



LACOMBE FIRE DEPARTMENT

POLICY MANUAL

LACOMBE FIRE DEPARTMENT

MISSION STATEMENT

The Lacombe Fire Department will strive to be the Centre of Excellence in the delivery of Fire Prevention, Fire Suppression and Public Safety Services within the Town and County of Lacombe. Our members will achieve this goal by:

Being **INNOVATIVE** in our thinking.

Being **EFFECTIVE** in our actions.

Displaying **EXCELLENCE** in our performance.

Working **SAFELY** in all conditions.



Lacombe Fire Department
Policy Manual – Table of Contents

SECTION 1 ADMINISTRATION

100	Authority For Fire Department	Revised January 16, 2001
101	Town of Lacombe Fire By Law	Approved November 27, 2000
102	Personnel	
102.1	Regional Fire Chief	Approved June 20, 2000
102.2	District Chief	Approved June 20, 2000
102.3	Operations Officer	Approved June 20, 2000
102.4	Captain	Approved September 26, 2000
102.5	Lieutenant	Approved September 26, 2000
102.6	Fire Fighter	Approved September 26, 2000
102.7	Recruit	Approved September 26, 2000
102.8	Terms of Office - Elected and Appointed Positions	Approved September 26, 2000
102.9	Performance Review – Appointed Positions	Approved September 26, 2000
102.10	Re-Offering For Elected Positions	Approved September 26, 2000
103	Advisory Committee	Approved October 24, 2000
104	Finance	To Be Developed
104.1	Accounts Payable	To Be Developed
104.2	Accounts Receivable	To Be Developed
104.3	Payroll	To Be Developed
105	Recruitment	Approved October 24, 2000
106	Probation	Approved October 24, 2000
107	Conduct	Approved January 16, 2001
108	Service Awards	To Be Developed
109	Use of Drugs and Alcohol	Approved September 26, 2000

110	Termination of Membership	
110.1	Voluntary	Approved October 24, 2000
110.2	For Cause	Approved October 24, 2000
111	Attendance	
111.1	At Emergencies	To Be Developed
111.2	Training Nights	Approved September 26, 2000
112	Quality Management Plan	Approved January 16, 2001
SECTION 2 OPERATIONS		
200	Pre-Emergency Planning	Approved January 16, 2001
201	Emergency Public Information Plan	Approved April 17, 2001
202	Town and County Emergency Response	Approved April 17, 2001
203	Motor Vehicle Accidents	Approved April 17, 2001
204	Ambulance Assistance Response	To Be Developed
205	Rail Road Accidents	To Be Developed
206	Pipeline Emergency Response	To Be Developed
207	Dangerous Goods/Hazardous Materials Response	To Be Developed
208	Ice Rescue	To Be Developed
209	Disaster Response	To Be Developed

SECTION 3 SAFETY

300 Occupational Health and Safety Program

300.1	General Safety Program	Approved September 26, 2000
300.2	Respiratory Protection Program	Approved September 26, 2000
300.3	Self-Contained Breathing Apparatus	Approved September 26, 2000
300.4	Personal Protective Equipment	Approved October 24, 2000
300.5	Incident Safety	Approved October 24, 2000
300.6	Salvage and Overhaul Operations	Approved October 24, 2000
300.7	Vehicle Response Safety	Approved October 24, 2000
300.8	Training Safety	Approved September 26, 2000
300.9	Equipment Safety	Approved October 24, 2000
300.10	Workplace Hazardous Materials Information System (WHMIS)	Approved October 24, 2000

SECTION 4 TRAINING

400 Training

400.1	Training Responsibilities	Approved September 26, 2000
400.2	Training Requests	Approved September 26, 2000
400.3	Annual Training Assessments	Approved September 26, 2000
400.4	Training Coordination	Approved September 26, 2000
400.5	Reimbursement For Training Costs	Approved September 26, 2000

401 Standards

401.01	Recruit Orientation Training	Approved September 26, 2000
401.02	Fire Fighter	Approved September 26, 2000
401.03	Fire Officer	Approved September 26, 2000



Lacombe Fire Department

Policy 100 – Authority For Lacombe Fire Department

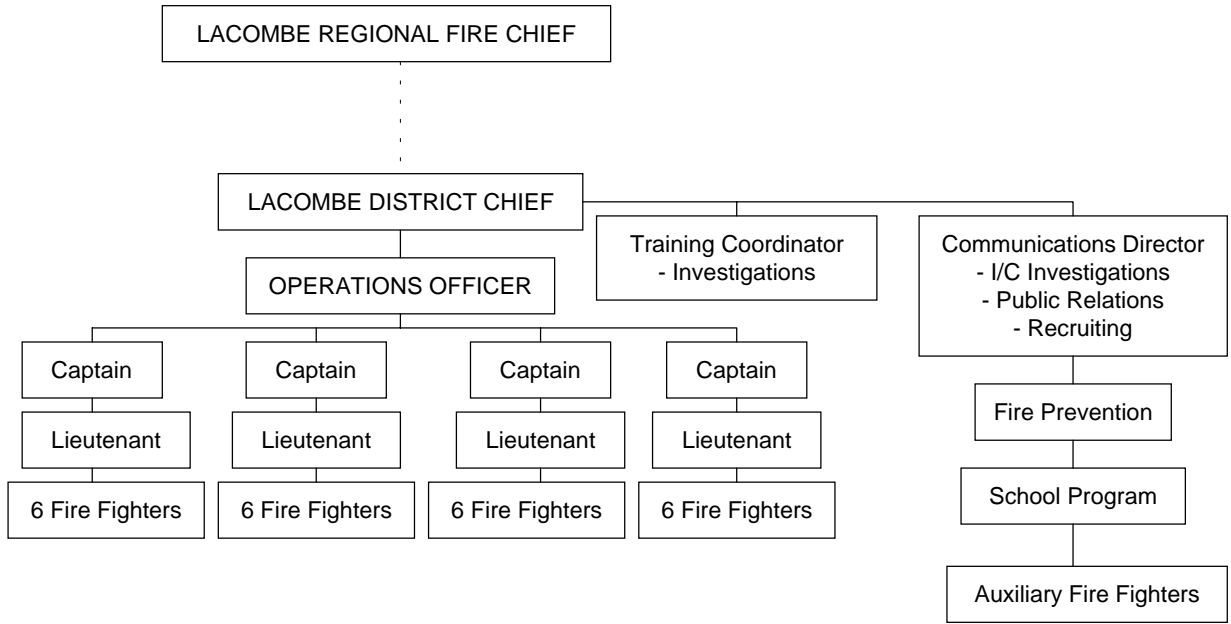
Policy Statement:

The authority for the Department is contained in the respective Fire By-Laws and the Quality Management Plan adopted by the Town of Lacombe and Lacombe County. Under this authority, Lacombe Volunteer Fire Department shall deliver emergency and fire response within its area of responsibility.

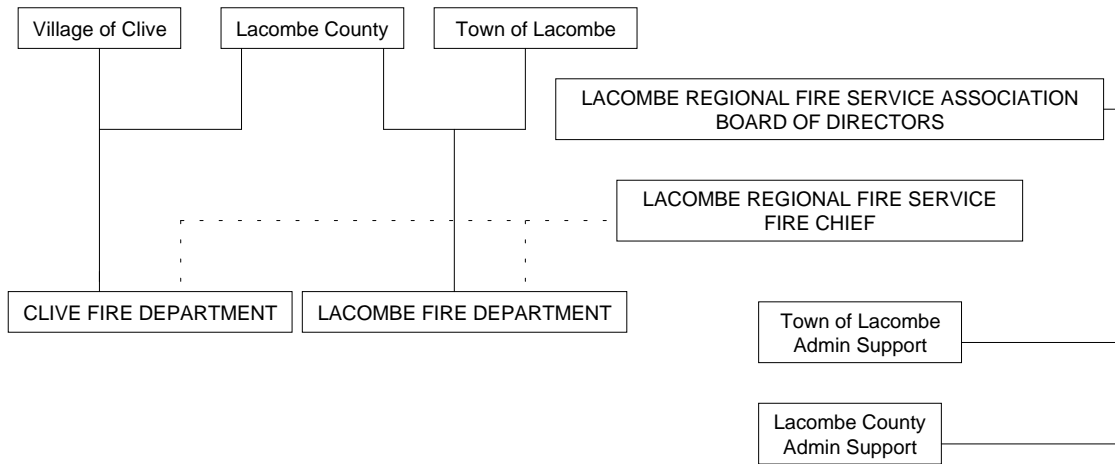
Department Procedure:

1. The Councils of Lacombe County and the Town of Lacombe appoint the Regional Fire Chief. He shall be responsible to the Lacombe Regional Fire Service Board of Directors for the operation, administration, policy development, planning, budgeting and purchasing functions of the Department and may make appointments as deemed necessary. He will recommend personnel for the positions of District Chief and Operations Officer and will appoint Captains.
2. The Councils of Lacombe County and the Town of Lacombe shall appoint the Lacombe District Chief and Operations Officer with recommendations from the Regional Fire Chief. The District Chief and Operations Officer will be responsible to the Regional Fire Chief for the daily operations of the Lacombe Volunteer Fire Department.
3. The Department is authorized to a manning level of thirty-two active members as follows:
 - a. Lacombe District Chief (not included in manning level);
 - b. Operations Officer (not included in manning level);
 - c. 32 Volunteer Fire Fighters; and
 - d. Fire Department Volunteer Auxiliaries consisting of a Communications Director, Training Coordinator, Fire Prevention Officer, School Programs Officer and auxiliaries assigned to crews.

