



Lacombe Regional Fire Service
Policy Manual



Lacombe Regional Fire Service Policy Manual

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Lacombe Regional Fire Service Policy Manual

Mission Statement

Lacombe Regional Fire Service will endeavour to reduce the frequency and severity of emergency incidents within the service area of Lacombe Regional Fire Service and minimize their negative impacts on individuals, families, organizations and the economy.



Lacombe Regional Fire Service Policy Manual

Foreword

The Lacombe Regional Fire Service Policy Manual is a controlled document and may only be altered or amended with the permission of the Lacombe Regional Fire Service Association Board of Directors.

There are 11 controlled copies of this manual held by the following offices:

- a. Town of Lacombe;
- b. Lacombe County;
- c. Village of Alix;
- d. Village of Clive;
- e. Town of Eckville;
- f. member Fire Departments; and
- g. Regional Fire Chief.

Recommendations for revisions are to be submitted to the Regional Fire Chief on the form at the end of this foreword.

This manual will be reviewed annually by the Regional Fire Chief to ensure that it conforms with the direction provided by the Lacombe Regional Fire Service Association Board of Directors.



Lacombe Regional Fire Service Policy Manual

Request for Revision or Amendment

CONTACT INFORMATION (Please print or type)		
Name		Department
Telephone	Fax	E-mail Address
REVISION OR AMENDMENT INFORMATION		
Policy Number		Article Number
Revision or Amendment Requested: (Please clearly explain the suggested edit and the reason for the edit. If more space is required feel free to use subsequent pages.)		
Suggested Solution:		
Signature (when mailed or faxed)		Date
REVIEW INFORMATION (Regional Fire Chief use only)		
Reviewed by: Regional Fire Chief <input type="checkbox"/> Town of Lacombe Administration <input type="checkbox"/> Lacombe County Administration <input type="checkbox"/>		Approved by: Board of Directors <input type="checkbox"/> Date:



Policy Statement:

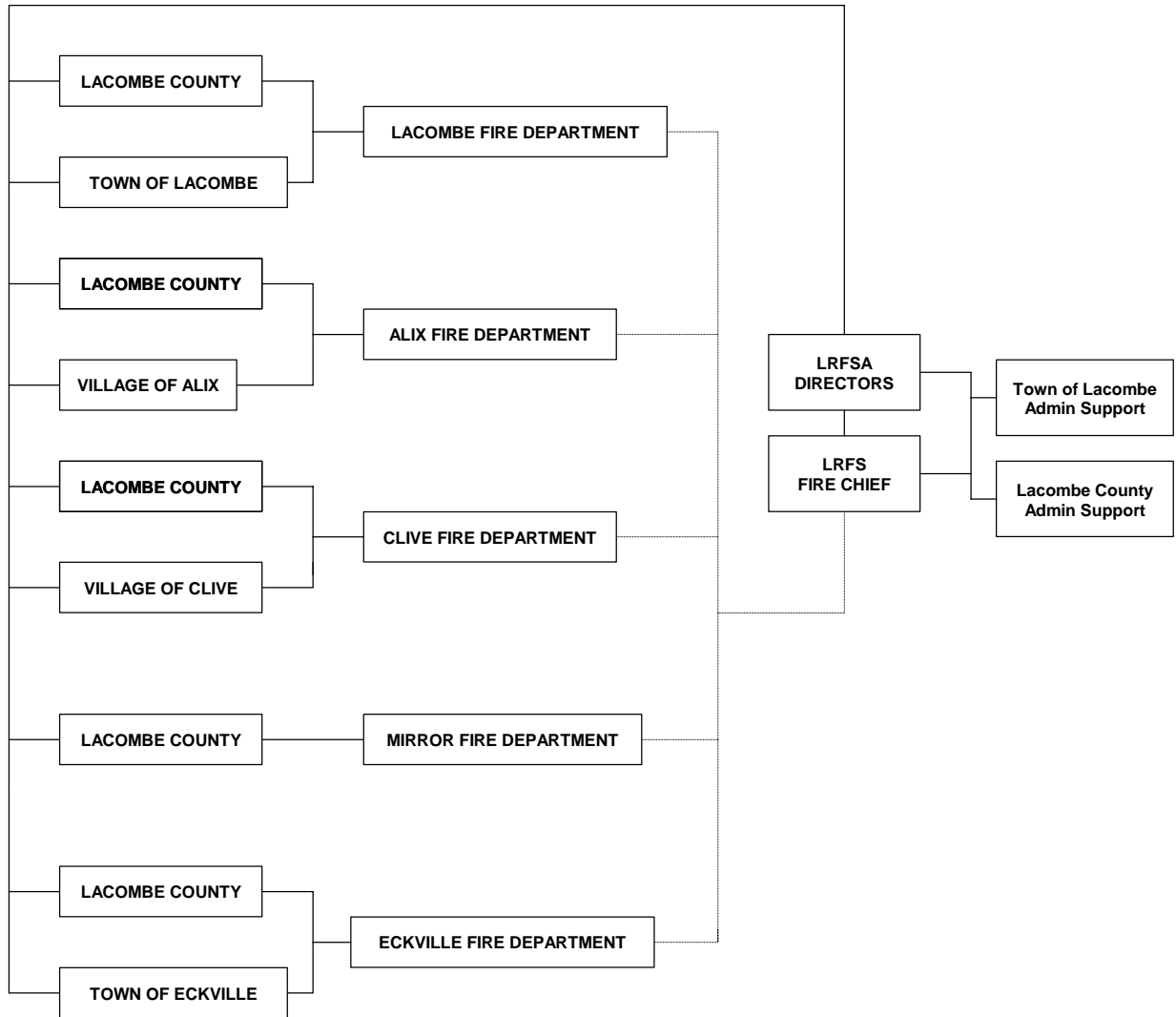
Lacombe Regional Fire Service Association is established under *The Societies Act, R.S.A., 1980*.

