-incorporated Departments**

The Village of Port Williams in executing this agreement does so on behalf of the Department.

- 13) Michelin
Michelin North America (Canada) Inc. consents to, joins in, and enjoys the benefits of this agreement with respect to its Waterville plant industrial or employee fire and safety operations as if and as fully as if it were a Fire Department.

Schedule "B"

PWVFD House Rules

- b. All footwear must be cleaned before you enter the meeting room.
- c. All cards, cribbage boards, games, and reading materials must be put away before you leave the room.
- d. All tin cans, bottles, Styrofoam cups, paper, etc., must be put in the garbage cans.
- e. Cigarette butts and ashes must not be placed on the apparatus floor.
- f. All ashtrays must be emptied into the ash container provided.
- g. At least one light must be on at all times at night until leaving. On leaving, the heat must be set at 65°F, the radio and TV must be off, and the outside doors must be closed tight and locked, and the lights must be out.
- h. All furniture must be used properly and returned to its proper location before leaving.
- i. All cooking and eating utensils must be washed, dried, and returned to their proper places.
- j. Coffee, cream, sugar, and other goods of this nature must be returned to their proper places.
- k. The sink, counter, and shelves must be cleaned, and the water and stove must be turned off.
- l. No alcoholic beverages shall be consumed in the premises occupied by the PWVFD.
- m. No children under 13 years of age will be left in the hall unsupervised.
- n. If children are at the hall, they are not to climb over the trucks and are to listen when spoken to by a member of this Department. If any parent does not want other people to supervise their children, then they must be there to do it themselves or have someone designated to do it for them.
- o. No children are to be in the radio room at any time.
- p. If there is an alarm in progress, the children shall go into the meeting room and stay there until they have permission to leave or a parent picks them up.