4. The Department shall be organized as follows:



5. Lacombe Fire Department is a member of the Lacombe Regional Fire Service in the following manner:





Lacombe Fire Department

Policy 101 – Town of Lacombe Fire Bylaw



Lacombe Fire Department

Policy 102 – Personnel

Policy Statement:

1. The Regional Fire Authority shall maintain job descriptions on the following positions within the Department:
 - a. Regional Fire Chief;
 - b. Lacombe District Chief;
 - c. Operations Officer;
 - d. Captain;
 - e. Lieutenant;
 - f. Fire Fighter; and
 - g. Probationary Fire Fighter.

2. The Lacombe Fire Department shall maintain the following job descriptions in their Standard Operating Guidelines:
 - a. Training Coordinator;
 - b. Assistant Training Coordinator;
 - c. Communications Director;
 - d. Engineer;
 - e. Equipment Officer;
 - f. Secretary-Treasurer; and
 - g. Member From the Floor.

Contents:

- | | |
|-------|---------------------|
| 102.1 | Regional Fire Chief |
| 102.2 | District Chief |

- 102.3 Operations Officer
- 102.4 Captain
- 102.5 Lieutenant
- 102.6 Fire Fighter
- 102.7 Probationary Fire Fighter
- 102.8 Terms of Office – Appointed and Elected Positions
- 102.9 Performance Review
- 102.10 Re-Offering For Elected Positions



Summary of Position

The Regional Fire Chief oversees the operations of the Lacombe Fire Department and is responsible to the Lacombe Regional Fire Service Board of Directors for the efficient and effective operation of the Department. The Regional Fire Chief oversees the Department's Administration, Fire Suppression, Fire Fighter Training, Fire Prevention and Public Safety programs. He acts as Incident Commander at emergency incidents as necessary and acts in the capacity of Safety Codes Officer (Fire Discipline). The Regional Fire Chief provides specialist advice to Town and County Councils.

Principal Duties and Responsibilities

1. Administers the Regional Fire Service by:
 - a. transitioning the present organisation from a volunteer led fire service to a service managed by a full-time chief;
 - b. ensuring the Department has adequate supplies and materials required for station and equipment maintenance and re-orders as necessary;
 - c. ensuring all vehicle deficiencies and problems are recorded and communicated to the appropriate maintenance support entity;
 - d. ensuring that the necessary communications from department administration are passed down to the appropriate personnel and appropriate concerns are passed on to administration;
 - e. attending all required meetings or nominating an appropriate replacement;
 - f. ensuring departmental activities are carried out in the safest possible manner;
 - g. providing budget input when requested;
 - h. providing expenditure records, i.e., invoices, purchase orders, etc;
 - i. recording and reporting any accidents;
 - j. ensuring recruitment process is in place to maintain adequate number of volunteer fire fighters at all times; and

- k. promoting and increasing public awareness of departmental activities.
2. Is responsible for all emergency response activities in the respective municipalities by:
- a. attending all emergencies as required or possible;
 - b. assuming command at emergencies and directing operations when necessary;
 - c. preparing required incident reports and submitting same to the necessary agencies in a timely manner;
 - d. preparing recommendations for the improved effectiveness and efficiency of the Department;
 - e. acting in the capacity of Safety Codes Officer (Fire Discipline);
 - f. submitting reports concerning emergency response activities in the respective municipalities; and
 - g. attending Central Area Fire Chief's meetings as necessary.
3. Is responsible for and participates in the training of personnel by:
- a. ensuring the training is meaningful and in accordance with departmental policy;
 - b. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies;
 - c. consulting with volunteer training officers and providing input into training programs;
 - d. reviewing training records and evaluations; and
 - e. attending officer training courses as offered.
4. Is responsible for and directs pre-fire planning and fire prevention by:
- a. ensuring the pre-fire plans are compiled with copies forwarded to Administration;
 - b. ensuring serious Fire Code violations are reported to the proper authorities;

- c. directing and participating in fire prevention education programs; and
 - d. coordinating and administering all fire prevention services and providing fire inspections as necessary.
5. Ensuring levels and quality of service are in accordance with municipal policy by:
- a. developing and maintaining Standard Operating Guidelines;
 - b. ensuring appropriate levels of discipline are maintained;
 - c. participating in the recruiting process for volunteer personnel and approving nominees;
 - d. approving nominees for promotion to Captain, and providing recommendations to the Board on the Operations Officer and the Lacombe District Chief; and
 - e. approving acceptance of new recruits.
6. Performs other duties as assigned by Administration.



Summary of Position

The Lacombe District Fire Chief directs the overall operation of the Lacombe Fire Department and is responsible to the Regional Fire Chief for the effective and efficient operation of the Department. The Lacombe District Chief conducts the Department's Administration, Fire Prevention and Public Safety Programs and oversees the Fire Suppression, Fire Fighter training and Fire Prevention and Public Safety Programs. He may act as Incident Commander at emergency incidents until relieved by higher authority and acts in the capacity of Basic Safety Codes Officer (Fire Discipline). The District Chief is appointed by Town and County Councils based upon a job competition basis.

Duties and Responsibilities

1. Administers the Lacombe Fire Department by:
 - a. transitioning the present organization from a volunteer led fire service to a service managed by a full-time chief;
 - b. ensuring consumption lists on consumable materials and extinguishants are maintained and supplies are re-ordered as necessary;
 - c. ensuring all vehicle deficiencies and problems are recorded and communicated to the appropriate maintenance support entity;
 - d. ensuring that the necessary communications from department administration are passed down to the appropriate personnel and appropriate concerns are passed on to administration;
 - e. attending all required meetings or nominating an appropriate replacement;
 - f. ensuring departmental activities are carried out in the safest possible manner;
 - g. providing budget input when requested;
 - h. providing expenditure records, i.e., invoices, purchase orders, etc;
 - i. ensuring personnel attendance records are maintained and initiating remedial interviews when required;

- j. recording and reporting any accidents;
 - k. ensuring recruitment process is in place to maintain adequate number of volunteer fire fighters at all times; and
 - l. promoting and increasing public awareness of departmental activities.
2. Is responsible for all emergency response activities in the respective municipalities by:
- a. attending all emergencies as necessary or maintaining radio watch in a scheduled rotation with the Regional Fire Chief and Operations Officer;
 - b. assuming command at emergencies and directing operations when necessary;
 - c. ensuring all required fire reports, incident reports or call sheets are submitted to the Regional Fire Chief in a timely manner;
 - d. preparing recommendations for the improved effectiveness and efficiency of the Department;
 - e. act in the capacity of Basic Safety Codes Officer (Fire Discipline);
 - f. submitting consolidated activity reports concerning emergency response activities within the respective municipalities to the Regional Fire Chief; and
 - g. attending Central Area Fire Chief's meetings as necessary.
3. Is responsible for and participates in the training of personnel by:
- a. ensuring the training is meaningful and in accordance with departmental policy;
 - b. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies;
 - c. consulting with volunteer training officers from other organizations and providing input into training programs;
 - d. ensuring that appropriate training records and evaluations are maintained; and
 - e. attending officer training courses as offered.

4. Is responsible for and directs pre-fire planning and fire prevention by:
 - a. participating in the preparation of pre-fire plans and forwarding copies to the Regional Fire Chief for review and approval;
 - b. ensuring serious Fire Code violations are reported to the proper authorities;
 - c. directing and participating in fire prevention education programs; and
 - d. coordinating and administering all fire prevention services.
5. Ensuring levels and quality of service are in accordance with municipal policy by:
 - a. overseeing the development and maintenance of Standard Operating Guidelines and submitting to the Regional Fire Chief for review and approval;
 - b. ensuring appropriate levels of discipline are maintained;
 - c. participating in the recruiting process for volunteer personnel; and
 - d. providing recommendations to the Regional Fire Chief on Lieutenants, Captains and Operations Officer.
6. Performs other duties as assigned by Administration.



Lacombe Fire Department

Policy 102.3 – Job Description: Operations Officer

Summary of Position

The Operations Officer directs the daily operations of the Lacombe Fire Department and is responsible to the Lacombe District Chief for the effective and efficient operation of the Department. The Operations Officer oversees the Department's Emergency Response activities and associated administrative requirements i.e. fire reports, etc and directs the Equipment and Vehicle Maintenance and Repair Programs as well as the Department's Occupational Health and Safety Program. He may carry out the duties of District Chief in the absence of the incumbent and may act as Incident Commander at emergency incidents until relieved by higher authority. The Operations Officer is responsible for discipline within the department and acts in the capacity of Basic Safety Codes Officer (Fire Discipline). The Operations Officer is appointed by Town and County Councils based upon a job competition basis.