Procedure:

1. The organization chart for the Association is published at the end of this policy.
2. A Board of Directors shall manage the affairs of the Association. Directors shall be appointed as follows:
 - a. Lacombe County and the Town of Lacombe shall each appoint two Directors to the Board; and
 - b. any other member of the Association shall appoint one Director.
3. The Councils of Lacombe County, the Town of Lacombe and any other municipality joining the Association shall appoint a Regional Fire Chief as head of the Lacombe Regional Fire Service. The Regional Fire Chief is the sole employee of the Association.

ORGANIZATION CHART – JANUARY 1, 2004

LACOMBE REGIONAL FIRE SERVICE





Lacombe Regional Fire Service Policy Manual

Policy 101 – Lacombe Regional Fire Service Association Bylaws

Policy Statement:

Lacombe Regional Fire Service Association shall maintain bylaws pursuant to the requirements of *The Societies Act, R.S.A., 1980*.

Procedure:

1. The Secretary-Treasurer shall maintain the bylaws in the manner directed by the Board.
2. The Bylaws of the Association are published at the end of this policy.



ARTICLE 1 - DESIGNATION

1.1 The Society shall be designated as the "LACOMBE REGIONAL FIRE SERVICE ASSOCIATION".

ARTICLE 2 - INTERPRETATION

2.1 In these by-laws unless the context otherwise requires, the following words and phrases will have the following meanings:

- (a) "Act" means the Societies Act RSA 1980, cS18, as amended from time to time;
- (b) "Annual General Meeting" means that meeting to be held as set forth in Article 7.1 hereof;
- (c) "Board" means Board of Directors of the Society as elected pursuant to Article 15 hereof;
- (d) "Directors(s)" means the Directors(s) of the Society who hold office in accordance with these Bylaws;
- (e) "Member(s)" means a Municipality which has complied with the requirements set forth in Article 3.1 hereof;
- (f) "Membership Fee" means that Membership Fee determined in accordance with Article 5.1 hereof;
- (g) "Municipality" means municipality as that term is defined in the Municipal Government Act 1994, c. M-26.1, as amended, and for the purposes of these Bylaws, includes a Metis Settlement, Improvement District and Special Area;
- (h) "Society" means the Lacombe Regional Fire Service Association; and
- (i) "Special Resolution" means a special resolution as that term is defined in the Act.

2.2 The objects of the Society are those named in the Application under the Act, and a copy of that Application shall be kept with a copy of these Bylaws.

