

BY LAW NO. 11 - 1986

TOWN OF SLAVE LAKE

BEING A BY LAW OF THE TOWN OF SLAVE LAKE HEREAFTER REFERRED TO AS THE "TOWN OF SLAVE LAKE FIRE BY LAW", TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF A FIRE DEPARTMENT.

WHEREAS Section 158 of the Municipal Government Act, R.S.A. 1980, provides that the Council of a municipality may pass a by law for the prevention or extinguishing of fires, the preservation of life and property and the protection of persons from injury or destruction by fire; and

WHEREAS Section 159 of the Municipal Government Act, R.S.A. 1980, provides that the Council may pass by laws for any other matter or thing for the protection of life or property as may be considered proper.

NOW THEREFORE, the Council of the Town of Slave Lake, in the Province of Alberta, duly assembled, does hereby authorize the establishment of a municipal fire department and the carrying out of its operations in the following manner:

1. In this by law words and phrases shall be construed as specified hereunder:

"Apparatus" means any vehicle of the Fire Department provided with machinery, devices, equipment or materials of the Fire Department as well as vehicles used to transport firefighters or supplies.

"Council" means the Council of the Town of Slave Lake.

"Equipment" means any tools, contrivances, devices or materia used by the Fire Department to combat an incident or other emergency.

"Fire Chief" means the member appointed as head of the Fire Department.

"Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.

"Incident" means a fire, situation where a fire or explosion is imminent or any other situation presenting a danger to life or property and to which the Fire Department has responded.

2. The Fire Chief shall be appointed by the Council.
3. (i) Other Officers as the Fire Chief deems necessary will be recommended in accordance with Fire Department policy to the Council for approval and appointment.  
(ii) All members (non-officers) as the Fire Chief deems necessary will be selected in accordance with Fire Department policy for approval and appointment by the Fire Chief.
4. The Fire Chief may appoint other officers of the Fire Department to act as Fire Chief on his behalf.
5. The limits of the jurisdiction of the Fire Chief, and the officers and members of the Fire Department will extend to the area and boundaries of the Town of Slave Lake, and no part of the fire apparatus, unless authorized by Council,

shall be used beyond the limits of the municipality without the express authorization of a written contract or agreement providing for the supply of fire fighting services outside the municipal boundaries.

WHEREBY, when authorized by the Council, apparatus and equipment of the Fire Department is operated by or on behalf of the Town of Slave Lake for the extinguishment of fires or the preservation of life or property from injury or destruction without a written contract or agreement providing for the supply of the apparatus, equipment or services of the Fire Department the following fee schedule shall apply:

- i. \$250.00 per hour for each apparatus responding to a fire related incident and four (4) men in a secondary or support role plus one (1) private vehicle at \$30.00 per trip.
  - ii. \$500.00 per hour for each apparatus responding to a fire related incident and four (4) men if they are the first attack unit to arrive on the site or if command and control of the incident is relinquished, plus one (1) private vehicle at \$30.00 per trip.
  - iii. \$750.00 special services flat fee for each apparatus responding to a vehicle accident extrication incident.
6. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the Council to which he shall be responsible, and in particular he shall be required to carry out all fire protection activities and such other activities as the Council directs.
  7. The Fire Chief, subject to the ratification by the Council, shall establish rules, regulations, policies and committees necessary for the proper organizations and administration of the Fire Department.
  8. The Fire Chief, or in his absence, the senior member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and, where a member is in charge, he shall continue to act until relieved by an officer authorized to do so.
  9. The Fire Chief shall take responsibility for all fire protection matters including the enforcement of the Fire Prevention Act and regulations thereunder.
  10. Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by the Council, and the Fire Chief shall report to the Council on the operations of the Fire Department or on any other matter in the manner designated by Council.
  11. The Fire Chief, or any other member in charge, at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings structures or things.
  12. The Fire Chief, or any other member in charge, at an incident is empowered to enter premises or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control or deal with the incident.
  13. The Fire Chief, or the member in charge, at an incident may at his discretion establish boundaries or limits and keep

persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.