Duties and Responsibilities

1. Administers the daily operation of the Department by:
 - a. assisting the District Chief in transitioning the present organization from a volunteer led service to a service managed by a full-time Chief;
 - b. ensuring supplies and materials required for station and equipment maintenance are adequate and re-ordered as necessary;
 - c. ensuring all vehicle deficiencies are recorded and communicated to the appropriate maintenance support entity;
 - d. ensuring that communications from Department Administration are passed down to the appropriate personnel and personnel concerns are passed to Administration.
 - e. maintaining an up to date Nominal Roll, Call Out List, Shift Schedule and Insurance Beneficiary Cards;
 - f. attending all required meetings or nominating an appropriate replacement;
 - g. participate in the budget process;
 - h. ensuring personnel attendance records and individual member's files are maintained;

- i. promoting and increasing public awareness of departmental activities;
 - j. ensuring the cleanliness of the domestic and operational areas of the Fire Hall are maintained; and
 - k. attending Central Area Fire Chief's meetings as necessary.
2. Oversees all emergency response activities in the respective municipalities by:
 - a. attending emergencies as necessary or maintaining radio watch in a scheduled rotation with the Regional Fire Chief and District Chief;
 - b. assuming command at emergencies and directing operations as necessary;
 - c. ensuring all required fire reports, incident reports or call sheets are submitted to the District Chief in a timely manner;
 - d. developing recommendations for the improved effectiveness and efficiency of the Department;
 - e. acting in the capacity of Basic Safety Codes Officer (Fire Discipline); and
 - f. preparing and submitting consolidated activity reports concerning emergency response activities in the respective municipalities to the District Chief.
3. Oversees the Department's Occupational Health and Safety Program by:
 - a. chairing all Fire Department Occupational Health and Safety meetings;
 - b. ensuring that the Respiratory Protection Policy is followed and appropriate records maintained;
 - c. maintaining a Safety Bulletin Board and a Workplace Hazardous Materials Information System (WHMIS) Right to Know Station;
 - d. ensuring all Department activities are carried out in the safest possible manner; and
 - e. recording, investigating and reporting all accidents;

4. Participating in the Fire Fighter Training Program by:
 - a. monitoring training sessions with the Training Coordinator to ensure training meets requirements;
 - b. identifying deficiencies in the performance capabilities of personnel and recommending corrective action;
 - c. attending officer training courses as offered; and
 - d. in coordination with the Training Coordinator, prepare and submit pre-fire plans to the District Chief for review.

5. Ensuring level and quality of service are in accordance with municipal policy by:
 - a. supervising the development and maintenance of Standard Operating Guidelines (SOGs) and submitting to the District Chief for review;
 - b. ensuring appropriate levels of discipline are maintained;
 - c. participating in the recruiting process for volunteer personnel;
 - d. providing promotion recommendations to the District Chief on Captains and Lieutenants; and
 - e. performs other duties as assigned by the District Chief.



Lacombe Fire Department

Policy 102.4 – Job Description: Captain

Position Summary

The Captain directs the overall operation of a fire fighting crew and is responsible to the Operations Officer for the effective and efficient operation of that crew. The Captain directly supervises emergency response activities, daily operations and associated administrative requirements and participates in the Department's Occupational Health and Safety Program. The Captain assists the District Chief and Regional Fire Chief in developing and implementing department standards, policies and procedures. The Captain is a member of the Fire Department Advisory Committee. He may carry out the duties of Operations Officer in the absence of the incumbent and acts as Incident Commander at emergency incidents until relieved by higher authority. The Captain is responsible for discipline within his crew and may act in the capacity of Basic Safety Codes Officer (Fire Discipline).

The Regional Fire Chief will appoint members to the position of Captain on a job competition basis.

Responsible To: Operations Officer

Responsible For: Lieutenant, Fire Fighters



Lacombe Fire Department

Policy 102.5 – Job Description: Lieutenant

Position Summary:

The Lieutenant is responsible to the Captain for assisting the Captain in emergency response activities, daily operations and associated administrative requirements and participating in the Department's Occupational Health and Safety Program. He may carry out the duties of Captain in the absence of the incumbent. The Lieutenant will perform the duties of Fire Fighter under the direction of the Captain. He assists with crew supervision and with implementation of department standards, regulations, policies and procedures.

The Regional Fire Chief will appoint members to the position of Lieutenant on a job competition basis.

Responsible To: Captain

Responsible For: Probationary Fire Fighters



Lacombe Fire Department

Policy 102.6 – Job Description: Fire Fighter

Position Summary

The Fire Fighter is responsible to the Captain through the Lieutenant for performing fire suppression, rescue, dangerous goods control functions, Fire Prevention and related duties. The Fire Fighter shall participate in the Department's Occupational Health and Safety Program. He may perform the duties of Lieutenant in the absence of the incumbent. The Fire Fighter shall comply with all departmental standards, policies and procedures.

Responsible To: Captain

Responsible For: Not Applicable



Lacombe Fire Department

Policy 102.7 – Job Description: Probationary Fire Fighter

Position Summary

The Probationary Fire Fighter is responsible to the Lieutenant for performing limited fire suppression and dangerous goods control functions under close supervision as well as Fire Prevention and related duties. The Probationary Fire Fighter shall not be a member of a hose team and shall not be permitted to wear SCBA or work on ladders except for training evolutions. At the discretion of the Captain he may be permitted to be a member of a hose team at grass fires. He shall participate in the Department's Occupational Health and Safety Program. The Probationary Fire Fighter shall comply with all Departmental standards, policies and procedures.

Responsible To: Captain

Responsible For: Not Applicable



Lacombe Fire Department

Policy 102.8 – Terms of Office – Appointed and Elected Positions

Department Procedure:

1. Terms of office for appointed positions will normally be four years and fall on alternate years. Appointed positions are:

- a. District Chief;
- b. Operations Officer;
- c. Captain; and
- d. Lieutenant.

2. Terms of office for elected positions controlled by Lacombe Fire Department will normally be one year. Elected positions are:

- a. Training Coordinator;
- b. Assistant Training Coordinator;
- c. Communications Officer;
- d. Engineer;
- e. Equipment Officer;
- f. Secretary-Treasurer
- g. Storesman; and
- h. Member from the Floor.



Lacombe Fire Department

Policy 102.9 – Performance Review

Department Procedure:

Appointed members will undergo an annual performance review conducted by:

- a. the Regional Fire Chief for District Chief and Operations Officer; and
- b. by the District Chief for the Captains and Lieutenants.



Lacombe Fire Department

Policy 102.10 – Re-Offering For Elected Positions

Department Procedure:

1. Elected members will inform the District Chief before the first training meeting in December if they will be re-offering for their position.
2. The District Chief will inform the membership at the first training night in December as to whether incumbents will be re-offering.
3. At this time, other interested members may apply in writing to the District Chief for any elected positions.
4. Elections will be held at the first training night in January.



Lacombe Fire Department

Policy 103 – Advisory Committee

Policy Statement:

The Lacombe Fire Department recognizes the importance of its membership providing input to the Regional Fire Chief and District Chief on administrative and operational issues.

Department Procedure:

1. The Advisory Committee shall be chaired by the Lacombe District Chief and consists of the Operations Officer, all Captains, a Fire Fighter chosen annually by the membership and the Secretary-Treasurer.
2. The Committee is responsible for providing input or making recommendations on development and implementation of policies, regulations and guidelines that govern the Department.
3. The Regional Fire Chief, although not a member of the Committee may attend meetings in an ex officio capacity.
4. Responsibility for final acceptance and implementation of the Committee's recommendations within the jurisdiction of the Lacombe Regional Fire Service rests solely with the Regional Fire Chief.
5. Advisory Committee meetings shall be held quarterly or as necessary. Each member other than the Secretary-Treasurer has voting privileges and a quorum shall consist of five members. Minutes of meetings shall be staffed as follows:
 - a. one copy to Regional Fire Chief
 - b. one copy to Town File 23; and
 - c. one copy to the Fire Department Main Bulletin Board.



Lacombe Fire Department

Policy 104.3 – Reimbursement For Training Costs

1. Only training requests submitted in accordance with Section 106.3 will be reimbursed. The following costs will be reimbursed:
 - a. tuition will be shared equally by the Town and County;
 - b. actual out-of-pocket travel, subsistence and incidental costs will be reimbursed provided such expenses are reasonable and reflect due regard for economy. When more than one member is attending the same course or another course at the same location, only one member will be permitted to claim mileage for courses eligible for mileage. Rates will be in accordance with current Town and County policies; and
 - c. \$250.00 will be paid by the County upon successful completion of an Alberta Fire Training School (AFTS) course or its equivalent up to a maximum of three courses per individual.

3. The Town and County will share costs equally at locally sponsored training sessions up to a maximum of \$100.00 per member. Costs may include accommodation, meals, materials and instructor's fees. This is an alternative to the paragraph above.

4. Dangerous Goods Awareness training provided by Nova Chemicals is not eligible for reimbursement under the above provisions.