ARTICLE 3 - MEMBERSHIP

3.1 Subject to the approval of the Board, any Municipality may become a Member of the Society by executing a Membership Agreement in form and content satisfactory to the Board and submitting a copy of the Resolution of Council or By-law authorizing such Municipality to execute such Membership Agreement and to join the Society.

3.2 Membership in the Society is ongoing and does not require affirmation by Members.

ARTICLE 4 - VOTING RIGHTS OF MEMBERSHIP

4.1 For so long as the Town of Lacombe and Lacombe County are Members of the Society, each shall be entitled to two (2) votes on every matter properly put before a meeting for a vote. Each other Member, if any, shall be entitled to one (1) vote on every matter properly put before a meeting for a vote.

ARTICLE 5 - MEMBERSHIP FEES

5.1 The Membership Fee, if any, shall be affixed by the Board from time to time.

ARTICLE 6 - MEMBERSHIP CEASES

6.1 A Member may terminate its Membership in the Society by way of notice in writing delivered to the Society on or before June 30 to become effective on December 31 of that year.

6.2 Subject to Article 6.5 herein, a Member shall not be expelled from Membership with the Society.

6.3 Subject to Article 6.4, upon termination of Membership for any reason, no Member shall have any ownership claim to any of the assets of the Society in any manner whatsoever.

6.4 Upon the dissolution or winding up of the Society and after the payment of all debts and liabilities of the Society, the remaining property of the Society shall be distributed to those Members of the Society in accordance with the percentage allocation specifically for each member of the Society as calculated in the Allocation formula. The member specifically agrees that it will take such actions as may be required to ensure that such distribution occurs strictly in accordance with the Allocation Formula.

6.5 If a Member fails to contribute towards the annual operating and capital budgets of the Society pursuant to the Membership Agreement between the Society and the Members that is in force from time to time, the remaining Members, by ordinary resolution, may expel the Member in default from Membership with the Society, such expulsion to take effect upon receipt of written notice to the Member in default to that effect from the Society.

ARTICLE 7 - ANNUAL GENERAL MEETING

7.1 The Annual General Meeting of the Society shall be held at a location and on a date to be selected by the Directors each year.

7.2 The Secretary (or in the place of the Secretary, the Secretary-Treasurer) shall provide no less than ten (10) days notice of the Annual General Meeting to all Members.

ARTICLE 8 - MEETINGS OF MEMBERS

8.1 Any special or general meeting of the Members shall be held at such place and time within the Province of Alberta as the Board may determine.

8.2 The Board Chairman or Vice Chairman shall have the power to call at any time a general meeting of the Society, notice of such general meeting to be provided no less than ten (10) days before the time fixed for the holding of such meeting.

8.3 Upon receipt of a request for a general meeting of the Society from no less than fifty (50%) percent of the Members, the Chairman shall call a general meeting of the Society, notice of such general meeting to be provided no less than ten (10) days before the time fixed for the holding of such meeting.

ARTICLE 9 - SPECIAL MEETING

9.1 The Board, Chairman or Vice Chairman may call a special meeting of the Society at any time.

9.2 Upon receipt of a request for a special meeting of the Society from no less than fifty (50%) percent of the Members, the Chairman shall call a special meeting of the Society, notice of such special meeting to be provided no less than twenty-one (21) days before the time fixed for the holding of such meeting.

ARTICLE 10 - NOTICE

10.1 Any notice required to be given hereunder by any Party shall be deemed to have been well and sufficiently given if:

- (a) delivered personally;
- (b) mailed by regular mail to the address of the Party to whom it is intended;
or
- (c) sent by a facsimile transmission or by any other like method by which a written or recorded message may be sent addressed to the Member or Directors at its address as the same appears on the records of the Society.

A notice or other document sent by post shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid and any notice mailed shall be deemed to have been received on the fourth (4th) day after the date it is postmarked. A notice or other document sent by facsimile transmission or by any other like method by which a written or recorded message may be sent shall be deemed to be delivered at the time when the same was transmitted by the sender.

ARTICLE 11 - ERROR OR OMISSION IN NOTICE

11.1 No error or omission in giving notice of any Annual General Meeting, general meeting or special meeting or any such adjourned meeting shall invalidate such meeting or make void any proceedings taken thereat and any Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

ARTICLE 12 - QUORUM

12.1 A quorum for the transaction of business at any meeting of Members shall consist of not less than sixty-six and two-thirds (66 2/3%) percent of the Members.