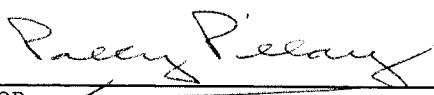
14. No person shall enter the boundaries or limits of an area prescribed in accordance with Section 13 unless he had been authorized to enter by the Fire Chief or the member in charge.
15. The Fire Chief, or the member in charge, at an incident may at his discretion call upon police officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 13.
16. The Fire Chief, or the member in charge, at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property, where he deems it necessary to gain access to the incident or to protect any persons or property.
17. The Fire Chief may obtain assistance from other officials or the municipality as he deems necessary in order to discharge his duties and responsibilities under this by law.
18. No person shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge, during an incident.
19. No person shall damage or destroy Fire Department apparatus or equipment.
20. No person shall drive a vehicle over any equipment without permission of the Fire Chief or the other member in charge.
21. No person shall obstruct a member from carrying out duties imposed by this by law.
22. No person shall falsely represent themselves as a Fire Department member or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
23. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for fire fighting purposes.
24. The Fire Chief or the member in charge of an incident is empowered to compel persons who are not members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident.
25. The Fire Chief or the member in charge of an incident is empowered to commandeer privately owned equipment which he considers necessary to deal with an incident.
26. The Fire Chief or a member of the Fire Department charged with the enforcement of this by law, acting in good faith and without malice for the municipality in the discharge

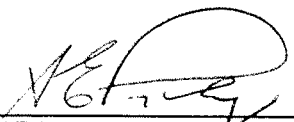
of his duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties.

27. Any suit brought against the Fire Chief or a member of the Fire Department, because of an act or omission performed by him in the enforcement of any provision of this by law, shall be defended by the Town of Slave Lake until final determination of the proceedings.
28. Every person who violates any of the provisions of this by law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by law, or who does any act or thing or omits any act or thing thus violating any of the provisions of this by law, shall be deemed to be guilty of an infraction of this by law, and upon a summary conviction is liable to imprisonment for a term of not more than six months or to a fine of not more than \$2,500.00, or to both fine and imprisonment.
29. Should any section or part of this by law be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the by law and the by law remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this by law.

By Law No. 14 - 1985 is hereby repealed.

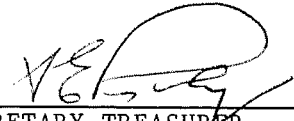
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MAYOR

  
SECRETARY TREASURER

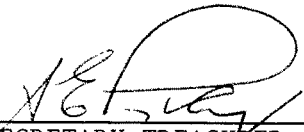
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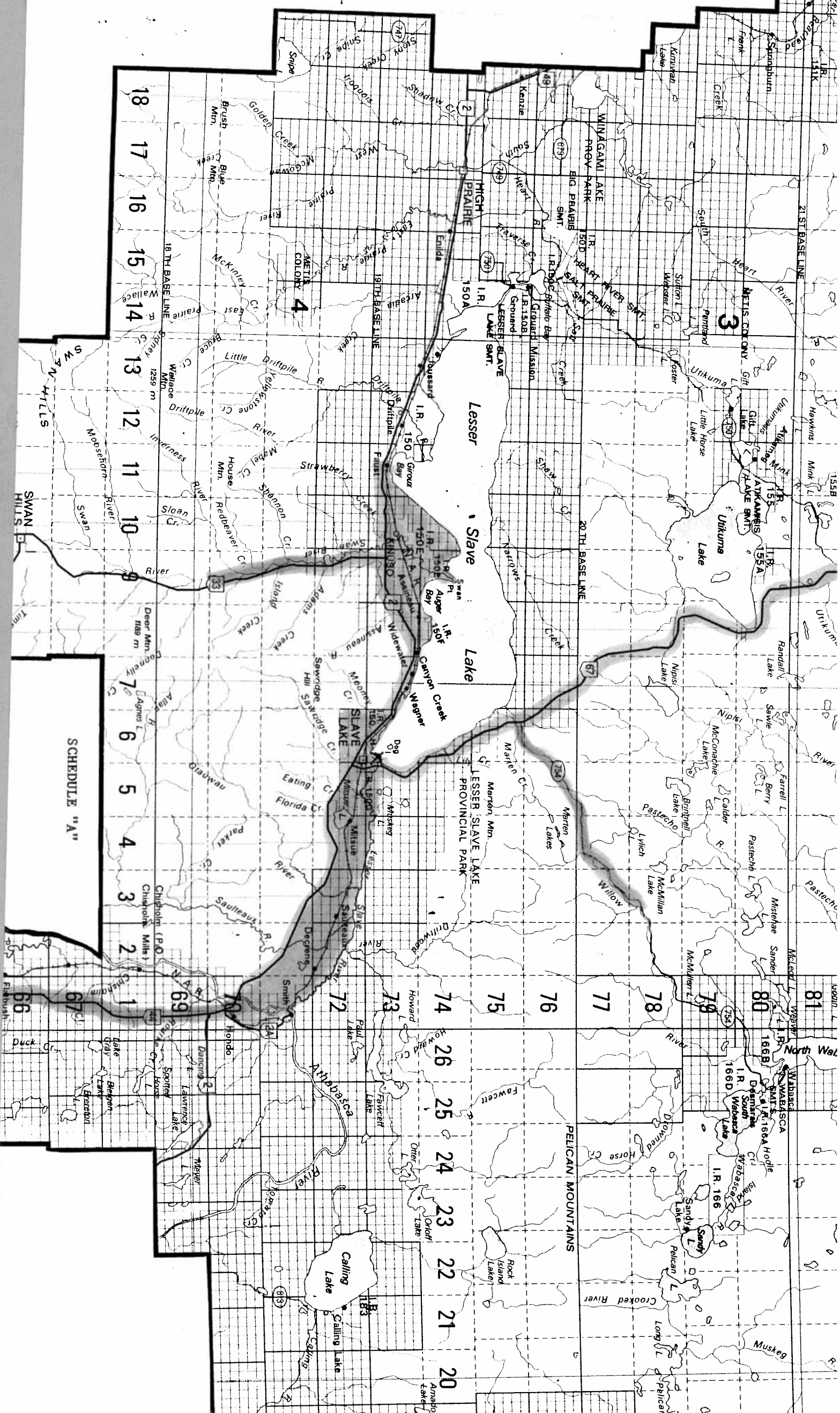
  