Lacombe Fire Department

Policy 105 – Recruitment

Policy Statement:

The Lacombe Fire Department shall have a recruiting program in place.

Department Procedure:

1. Applicants shall complete the Lacombe Fire Department application form in this policy and submit it to the Lacombe District Chief who will pass it to the Advisory Committee.
2. Preference may be given to applicants who reside and work in the Town of Lacombe.
3. The Advisory Committee, including the Regional Fire Chief, will review the applicant's credentials and conduct an interview in order to determine suitability and make a recommendation for acceptance or denial of the application.
4. Applicants must:
 - a. submit medical certification confirming that they can participate in arduous physical activity before commencing any training; and
 - b. sign a Statement of Financial Understanding indicating that they may have a portion or all of monies owed him from the Honorarium withheld if the member does not complete one year of service after completing probation or fails to return any equipment issued to him.
5. The Regional Fire Chief shall make the final decision as to whether the applicant accepted.



Lacombe Fire Department
Application for Membership

Personal Information

Name _____ Date of Birth _____
Surname First Name Day/Month/Year

Address _____ Phone _____

Place of Birth _____ Canadian Citizen? Yes No

Languages Spoken _____ Written _____

Social Insurance Number _____ Alberta Health Care Number _____

Physical Disabilities or Allergies _____

Education

Highest Level Attained _____ Location _____

Other Qualifications or Trades _____

Driver's License Number _____ Class _____ Endorsements _____ Abstract Provided? Yes No

Do you object to providing an abstract of your driving record? Yes No

Do you object to undergoing a Criminal Record Check? Yes No

Employment History

Name of employer and place of work beginning with the present _____ Position Held _____

References

Name Position Address Phone

I hereby agree to accept and abide by the policies, procedures and guidelines governing the operation of the Lacombe Fire Department under the direction of the Lacombe District Chief.

_____ Date

_____ Signature of Applicant

_____ Date of Probation

_____ Signature of Regional Fire Chief



Lacombe Fire Department Financial Statement of Understanding

Date

I, _____ agree that if I should voluntarily terminate my membership with the Lacombe Fire Department within one year of completing probation, a portion, or all monies owed to me from the Honorarium may be withheld.

I acknowledge that I have been informed that the reason for any such withholding is not punitive but is to deter frivolous applications or attempts to receive training without a demonstrated time commitment to the Lacombe Fire Department.

I also acknowledge that failure to return any equipment provided to me by the Lacombe Fire Department may also result in monies owed being withheld.

I understand that the Lacombe Fire Department Advisory Committee will make the decision to withhold monies based on an individual basis.

Date

Signature of Applicant

Date

Signature of District Chief

Date

Signature of Witness



Lacombe Fire Department

Policy 109 – Use of Drugs and Alcohol

Policy Statement:

The Lacombe Fire Department recognizes the need to limit the intake of alcohol or drugs by its operational personnel.

Department Procedure:

1. Emergency responders cannot afford to have their physical or mental capabilities impaired by drugs or alcohol because they have effects that often go unnoticed. Drugs may impair motor skills or judgement and cause drowsiness or dizziness. Alcohol is a depressant that affects motor skills and judgement. Using drugs or alcohol by themselves or in combination can be fatal. All members must be cognizant of the dangers and severe penalties for driving or conducting emergency operations under the influence of alcohol or drugs.
2. Members who fail to follow this policy may be subject to immediate dismissal from the Department.
3. Lacombe Fire Department members shall not consume alcohol when on On-call status.
4. Any member on prescribed drug(s) that may affect his ability to respond safely will inform his Captain. The member shall not drive or operate any emergency vehicle; operate any motorized auxiliary equipment; or be a member of an attack or rescue team while on these drug(s).
5. Members shall not drive or operate emergency vehicles if they have consumed alcohol within the past eight hours.
6. Any member using non-prescribed drugs or drugs controlled under the Narcotics Control Act may be subject to immediate dismissal from the Department.



Lacombe Fire Department

Policy 106 – Probation

Policy Statement:

Probationary members shall serve a minimum six-month probationary period.

Department Procedure:

1. Supervisors shall utilize the following procedures for Probationary Members:
 - a. counsel their members after each training session or emergency call to ensure that the member is aware of his strengths or weaknesses;
 - b. correct incorrect behaviour or actions immediately;
 - c. provide all possible aid to help the member overcome any shortcomings;
and
 - d. maintain a written record of the member's progress.
2. The probationary member must complete the Recruit Orientation Training Course before he can be accepted as a regular member of the Department.
3. After the probationary period is completed, the Lacombe District Chief will call a meeting of the Advisory Committee to discuss retention or dismissal of the Probationary Member(s) and make a recommendation to the Regional Fire Chief. The member's supervisor will provide pertinent documentation to the Committee for their deliberations.
4. A member's probationary period may be extended as an alternative to dismissal.
5. Only the Regional Fire Chief may grant permanent status into the Lacombe Fire Department.
6. If dismissed, the member shall promptly return all Department property.



Lacombe Fire Department

Policy 107 – Conduct

Policy Statement:

Lacombe Fire Department recognizes the importance of its membership representing the Department appropriately.

Contents:

- 107.1 Responsibilities of All Members
- 107.2 Conduct
- 107.3 Discipline
- 107.4 Dress and Department



Lacombe Fire Department

Policy 107.1 – Responsibilities of all Members

All members shall:

- a. be familiar with the policies, regulations and standard operating guidelines governing the Department;
- b. attend all emergencies as required;
- c. work safely in the performance of their duties and to utilize all safety equipment provided the Department;
- d. participate in mandatory and optional training activities offered by the Department. Failure to attend training sessions or maintain required qualifications may result in dismissal from the Department.
- e. work within the bounds of their training and experience;
- f. be courteous in all dealings with the public;
- g. members shall report all accidents, sickness or injuries as a result of performing their departmental duties to the District Chief or designate;
- h. members shall promptly notify the District Chief of all matters coming to their attention affecting the interest and welfare of the Department.



Lacombe Fire Department

Policy 107.2 – Conduct

1. Members shall be governed by the ordinary and reasonable rules of behaviour observed by law-abiding and self-respecting citizens and shall commit no act tending to bring reproach or discredit upon the Department.
2. Members shall accord respect and courtesy to each other and to superior officers.
3. No member shall on or off duty, use the uniform, badge or prestige of the Department for personal gain.
4. No member shall receive or accept a fee or gift from any person for services related to the performance of their duties without the written permission of the District Chief.
5. If in the opinion of the senior member present, a member appears to be under the influence of any intoxicating substances, the senior member shall order that person to remain at the station and be released from current duty. If the member is at the scene he shall be ordered to remain at the Equipment Van until the completion of the incident.
6. Harassment of any sort will not be tolerated. Any member who after an investigation is deemed to have harassed another member may be dismissed from the Department immediately.
7. No member shall provide any information regarding the administration or operations of the Department or the facts relating to any fire or emergency to the general public unless authorized by the District Chief.
8. Members shall not use obscene, uncivil, or boisterous language at fires, in station, or while engaged in games in which the Department is represented.
9. Smoking at an emergency scene may only be permitted if there is no danger to property and individuals. Smoking in public in turn out gear should only be allowed in the designated rehabilitation area.

10. No member shall wilfully disobey any order issued by a superior officer except when the member feels the order:

- a. is illegal;
- b. may cause injury or death to a member or the general public; or
- c. may result in the unnecessary loss of equipment or property.

11. Members shall not engage in boisterous conduct, horseplay or activities that could result in injury to persons or damage to public or Departmental equipment or property. Damage incurred as a result of the above behaviour may be charged to the member(s) responsible.



Lacombe Fire Department

Policy 107.3 – Discipline

1. It is the responsibility of every officer, and all other members, to ensure that discipline is maintained at all times.
2. The District Chief and Operations Officer shall deal with any disciplinary action beyond the capabilities of the Captains.
3. The Regional Fire Chief shall deal with any disciplinary action concerning Captains or above.
4. The Councils of Lacombe County and the Town of Lacombe must approve the dismissal of the District Chief or Operations Officer. The Regional Fire Chief or District Chief may dismiss any other member after these steps:
 - a. censure in writing from the member's supervisor indicating that suspension or dismissal may follow any repetition of the misconduct;
 - b. the member shall acknowledge the written warning and the warning shall be maintained in the member's file;
 - c. subject to the confirmation (where applicable) of the District Chief, Regional Fire Chief or Councils, a member may be suspended or dismissed for good and sufficient reason.
5. Written warnings shall be retained for 24 months continuous service from the date of the disciplinary action providing:
 - a. the member's file does not contain any further disciplinary action during the 24 month time period; and
 - b. the disciplinary action is not the subject of an unresolved issue.



Lacombe Fire Department

Policy 107.4 – Dress and Department

1. Beards are not permitted.
2. A member who must stop shaving for health reasons shall provide a certificate from his physician. That member will be prohibited from any activities that would require him to wear a self-contained breathing apparatus until such time as he can shave again.
3. Uniform shirts shall be clean and pressed and have the appropriate rank badges and shoulder flashes. Members shall not wear outdated qualification badges or insignia.