ARTICLE 13 - ADJOURNMENT

13.1 Any meetings of the Society or of the Board may be adjourned to any time and such business may be transacted at such adjourned meetings as might have been transacted at the originating meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

ARTICLE 14 - VOTING

14.1 At all meetings of the Society every question shall be decided by not less than sixty-six and two-thirds (66 2/3%) percent of all of the Members of the Society unless otherwise required by the Bylaws of the Society, or by law. Every question shall be decided by a show of hands.

ARTICLE 15 - BOARD OF DIRECTORS

15.1 The affairs of the Society shall be managed by a Board of Directors that shall be appointed as follows:

- (a) provided that Lacombe County is a Member, it shall be entitled to appoint two (2) Directors. Such appointment shall consist of either one elected official of the Lacombe County and one Member of the public at large or two elected officials of the Lacombe County; and
- (b) provided that the Town of Lacombe is a Member, it shall be entitled to appoint two (2) Directors. Such appointment shall consist of either one elected official of the Town of Lacombe and one Member of the public at large or two elected officials of the Town of Lacombe; and
- (c) one (1) Director from each other Member.

15.2 The Board may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not by the Bylaws of the Society or by law expressly directed or required to be done by the Society at a meeting of the Members or otherwise.

15.3 A Member may revoke the appointment of its appointed Director and may appoint a replacement in his stead.

ARTICLE 16 - QUALIFICATION OF DIRECTORS

16.1 A Director is disqualified and a vacancy on the Board of Directors shall exist if:

- (a) the Member entitled to appoint that Director revokes such appointment;
- (b) the Director resigns in writing;
- (c) if the Director is an elected official, as required pursuant to Article 15.1(a) and 15.1(b) of these bylaws and the Director ceases to be an elected official of the Member.

ARTICLE 17 - VACANCIES, BOARD OF DIRECTORS

17.1 Should a vacancy on the Board occur, the following shall apply:

- (a) the Board shall provide a written request to the Member entitled to appoint such Directors as set forth in Section 15.1 that it appoint a Director to fill such vacancy for the balance of the departing Director's term as a Director; and
- (b) in the event that the Member referred to in subsection (a) fails to communicate the appointment of a replacement Director, such position shall remain vacant until the Member entitled to appoint such Director communicates such appointment to the Board.

ARTICLE 18 - QUORUM AND MEETINGS, BOARD OF DIRECTORS

18.1 A quorum of the Board for the transaction of business shall be no less than sixty-six and two-thirds (66 2/3%) percent of the Directors.

18.2 Board meetings may be formally called by:

- (a) the Chairman;
- (b) Vice-Chairman; or
- (c) the Secretary or Treasurer (or in the place of the Secretary or Treasurer, the Secretary-Treasurer) on direction of the Chairman, Vice-Chairman or on the direction in writing of two Directors.

Notice of the time and place of every such Board meeting shall be given to each Director personally, by telephone or by facsimile transmission not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if all the Directors are present thereat and signify their waiver of such notice at such meeting.

18.3 A Director may participate in a meeting of the Board or of a committee of the Board by means of telephone conference.

ARTICLE 19 - VOTING, BOARD OF DIRECTORS

19.1 At all meetings of the Board, every question shall be decided by not less than sixty-six and two-thirds (66 2/3%) percent of all of the Directors. Every question shall be decided by a show of hands.

ARTICLE 20 - RESOLUTION IN WRITING

20.1 A resolution in writing signed by all the Directors shall be valid and effectual as if it had been passed at a meeting of Directors duly called and constituted.

ARTICLE 21 - ERRORS IN NOTICE

21.1 No error or omission in giving notice for a Board meeting shall invalidate such meeting or invalidate any proceedings taken or had at such meeting and any Directors may at any time waive notice to any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

ARTICLE 22 - CONTINUATION IN OFFICE

22.1 The Directors shall continue in office until their respective successors are appointed in accordance with the Bylaws.