MAYOR

  
SECRETARY TREASURER

READ A THIRD AND FINAL TIME THIS 11th DAY OF June A.D., 1986.

  
MAYOR

  
SECRETARY TREASURER



SCHEDULE "A"



SCHEDULE "B"

# TOWN OF SLAVE LAKE

## POSITION DESCRIPTION

POSITION TITLE: FIRE CHIEF

POSITION SUMMARY:

Responsible for the administration and development of an effective Municipal Fire Department. Organizes and directs the fire suppression, fire prevention and fire protection activities of the municipality in accordance with By Law # 11 - 1986.

POSITION REPORTS TO: TOWN MANAGER

PAY GRID LEVEL: B1

EMPLOYEES THAT REPORT TO THIS POSITION:

Deputy Fire Chief, Captains, Members of the Fire Prevention Bureau, and other internal Committees.

DUTIES OF POSITION:

1. Supervise the overall administration of the Fire Department including planning, staffing, discipline, requisitioning of materials and equipment, preparation of departmental budget and maintenance of records.
2. Organize and direct all fire suppression and rescue activities of the Department.
3. Organize and direct the operation, maintenance and improvement of the emergency communications and response system.
4. Organize, direct and operate a Fire Prevention Bureau to promote fire prevention in the municipality through inspections, public appearances, public information and education programs.
5. Organize and direct the maintenance, repair and replacement of fire fighting equipment, fire station and other properties of the Department.
6. Organize, direct and at times, personally carry out the training of fire fighting personnel in the methods of fire fighting, rescue, and the use of equipment and emergency response management.
7. Prepare plans, programs, policies, procedures, rules and regulations and establish internal Committees as necessary for the efficient operation of the Department in the present and into the future.
8. Consult with supervisor regarding approval of major Fire Department policy/direction/priorities and interpretation of general Town policy/procedures.
9. Liaise with other departments on matters of mutual concern ie. water supply, disaster response preparedness.

10. Perform other related duties as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS:

- Ability to plan, assign and direct the work of a number of subordinates.
- Ability to provide leadership and make sound decisions in directing the operations of men and equipment under emergency conditions.
- Ability to maintain harmonious relationships with municipal officials and the general public.
- A broad knowledge of modern fire fighting and fire prevention methods including the use of apparatus and equipment.
- A thorough knowledge of rules and regulations governing the activities of a Fire Department.
- A thorough knowledge of all Federal and Provincial Acts relative to the activities of a Fire Department.
- Considerable knowledge of building construction related codes and location of hazardous occupancies in the municipality.
- Ability to read building plans.
- Thorough knowledge of the operation and location of watermains as applied to the fire fighting activities of the Fire Department.
- Thorough knowledge of modern techniques and methods as applied to the administration of fire fighting and fire prevention activities and related Acts.
- Ability to evaluate the effectiveness of the department and to correlate its development with changing conditions in the municipality.
- Ability to initiate and develop public relation policies/programs for the department.
- Ability to prepare reports and develop/carry out long-range plans and programs.
- Above average mechanical aptitude and skill in the operation and maintenance of fire fighting and rescue equipment.

DESIRABLE TRAINING AND EXPERIENCE:

- Minimum of 10 (ten) years professional Fire Department service experience.
- Graduation from a standard senior high school or technical school.

- Class 3 Drivers License.
- Courses in leadership/volunteer management desirable.

Prepared By: Lyle Thomas

Date: June 3, 1986

BK/ch