Lacombe Fire Department

Policy 110 – Termination of Membership

Policy Statement:

The Lacombe Fire Department recognizes the need for termination of membership procedures.

Contents:

- 110.1 Voluntary Termination
- 110.2 Termination For Cause



Lacombe Fire Department

Policy 110.1 – Voluntary Termination

Department Procedure:

1. Any member wishing to voluntarily leave the Department should inform the Lacombe District Chief in writing of the effective date of his leaving as soon as possible.
2. The District Chief, Operations Officer or in their absence the Regional Fire Chief should interview the member, if he agrees, to determine if any fault lies with an internal department policy.
3. If the member has less than one year of service from completion of probation, a portion of monies owed to him may be withheld at the discretion of the Advisory Committee. This is to defray the costs of any AFTS courses the member may have taken.
3. The retiring member shall return any Fire Department equipment that was issued to him.



Lacombe Fire Department

Policy 110.2 – Termination for Cause

Department Procedure:

1. An active, probationary or auxiliary member is subject to immediate termination for, but not limited to the following reasons:
 - a. theft;
 - b. releasing confidential material/information without authorization;
 - c. a Criminal Code conviction or failure to report a Criminal Code;
 - d. failure to follow Policy 109 Use of Drugs and Alcohol;
 - e. hindering the daily operations of the Department; or
 - e. lying on a Department application.
2. Confidential records shall be kept of any disciplinary problems concerning a member.
3. Recurring problems shall be reported to the Operations Officer immediately. He will conduct an investigation or interviews to determine the nature and extent of the problem. In some cases it could become necessary to ask the police for assistance.
4. The case will be discussed at the Advisory Committee level with applicable input from the floor and advice from Town and County administrators.
5. The ultimate decision for termination rests with the Regional Fire Chief.
6. If terminated, the Regional Fire Chief and Lacombe District Chief will call the member in and provide him with the reasons for the decision.
7. All discussions and documentation regarding a member's termination shall be kept strictly confidential and are not to be discussed out of committee.
8. A member terminated for cause will only be subject to the withholding of monies owed to him from the Honorarium should he fail to return equipment issued to him.
9. The dismissed member shall immediately return Fire Department equipment issued to him.



Lacombe Fire Department

Policy 111.2 – Training Attendance Requirements

Department Procedure:

1. Regular training nights commence at 19:00 hours on the second and fourth Monday of each month.
2. When a scheduled training night falls on a statutory holiday, the session will be held the following evening at 19:00 hours.
3. Training will be under the direction of the Training Coordinator or assigned instructor. Captains will assist as required.
4. Members shall attend all scheduled training sessions. Unexcused absences in excess of three consecutive sessions or 50% of the sessions in any six-month pay period may be reason for disciplinary action or dismissal.
5. On occasion, it may be necessary to have special training days or nights. Normally these training sessions will be reserved for special requirement courses such as First Aid, Dangerous Goods Awareness, etc.



Lacombe Fire Department

Policy 112 – Quality Management Plan

Policy Statement:

The Lacombe Fire Department recognizes the importance of an effective fire inspection and fire investigation program in reducing the loss of lives, injuries and property due to fire and determining trends.

Department Procedure:

1. The following municipalities are signatories to the Quality Management Plan for Joint Accredited Municipalities Number J000124 (QMP):

- a. Town of Lacombe;
- b. Lacombe County;
- c. Town of Bentley;
- d. Town of Eckville;
- e. Village of Alix;
- f. Village of Clive;
- g. Village of Mirror; and
- h. Summer Village of Gull Lake.

2. Lacombe Fire Department will, in accordance with the QMP, have sufficient qualified Safety Code Officers (Fire Discipline) in place to:

- a. investigate the cause of fires; and
- b. to conduct inspections of unusual situations as defined in Part 4 of the Safety Codes Act.

2. The District Chief will, in accordance with the QMP, maintain documentation regarding:

- a. qualifications of the Department's Safety Codes Officers;

- b. fire investigations conducted; and
 - c. inspections conducted.
- 3. The District Chief will report and investigate fires in accordance with the:
 - a. QMP; and
 - b. the Alberta Municipal Affairs Fire Statistics Reporting Manual.
- 4. Draft Fire Reports, Smoke Detector Reports and Fire Casualty Reports will be forwarded to the Regional Fire Chief for review no later than 10 working days from the date of the fire. Reports are not to be delayed because of missing information. Follow up reports can be sent in to provide further information or correct erroneous information.
- 5. The Regional Fire Chief will review the reports for correctness and completeness then forward them to the Alberta Fire Commissioner's Office.
- 6. Safety Codes Officers qualified through the Safety Codes Officer Training Initiative (SCOTI) may not write orders to correct unusual situations. They must get a qualified Safety Codes Officer (Fire Discipline) Level 1 Inspector or greater to write an order.



Lacombe Fire Department

Policy 200 – Pre-emergency Planning

Policy Statement:

Lacombe Fire Department recognizes that pre-emergency planning reduces loss of life and property from fire by enabling response operations to be carried out as efficiently and effectively as possible.

Department Procedure:

Lacombe Fire Department will develop and maintain pre-emergency plans on buildings, geographic areas and transportation routes where there is a potential for large or catastrophic loss of life or property. Some examples are:

- a. Highway 2 accidents;
- b. industrial sites such as Union Carbide, Agrium and Nova Chemicals;
- c. Highway 12 and 2A rail crossing;
- d. Town of Lacombe UFA fuel facility;
- e. Wolf Creek Industrial Park;
- f. Senior's complexes;
- g. Arena/Ice Rink/Curling Club;
- h. school; and
- i. Lacombe Hospital



Lacombe Fire Department

Policy 201 – Emergency Public Information Plan

Policy Statement:

The Lacombe Fire Department recognizes that managing the information needs of a crisis is extremely demanding and requires training and preparation.

Department Procedure:

1. This policy will enable the Regional Fire Service to communicate effectively during a crisis. Effective crisis communication will serve the department well by:
 - a. reassuring the public that the crisis is being managed well; and
 - b. giving those affected the information they need to make decisions about matters that impact on their safety and well being.

2. An Emergency public information plan ensures that in a crisis, an organization is able to give prompt, effective and coordinated information to the public and the media. In the event of a declared disaster, the Lacombe Fire Department shall follow the emergency public information procedures set down in the:
 - a. Town of Lacombe Disaster Plan in the event of a Town emergency; and
 - b. Lacombe County Mutual Aid Plan (LCMAP) in the event of a County emergency.

2. Normally, the official spokesperson for any disaster will be:
 - a. the Mayor of the Town of Lacombe in the event of a Town disaster; or
 - b. the Reeve of Lacombe County in the event of a county disaster.



Lacombe Fire Department

Policy 202 – Town and County Emergency Response

Policy Statement:

Lacombe Fire Department recognizes the importance response procedures play in reducing loss of life and property from fire.

Department Procedure:

Lacombe Fire Department shall have a written guideline in place outlining steps to follow in the event of an emergency response in the Town of Lacombe or Lacombe County. Provisions of the guideline at a minimum should include but are not limited to:

- a. number of responding personnel;
- b. responding vehicles;
- c. vehicle positioning or staging procedures; and
- d. use of audible and visual alerting devices;



Lacombe Fire Department

Policy 203 – Motor Vehicle Accidents

Policy Statement:

Lacombe Fire Department recognizes the dangers inherent in dealing with motor vehicle accidents (MVAs) on our highways or local roads and that response to MVAs must be carried out as efficiently and effectively as possible.

Department Procedure:

Lacombe Fire Department will have written guidelines in effect regarding response to MVAs within the Lacombe Fire District. These guidelines will include but are not limited to:

- a. tactical considerations for the On-call Captain;
- b. vehicles for initial response;
- c. vehicle staging;
- d. traffic control procedures with or without police present;
- e. rescue protocols between ambulance and fire services; and
- f. provision of first aid.



Lacombe Fire Department

Policy Manual – Section 3 – Occupational Health and Safety

Policy Statement:

Lacombe Regional Fire Service shall provide for and operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries, occupational illnesses and stress are goals of the Fire Department and shall be primary considerations at all times. This concern for safety and health applies to all members of the Lacombe Fire Department and to any other persons who might be involved in fire department activities.

Contents:

- 300.1 General Safety Program
- 300.2 Respiratory Protection Program
- 300.3 Self-Contained Breathing Apparatus
- 300.4 Personal Protective Equipment
- 300.5 Incident Safety
- 300.6 Salvage and Overhaul Operations
- 300.7 Vehicle Response Safety
- 300.8 Training Safety
- 300.9 Equipment Safety
- 300.10 Workplace Hazardous Materials Information System



Introduction

General Safety applies to all procedures, operations and processes conducted within the Fire Department not covered by specific programs elsewhere in this policy manual.