ARTICLE 23 - REMUNERATION OF DIRECTORS

23.1 All Directors will act without remuneration from the Society.

ARTICLE 24 - LIABILITY OF DIRECTORS

24.1 Every Director shall be deemed to have assumed office on the express understanding, agreement and condition that every Director and his heirs, executors and administrators and estate and effects respectively shall from at all times be indemnified and saved harmless out of the funds of the Society from and against all costs, charges and expenses whatsoever which such Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or any other Directors or Directors in or about the execution of the duties or his or their office, and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own willful neglect or default.

24.2 The Society may, at the discretion of the Directors, purchase and maintain Director and Officer liability insurance on such terms and conditions acceptable to the Directors.

ARTICLE 25 - OFFICERS OF THE SOCIETY

25.1 There shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer (or in the place of a Secretary and Treasurer, a Secretary Treasurer) and such other Officers as determined by the Board in its discretion from time to time. The Chairman and Vice-Chairman shall be elected by the Directors as a whole and shall be elected for a one-year term. During no single year shall both the Chairman and the Vice-Chairman be Directors appointed by either the Town of Lacombe or Lacombe County.

25.2 In addition to the duties set forth herein, the Officers shall have duties as the Board may determine from time to time

25.3 All Officers shall act without remuneration except as explicitly set forth in any agreement entered into between the subject Officer and the Society, with the consent of the Board.

25.4 A staff member from both the Town of Lacombe and Lacombe County, the Lacombe Regional Fire Chief, the Lacombe District Chief and one (1) member at large from the Lacombe Volunteer Fire Department shall serve as advisors to the Board, subject to the discretion of the Board.

ARTICLE 26 - DUTIES OF CHAIRMAN

26.1 The Chairman shall, when present, preside as Chairman at all meetings of the Members of the Society and of the Board and appoint all officials and committees as directed by the Board. He shall perform all other and such usual duties as are performed by the Chairman. The Chairman shall be a Member ex-officio of all committees.

ARTICLE 27 - DUTIES OF VICE-CHAIRMAN

27.1 The Vice-Chairman shall act and perform the duties of the Chairman in his absence in the conduct of his office. During the absence or inability of the Chairman and Vice-Chairman, the duties and powers of the Chairman shall be exercised by a Director appointed by the Board for this purpose.

ARTICLE 28 - DUTIES OF TREASURER

28.1 The Treasurer (or in the place of the Treasurer, the Secretary-Treasurer) shall cause the funds of the Society to be received and disbursed in accordance with the directions of the Board, subject to these Bylaws. The Treasurer (or in the place of the Treasurer, the Secretary-Treasurer) shall cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Society. The Treasurer (or in the place of the Treasurer, the Secretary-Treasurer) shall cause to be rendered to the Board at regular meetings thereof or whenever required by the Board an account of all transactions of the Society and the financial position of the Society.

ARTICLE 29 - DUTIES OF SECRETARY

29.1 The Secretary (or in the place of the Secretary, a Secretary-Treasurer) shall cause all facts and minutes of all proceedings to be kept on all meetings of the Society and shall cause all notices to be given to Members and to Directors required by these Bylaws. The Secretary (or in the place of a Secretary, the Secretary-Treasurer) shall cause to be kept the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board. The Secretary (or in the place of the Secretary, the Secretary-Treasurer) shall perform such other duties as may, from time to time, be determined by the Board.

ARTICLE 30 - SEAL

30.1 At the discretion of the Board, the Society shall have a seal in the form approved from time to time by the Board.

30.2 Any Director together with the Secretary, Treasurer (or in the place of the Secretary and Treasurer, the Secretary-Treasurer) or such other Officer as determined by the Board, may affix the Society's seal to any instrument requiring the same.

ARTICLE 31 - BUDGET AND BORROWING

31.1 The Directors shall put before the Members for their approval a budget for each upcoming fiscal year. If the budget is not approved by the Members, the Directors shall, as soon as reasonably possible, lay before a special meeting of the Members, a revised budget for approval and such process shall continue until the budget for the subject fiscal year has been approved.

31.2 The Directors may, during any fiscal year, present to the Members for their approval, amendments to the budget for the then current fiscal year at special meeting of the Members. If the amended budget is approved by the Members, the approved budget shall apply to the then current fiscal year.

31.3 The Society is permitted to borrow with the approval of the Members in accordance with any Membership Agreement in force from time to time.