Safety Committee

1. The aim of the Lacombe Fire Department Safety Committee is to improve safety in the workplace and to ensure the Department conforms to Provincial regulations and Departmental policy.
2. The Safety Committee shall coordinate and review safety issues within the Department to prevent injuries and maintain safety within the workplace.
3. The Safety Committee shall be composed of the following members:
 - a. Regional Fire Chief;
 - b. District Chief (Chairman);
 - c. all Lieutenants (one to be appointed Safety Coordinator);
 - d. Engineer;
 - e. Equipment Officer; and
 - f. Training Coordinator.

Duties and Responsibilities

1. The Regional Fire Chief shall:
 - a. monitor the program and ensure the provisions of this policy are followed;
 - b. ensure that accident reports are completed correctly; and
 - c. provide accident investigation advice to the Committee as required; and
 - d. actively promote safety within the Department.

2. The District Chief shall:
 - a. chair meeting of the Safety Committee;
 - b. review safety inspection reports for action items;
 - c. review accident reports before passing to the Regional Fire Chief;
 - d. ensure the Safety Bulletin Board is up to date;
 - e. ensure safety related deficiencies are actioned;
 - f. appoint a Secretary prior to the meeting to take minutes and prepare them for signature; and
 - g. actively promote safety within the Department.
3. The Safety Coordinator shall:
 - a. coordinate safety related assignments to Safety Representatives;
 - b. compile and submit weekly and monthly safety inspection reports to the District Chief;
 - c. review MSDS annually for currency;
 - d. ensure safety meetings are held as required;
 - e. prepare the agenda for such meetings; and
 - f. actively promote safety within the Department.
4. Safety Representatives shall:
 - a. conduct weekly and monthly safety inspections and submit written reports to the Safety Coordinator;
 - b. ensure required safety training is conducted;
 - c. submitting agenda items for safety meetings as required;
 - d. act as Secretary at safety meetings;

- e. conduct accident investigations and submit findings to the Safety Coordinator; and
 - f. actively promote safety on the crew.
5. The Engineer shall:
- a. provide advice to the Safety Committee on vehicle related matters;
 - b. ensure that weekly turnover inspection deficiencies are corrected as soon as possible; and
 - c. maintain individual defect logs on all Department vehicles.
6. The Equipment Officer shall:
- a. provide advice to the Safety Committee on equipment related matters;
 - b. ensure that weekly turnover inspection deficiencies are corrected as soon as possible;
 - c. maintain individual records on all applicable equipment as well as Breathing Apparatus and recharging equipment.
7. The Training Coordinator shall:
- a. ensure that WHMIS training requirements are carried out;
 - b. ensure that safety briefings are conducted at all practical training sessions; and
 - c. ensure that all safety training required by Provincial regulation and Department policy is carried out.
8. The membership shall:
- a. conduct their duties and operate equipment safely; and
 - b. report safety hazards to their Safety Representatives;

Meetings

1. Meetings shall be held on an as required basis or at least quarterly.
2. Minutes once approved by the District Chief will be distributed as follows
 - a. one copy to the Safety Bulletin Board
 - b. one copy to the Regional Fire Chief; and
 - c. one copy to safety file.



Breathing Air Program

1. Air for SCBA shall not exceed the maximum allowable limits permitted in CSA Standard CAN3-Z180.1-M-85.
2. An accredited laboratory or testing agency shall test the air quality from the compressor and cascade system cylinders:
 - a. annually;
 - b. whenever compressor filters are changed; or
 - c. whenever major repairs or modifications are carried out on the system.
3. The Equipment Officer shall maintain records each air quality test.
4. If the required air quality is not being achieved, the use of the system shall be discontinued until repairs are made and the air quality verified by testing.
5. Any cylinders suspected of containing substandard air shall be emptied and purged.

Recharging Air Cylinders

1. A record shall be maintained for each component, i.e. air compressor, fill station, cascade cylinder and purification system used to produce or store air for Lacombe Fire Department SCBA. The record shall indicate the date of purchase, location, inspection, maintenance and testing of the device.
2. SCBA cylinders shall only be refilled with approved quality breathing air. Department SCBA cylinders shall be maintained at not less than 90% of the rated pressure stamped on the cylinders. Cylinders below 90% of rated pressure shall be segregated until they are refilled.
3. The Equipment Officer shall develop a schedule to ensure all SCBA cylinders are completely emptied and refilled semi-annually.



Lacombe Fire Department

Policy 300.3 – Self-Contained Breathing Apparatus

Provision of SCBA

1. SCBA shall be provided to provide protection for members who may be exposed to respiratory hazards.
2. Reserve SCBA shall be provided to maintain the required number in service when maintenance or repairs are being conducted.
3. A reserve air supply shall be provided by use of reserve cylinders or by an on-scene refill capability, or both.
4. When carried on apparatus, SCBA shall be secured in brackets or carrying cases and shall be stored in a manner that will protect the regulator openings and facepiece from contamination by road dirt, dust or weather conditions.
5. All SCBA shall be stored in a ready-for-use condition, protected from damage or exposure to rough handling, excessive heat or cold, moisture or other elements.

Training

All members of the Lacombe Fire Department shall be trained, tested and certified annually in the safe and proper use of respiratory protective equipment that they are authorized to use.

Acceptance Testing

1. Equipment suppliers shall provide written certification that all SCBA being provided have been tested and meet the requirements of CSA Standard CAN3-Z180.1-M-85. This written certification shall be included in the individual records of the SCBA.
2. Competent Department personnel shall visually inspect all major components for completeness of assembly and signs of damage and all minor components for proper function and performance including manipulation of all adjustable slides, buckles, control valves, levers, etc.

Service Checks

1. Routine inspections of all Department SCBA and reserve cylinders shall be conducted at least weekly. All inspections shall be in accordance with the manufacturer's requirements.
2. The Equipment Officer shall develop a monthly inspection schedule for SCBA which shall include a check of the entire unit for deteriorated components, airtightness of cylinders and valves, gauge comparison, reducing valve and by-pass valve operation and a check of the regulator, exhalation valve, low air alarm and PASS alarm. The SCBA shall be cleaned and returned to service.
3. Users shall inspect SCBAs before and after each use.

SCBA Maintenance

1. Maintenance and repairs of Department SCBAs shall be conducted by qualified personnel in accordance with manufacturer's instructions.
2. Qualified personnel shall inspect and service SCBAs whenever an operational problem is reported.

Cleaning and Sanitizing

Each SCBA shall be cleaned and sanitized after each use. The entire device shall be cleaned and the facepiece and breathing tube sanitized.

Inventory

1. The Department Equipment Officer shall maintain a complete inventory record of all SCBA. Each SCBA regulator, harness assembly, facepiece and cylinder shall be individually identified by serial or inventory number.
2. An individual record shall be maintained on each of the above components. This record shall include inventory or serial numbers, date of purchase, date of manufacture, date placed in service, location, maintenance and repairs, replacement parts, hydrostatic test dates, upgrading and test performance.

Preventative Maintenance Program

The Department shall establish a preventative maintenance program in order to prevent SCBA malfunction and failures of equipment during use. If competent personnel are unavailable, these maintenance functions may be contracted out.



Lacombe Fire Department

Policy 300.4 – Personal Protective Equipment

Department Procedure:

1. Each member will be provided with the appropriate personal protective equipment (PPE) and clothing to provide protection from the hazards which the members may be exposed.
2. Each member shall use their PPE and clothing when exposed or potentially exposed to the hazards for which they were designed.
3. Members shall be fully trained in the care, use, inspection, maintenance and limitations of PPE and clothing assigned to them or available for their use.
4. The Department shall have a written guideline on periodic cleaning of fire fighter bunker gear.
5. PPE and clothing for issue to Lacombe Fire Department members include the following:
 - a. bunker gear ensemble (coat and pants);
 - b. fire fighting helmet;
 - c. fire fighter gloves;
 - d. balaclava;
 - e. coveralls;
 - f. surgical gloves;
 - g. flashlight; and
 - h. ear plugs.
6. Special purpose PPE and clothing available to the Department are:

- a. cold water rescue ensembles;
- b. ear defenders;
- c. high visibility vests; and
- d. traffic control signs and wands.



Lacombe Fire Department

Policy 300.5 – Incident Safety

Department Procedure:

1. Members shall be completely dressed in turnout gear before attempting to mount any fire apparatus responding to an alarm.
2. All personnel shall wear appropriate protective clothing on all alarms.
3. All auxiliary equipment and portable fire extinguishers shall be operated in accordance with recognized safety practices and manufacturer's specifications.
4. All members shall exercise caution and use sound safety practices on the fire ground and during training sessions.
5. All suspected equipment safety problems shall be reported to the officer-in-charge immediately and appropriate action taken.
6. Interior attack and rescue activities will be comprised of at least two fire fighters, each with breathing apparatus and full protective gear and at least one portable radio.
7. The Incident Commander or his designate will maintain fire ground personnel accountability procedures. Responders will fully participate in these procedures.
8. At large or complicated incidents with a high risk to personnel, the Incident Commander should appoint an Incident Scene Safety Officer. This Safety Officer will:
 - a. report directly to the Incident Commander;
 - b. ensure fire ground operations are being conducted in accordance with departmental guidelines or accepted practices;
 - c. have the authority to immediately cause immediate correction of situations that create an imminent hazard to personnel; and
 - d. participate in post-incident critiques in order to review the safety factors involved in the emergency incident.

9. The Department shall have a written guideline on rehabilitation of members operating at incidents. Provisions addressed in this guideline should include:

- a. medical evaluation and treatment;
- b. food and fluid replenishment;
- c. crew rotation; and
- d. relief from extreme climactic conditions.



Lacombe Fire Department

Policy 300.6 – Salvage and Overhaul Operations

Department Procedure:

1. The Department shall have a written guideline in place for the conduct of salvage and overhaul operations. The provisions of this guideline should include:
 - a. inspection of the premises;
 - b. development of an operational plan;
 - c. provision of essential equipment;
 - d. elimination of hazards;
 - e. wearing Self-Contained Breathing Apparatus (SCBA);
 - f. atmospheric monitoring during overhaul; and
 - g. fire fighter fatigue.

2. The Incident Commander, his designate or the Incident Scene Safety Officer shall strictly enforce the provisions of the guideline.



Lacombe Fire Department

Policy 300.7 – Vehicle Response Safety

Department Procedure

1. All members responding to the Fire Hall shall follow the rules of the road and the requirements of the Highway Traffic Act.
2. All vehicles responding to alarms shall follow the rules of the road and the requirements of the Highway Traffic Act.
3. All members on apparatus going to or returning from an alarm shall only be seated in the cab or jump seats provided. Under no circumstances shall members stand up on the jump seat platform while the vehicle is moving.
4. All vehicles when backing shall have a guide visible to the driver.
5. No person shall mount or dismount a moving vehicle.
6. All vehicles shall sound the horn before moving:
 - a. 1 – stop;
 - b. 2 – forward; and
 - c. 3 - backup.
7. Lights and sirens shall be operated when responding to all alarms except training runs. Lights and siren shall not be operated when returning from alarms.
8. Lights and siren shall not be operated when returning from alarms.
9. Vehicles when unattended inside or outside the fire station shall be left in neutral with the parking brake applied.
10. Vehicles on scene shall have the parking brake applied and wheel chocks in place in front and behind left rear drive wheel.
11. Two-way radio communication shall follow Department of Communications approved procedures.



Introduction

1. This section establishes the minimum safety guidelines for training evolutions conducted by the Lacombe Fire Department.
2. Safety in training is vitally important because this is where other than at an actual emergency, the potential for injuries or even death is greatest for a fire fighter. During training scenarios, only the situations are simulated. Fire and hazards presented by the training scenarios are real and are to be treated with the utmost seriousness.

Supervision

1. All members present shall be briefed on applicable safety precautions or procedures to be followed during the training session.
2. All activities during training, including the handling of fuels, shall be under the direct supervision of the Training Coordinator or the Captain who shall ensure that all safety precautions are observed.

Personal Protective Equipment

Members shall wear the full personal protective equipment required for the type of training being conducted.

Use of Flammable Liquids

1. Personnel pouring fuel shall wear full protective clothing whenever pouring fuel.
2. A charged safety line shall be rigged and manned by a member in full protective clothing before dispensing any fuel.
3. All instructions on the safe handling and dispensing of flammable liquids shall be observed.
4. **“NO SMOKING”** within 50 feet of any fuel shall be strictly enforced.
5. All unnecessary obstructions are to be removed from the area.
6. Flammable liquid containers shall be located as far from the spill area as possible and on the upwind side. Portable containers shall be moved to a safe distance prior to ignition of the fuel.

7. All embers shall be extinguished and surfaces cooled prior to dispensing fuel for further fires.

8. All personnel not involved in pouring fuel shall remain upwind and at a safe distance.

Ignition

Only the instructor or a person delegated by him shall ignite the spill/materials.

First Aid

1. A first aid kit shall be readily available.

2. Injuries shall be reported immediately to the instructor.

Completion

On completion of the exercise, the person in charge shall ensure that fires are out, equipment is returned to a serviceable condition, protective clothing cleaned, and the area left in a tidy condition.



Department Procedure:

1. The Department shall consider safety and health as primary concerns in the design, acquisition, operation, maintenance, inspection and repair of all tools and equipment.
2. Hearing conservation should be considered whenever acquiring new power tools or equipment.
3. All equipment carried on fire apparatus shall be inspected at least weekly and within 24 hours after any use. Inventory records shall be maintained for the equipment carried on each vehicle. Records shall also be maintained for training equipment.
4. All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with the manufacturer's instructions and applicable standards.
5. All ground ladders shall be inspected and service tested annually in accordance with NFPA Standard 1932, *Standard on Use, Maintenance and Service Testing of Fire Department Ground Ladders*.
6. All fire hoses shall be inspected and service tested in accordance with NFPA Standard 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles*.
7. All portable fire extinguishers shall be inspected and tested annually in accordance with the applicable requirements of NFPA 10, *Standard for Portable Fire Extinguishers*.
8. All fire department equipment and tools shall be cleaned and disinfected after responding to an emergency incident where the potential for contamination from exposure to communicable diseases might have occurred.
9. Fire fighting equipment found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.



Lacombe Fire Department

Policy 300.10 – Workplace Hazardous Materials Information System

Department Procedure:

1. The Department shall have a written guideline in place for the conduct of a Workplace Hazardous Materials Information System (WHMIS) program.
2. The provisions of this guideline should include:
 - a. WHMIS training for supervisors;
 - b. WHMIS training to new members;
 - c. provision of Material Safety Data Sheets (MSDS) from suppliers;
 - d. annual review of MSDS;
 - e. maintaining a “Right To Know” station.
3. The Department’s Safety Coordinator will be responsible to the District Chief for the daily conduct of the WHMIS program.



Policy Statement:

The Lacombe Fire Department recognizes the need for effective use of training opportunities and resources.

Contents:

- 400.1 Training Responsibilities
- 400.2 Training Requests
- 400.3 Annual Training Needs Assessment
- 400.4 Training Coordination
- 401.1 Recruit Orientation Training
- 401.2 Fire Fighter Training Requirements
- 401.3 Officer Training Requirements



Department Procedure:

1. The Training Division shall be headed by the District Chief and supported by the Training Coordinator and if appointed, an Assistant Training Coordinator.
2. They shall be responsible for:
 - a. creating an Annual Training Schedule to be submitted at the first business meeting of the new year;
 - b. delivering AFTS approved training courses;
 - c. developing, organizing and conducting in house training and lectures based on Alberta Fire Training School (AFTS), International Fire Service Training Association (IFSTA) and National Fire Prevention Association (NFPA) requirements and suggestions from the Advisory Committee through the District Chief;
 - d. submitting an annual budget proposal to the Regional Fire Chief;
 - e. assisting in the development of pre-fire plans for the department's response area;
 - f. maintaining training records on all Department members;
 - g. offering special interest or seasonal courses such as Cold Water Rescue, High Angle Rescue, First Aid, etc;
 - h. supervising the conduct of equipment trials and submitting written recommendations to the Advisory Committee.
3. The general membership shall participate in the training program and shall be responsible for:
 - a. attending training sessions or courses as required;
 - b. providing input or feedback on programs, courses, policies and SOGs developed and utilised by the Training Division;
 - c. when tasked, develop and present courses or lessons;

- d. submitting, suggesting or identifying items to be addressed in future or existing training courses or initiatives; and
- e. submitting photocopies of certificates awarded for successful completion of AFTS and other courses to the Training Coordinator for inclusion in the member's personal training records.



Department Procedure:

1. All Department members shall submit a request in writing through their Captain to the Training Coordinator for any training. Requests may be in the form of an AFTS Application Form or an application form from any other proposed course. Failure to do so will result in requests for reimbursement being denied.
2. The Captain shall determine if the applicant has the necessary prerequisites for the training before passing the request to the Training Coordinator.
3. The Training Coordinator will:
 - a. verify the information on the application and ensure the member has not exceeded the three course limit set by the county;
 - b. get a Purchase Order number from the District Chief;
 - c. if it is an AFTS application, have the District Chief complete the physical fitness verification section and sign all appropriate blocks;
 - d. fax the application to AFTS or mail it to the agency conducting the training;
 - d. log the date and time the request was sent; and
 - e. follow up and confirm that the application was received.
2. Training of benefit to the Department but not directly related to our core functions shall be approved by the Advisory Committee.



Lacombe Fire Department

Policy 400.3 – Annual Training Needs Assessment

Department Procedure:

1. It is important that each member receives the training necessary to operate effectively and safely as a fire fighter in whatever position they occupy. It is equally important that members receive training that provides maximum benefit for our stakeholders and the Department.
2. Annually, in September, Captains shall conduct personal interviews with their subordinates to assess their training requirements and mutually agree upon which courses their members should take to benefit the Department.
3. Annually, in September, the District Chief shall conduct personal interviews with the Operations Officer, Captains, Training Coordinator and Communications Director to assess their training requirements and mutually agree upon which courses they should take in the upcoming year.
4. Annually, in September, the Regional Fire Chief shall conduct a personal interview with the District Chief to assess his training requirements and mutually agree upon which courses he should take in the upcoming year.