ARTICLE 32 - AUTHORIZATION OF EXPENDITURE

32.1 The Society may make any expenditure that is contemplated within an approved budget.

32.2 If any expenditure can be reasonably expected to cause the Society to:

- (a) exceed its approved budget; or
- (b) have a detrimental effect on any program contemplated by an approved budget

then such expenditure may be made if:

- (a) the Board approves such expenditure in advance; and
- (b) all of the Members approve such expenditure in writing and in advance of such expenditure.

ARTICLE 33 - AUDITING

33.1 The books, financial accounts and records of the Society shall be audited at least once each year by an auditor appointed by the Board (the "Auditor"). A complete and proper statement of the standing of the books for the previous fiscal year shall be presented at the Annual General Meeting by the Auditor.

ARTICLE 34 - FISCAL YEAR

34.1 The fiscal year of the Society shall terminate on December 31 in each year and the financial statements of the Society's affairs for presentation to the Members at the Annual General Meeting shall be made as of that date.

ARTICLE 35 - INSPECTION OF BOOKS BY MEMBERS

35.1 Any Member may inspect the books and records of the Society at any time upon giving reasonable notice and arranging a time satisfactory to either the Secretary or Treasurer (or in the place of the Secretary or Treasurer, the Secretary-Treasurer) respectively. Each Director shall, at all times, have access to such books and records.

ARTICLE 36 - BY-LAWS

36.1 The Bylaws may be rescinded, altered or added to by a Special Resolution.

DATED this _____ day of _____ 2000.



Policy Statement:

Lacombe Regional Fire Service Association Officers shall conduct the affairs of the Association as set out in the Society's By Laws. The Society shall have the following Officers:

- a. Chairman;
- b. Vice Chairman;
- c. Secretary;
- d. Treasurer, or in the place of Secretary and Treasurer;
- e. Secretary Treasurer.

Contents:

Duties – Chairman

Duties – Vice Chairman

Duties of Secretary Treasurer

Job Description – Regional Fire Chief

Duties of Chairman

1. The Chairman shall, when present, preside as Chairman at all meetings of the Members of the Society and of the Board.
2. He shall appoint all officials and committees as directed by the Board.
3. The Chairman shall perform all other and such usual duties as are performed by the Chairman.
4. The Chairman shall be an ex-officio member of all committees.

Duties of Vice Chairman

The Vice Chairman shall act and perform the duties of the Chairman in his absence in the conduct of his office.

Duties of Secretary Treasurer

The Secretary Treasurer shall:

- a. receive and disburse all funds of the Society in accordance with the directions of the Board;
- b. keep detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Society;
- c. submit an account of all transactions of the Society to the Board at regular meetings or whenever required by the Board;
- d. keep all facts and minutes of all meetings;
- e. give notice of meetings to Members and Directors as required by the By Laws;
- f. keep the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society;
- g. deliver up all books, papers, records, correspondence, contracts and other documents when required or when authorized by the Board to such person authorized by the Board; and
- h. perform other duties as determined by the Board.

Job Description – Regional Fire Chief

Summary of Position:

The Regional Fire Chief is responsible to the Lacombe Regional Fire Service Association Board of Directors for the operations of the Lacombe Regional Fire Service (LRFS) and to provide specialist advice to member councils and departments on their administration, fire suppression, fire fighter training, fire prevention, public safety and workplace health and safety programs. He acts as Incident Commander at emergency incidents as necessary and acts in the capacity of Safety Codes Officer (SCO) Fire Discipline.

Principal Duties and Responsibilities

1. Administers the Regional Fire Service by:
 - a. maintaining all records and correspondence pertaining to the administration of LRFS;
 - b. promoting the benefits of LRFS to non-member departments within Lacombe County;
 - c. promoting and increasing public awareness of LRFS and member departments' activities.
 - d. preparing the LRFS Business Plan and Budget annually;
 - e. ensuring that necessary communications from member councils and Board of Directors are passed to appropriate personnel and member departments' concerns are passed on to member municipalities' administration;
 - f. chairing a meeting of all member District Fire Chiefs normally to be held before scheduled Board meetings.
 - g. attending all required meetings or nominating an appropriate replacement;
 - h. acting as ex officio member of Lacombe Fire Department's Advisory Committee
 - i. ensuring member departments' activities are carried out in the safest possible manner;
 - j. attending Alberta Fire Chiefs Zone 4 meetings as necessary;