Lacombe Fire Department

Policy 400.4 – Training Coordination

Department Procedure:

1. Annually, in October, the Regional Fire Chief shall chair a joint meeting of the Training Division and the Advisory Committee to determine training requirements for the following year based upon the above personal interviews.
2. Annually, in November, the Training Coordinator shall submit a training budget proposal to the District Chief for inclusion in the Department's business plan.



Lacombe Fire Department

Policy 400.5 – Reimbursement For Training Costs

1. Only training requests submitted in accordance with Section 106.3 will be reimbursed. The following costs will be reimbursed:
 - a. tuition will be shared equally by the Town and County;
 - b. actual out-of-pocket travel, subsistence and incidental costs will be reimbursed provided such expenses are reasonable and reflect due regard for economy. When more than one member is attending the same course or another course at the same location, only one member will be permitted to claim mileage for courses eligible for mileage. Rates will be in accordance with current Town and County policies; and
 - c. \$250.00 will be paid by the County upon successful completion of an Alberta Fire Training School (AFTS) course or its equivalent up to a maximum of three courses per individual.
3. The Town and County will share costs equally at locally sponsored training sessions up to a maximum of \$100.00 per member. Costs may include accommodation, meals, materials and instructor's fees. This is an alternative to the paragraph above.
4. Dangerous Goods Awareness training provided by Nova Chemicals is not eligible for reimbursement under the above provisions.



Department Procedure:

Probationary Fire Fighters at Lacombe Fire Department shall complete a 40 hour orientation program to be scheduled on Saturdays (8 hour day) of alternate weekends. The probationary member shall attend and participate in:

- a. structural fire fighting practical training;
- b. class room lectures; and
- c. home study assignments.

Program Content

The following subjects will be included but are not limited to:

- a. Fire Department Organization; chain of command, size and scope of organization, standard operating guidelines, work rules and regulations, terminology, radio and communication procedures, history and coverage areas.
- b. Ladders; safety, terminology, components, correct use, climbing procedures, ladder carries and raises.
- c. Chemistry of Fire; use of water, exposure protection, types of fire, dangers of smoke and other toxic gases, heat transfer principles.
- d. Hand Tools; identification of hand tools, location of hand tools, maintenance, ropes and knots and portable fire extinguishers.
- e. Salvage; theory, methods, tools, care, maintenance and use of salvage tarps.
- f. Breathing Apparatus; visual inspections, correct use, basic maintenance, nomenclature, proper wearing and introduction to smoke filled environment
- g. Hose Handling; identification of hose, nomenclature, inspection and safety, hose carries, rolls and folds and handling charged lines.
- h. Hose Appliances; types of nozzles, use of nozzles, master streams, wyes, siamese, reducers, male and female couplings and correct use of hydrants.
- i. Ventilation; theory, safety in ventilation procedures, techniques, basic building construction and use of tools in ventilation.

Evaluation

1. Monthly status reports on progress of individual recruits shall be completed by the Training Coordinator and forwarded to the District Chief.
2. To complete their probationary period, recruits shall complete the following:
 - a. attend all training nights;
 - b. successfully complete written and task performance examinations; and
 - c. complete 6 months service with the Department.

Training Schedule

Training will be in accordance with the following schedule. Timings may be altered to suit the number of trainees.

	Morning 8 am – Noon					Afternoon 1 pm – 5 pm		
Pt 1	PPE & Safety 2 hrs		SCBA 2 hrs		Lunch	SCBA Drills 1 hr	Ropes 1 hr	Drills & Evaluation 2 hrs
Pt 2	Chemistry of Fire 1 hr	Intro to Ladders 1 hr	Hand Tools 1 hr	Salvage 1 hr	Lunch	Ladder Drills 2 hrs		Ropes & Hand Tools 1 hr Practical Exercises 1 hr
Pt 3	Chemistry of Fire 1 hr	Hose 1 hr	Hose Equipment 1 hr	Hose Streams 1 hr	Lunch	Hose Drills 1 hr	Ladder Drill 1 hr	Drills & Evaluation 2 hrs
Pt 4	Chemistry of Fire 1 hr	Ventilation Theory 2 hrs		Rescue Search 1 hr	Lunch	Hose, Ladder, SCBA & Rescue Search Drills 2 hrs		Hand Tools 1 hr Drills & Evaluation 1 hr
Pt 5	Initial Fire Attack 2 1/2 hrs			Overhaul Tools 1/2 hr	Note: Evening Session to be conducted during regular training night			
Pt 6	Structural Exercise 2 hrs		Structural Exercise 2 hrs		Lunch	Structural Exercise 2 hrs		Structural Exercise 2 hrs



**Lacombe Fire Department
Orientation Program Checklist**

Probationary Fire Fighter _____

Assessor _____ Date _____

Objective: Tasks will be performed with proficiency after 40 hours orientation training.

Tasks	Knows Task	Can Perform Task	Can Perform Proficiently
1. Identify and locate forcible entry tools on apparatus			
2. Ventilation using exhaust fan			
3. Ventilation breaking window or door glass			
4. Ventilation using water fog			
5. Tying hoisting knots: Bowline, Clove Hitch, Half Hitch			
6. Tying rescue knots: Quick Release Bowline, Butterfly Knot			
7. Hoist tools: axe, pike pole, fire extinguisher, roof ladder, saw			
8. Ladder Carries: one person up to 24' extension ladder: Choice of: (circle one) Arms Length Carry Shoulder Carry High Shoulder Carry Two person up to 35' extension ladder: (circle one) Arms Length Carry Shoulder Carry High Shoulder Carry			
9. Ladder Raises: One person up to 24' extension ladder: Choice of: (circle one) High Shoulder Raise Shoulder Raise Nordahl Raise Two person up to 35' extension ladder: Choice of: (circle one) Beam Raise Flat Raise			
10. Climb ladder to second floor			
11. Climb ladder while carrying tool			
12. Salvage Cover Throws			
13. Salvage Cover Folds			
14. Removal of Water With Squeegee			
15. Rescue Drag			
16. Searching For Victims			
17. Use SCBA			
18. Inspection and Care of SCBA			
19. Emergency Procedures With SCBA			
20. Attack Class "A" Fires			
20. Attack Class "B" Fires			
21. Identification of hose			
22. Identification of Hose Appliances			
23. Advance Dry Hoseline Into A Structure			
24. Advance Dry Hoseline Up a Stairway			
25. Hose Roll – One Person Donut Roll Double Donut Roll Straight Roll			
26. Advance Hoselines (evolutions) Shoulder Carry (dry) Wet (charged lines) 1 1/2 inch and 2 1/2 inch			



Department Procedure:

Each member should attain qualifications based upon the following guidelines:

- a. **Probationary Fire Fighter** - each member shall complete a 40 hour Orientation Course before completing probation. Normally Probationary Fire Fighters will not be offered AFTS courses. The Advisory Committee shall approve exceptions.
- b. **Fire Fighter I** – to attain this qualification, each member should complete Fire Fighter Part 1, Part 2, Pump A, First Aid and CPR within 36 months of completing probation.
- c. **Fire Fighter II** – to attain this qualification, each member should complete all FF I courses plus Fire Fighter Part 3 and Part 4 and Vehicle Extrication and Trench Rescue within 48 months of completing probation. Pump B is optional.
- d. **Fire Fighter III** – to attain this qualification, each member should complete all FF II compulsory courses plus Fire Prevention for the Fire Fighter and Building Construction for the Fire Service within 60 months of completing probation. Leadership for the Fire Service and Instructional Methodology I (Basic Skills) are optional.
- e. **Fire Fighter Pump Operator** – to attain this qualification, each Operator should complete all FF I levels and Pump B, have a Q endorsement on driver's license plus pumping and driver competency determined by Captain.



Department Procedure:

Each member should attain qualifications based upon the following guidelines:

- a. **Lieutenant** – to attain this rank, the member should have a minimum qualification of Fire Fighter III. The member should complete Leadership for the Fire Service, Safety and Suppression for the Fire Officer and Strategy and Tactics – Command (Theory) within 24 months of accepting the position. Strategy and Tactics – Command (Practical) and Leadership for the Fire Service are optional.
- b. **Captain** – to attain this rank the member should have a minimum qualification of Lieutenant. The member should complete Strategy and Tactics – Command (Practical), Instructional Methodology I (Basic Skills), Human Relations and Management for the Fire Service and SCOTI within 24 months of accepting the position. Pre-Emergency Planning, Water Supplies and Fire Cause Determination are optional.
- c. **Operations Officer** – to attain this rank the member should have a minimum qualification of Captain. The member should complete Instructional Methodology II (Knowledge Domain), Instructional Methodology III (Practical Instruction and Evaluation) and Fire Prevention for the Fire Officer within 18 months of accepting the position. Public Relations and Public Speaking is optional.
- d. **District Chief** – to attain this rank the member should have a minimum qualification of Operations Officer. The member should complete Public Relations and Public Speaking and Public Finance and Budgeting within 18 months of accepting the position.