- k. attending Parkland Region Fire Prevention Committee meetings as necessary; and
 - l. assisting member departments with:
 - (1) budget and equipment acquisition matters such as specifications for capital equipment or joint equipment purchases and trading of equipment,
 - (2) reporting, recording and investigating accidents and personal injuries,
 - (3) obtaining the supplies and materials necessary for vehicle and equipment maintenance.
2. Provides support for member departments' emergency response activities by:
- a. when requested or as necessary:
 - (1) attending emergencies,
 - (2) assuming command at emergencies and directing operations,
 - (3) investigating fires,
 - (3) acting as Fire Service Representative at member municipality Emergency Operations Centres,
 - (4) acting as Emergency Site Manager at member municipality disaster responses, and
 - (5) in the event of a Town of Lacombe disaster, acting as Deputy Director Disaster Services with the Police Chief in the absence of the Director;
 - b. preparing recommendations for the improved effectiveness and efficiency of member departments;
 - c. acting in the capacity of Safety Codes Officer (Fire Discipline); and
 - d. submitting reports concerning emergency response activities in the respective municipalities.

3. Is responsible for and participates in member department's training by:
 - a. coordinating distance learning courses for member departments;
 - b. instructing on distance learning courses and member department's training sessions as necessary;
 - c. ensuring the training is meaningful and in accordance with member departments' policies;
 - d. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies;
 - e. through Central Alberta Fire Training Association (CAFTA), consulting with Training Officers and providing input into training programs;
 - f. attending professional upgrading and skill maintenance training as necessary.

4. Assists member departments with pre-incident planning and fire prevention activities by:
 - a. providing member departments with pre-incident plan training;
 - b. participating in the fire prevention education programs of member departments when requested; and
 - c. coordinating and administering fire inspection services and fire code violations in accordance with the Lacombe Quality Management Plan (QMP).

5. Ensuring levels and quality of service are in accordance with member's municipal policy by:
 - a. assisting member departments to develop, implement and maintain Standard Operating Guidelines (SOGs);
 - b. liaising with member departments to ensure adequate numbers of volunteer fire fighters are maintained; and
 - d. in the case of Lacombe Fire Department, providing recommendations to the Board on the appointment of the District Fire Chief and the Deputy Chief Operations.

6. Performs other duties as assigned by the Board of Directors and member municipalities' Administration.



Policy Statement:

Lacombe Regional Fire Service Association recognizes the importance of equal representation for members of the Association.

Procedure:

1. The Chairman and Vice Chairman shall be elected to a one year term by the Directors as a whole.
2. All appointments will normally alternate between Lacombe County, the Town of Lacombe and any other municipality that may join the Association. During no single year shall both the Chairman and Vice Chairman be Directors appointed by either Lacombe County or the Town of Lacombe.



Policy Statement:

Lacombe Regional Fire Service Association recognizes the importance of performance evaluation in maintaining effective job performance.

Procedure:

1. The Regional Fire Chief will undergo a performance evaluation annually during the fourth quarter.
2. The following positions or people will provide input to the Regional Fire Chief's evaluation:
 - a. all voting Board Members;
 - b. for Administration:
 - (1) Lacombe County Commissioner or his designate, and the
 - (2) Town of Lacombe Chief Administrative Officer or his designate;
 - c. District Fire Chiefs; and the
 - d. Secretary Treasurer.
3. The Secretary Treasurer will compile the input data into the evaluation form at the end of this policy for the approval of the Board.
4. The Regional Fire Chief's performance evaluation interview will be conducted by the:
 - a. Chairman;
 - b. Vice Chairman; and
 - c. Secretary Treasurer.



Lacombe Regional Fire Service Policy Manual

Policy 104 – Performance Evaluation

NAME: _____ POSITION: _____ DATE: _____

Rating Scale

- 4 Excellent – does outstanding work – well above standard
 - 3 Good – consistently performs above standard
 - 2 Satisfactory – performs adequate; may need some improvements but not critical
 - 1 Less than Satisfactory – performs below acceptable standards and needs considerable improvement
-

Criteria	Rating	Comments
1. Judgment ability, quality of decisions and recommendations.		
2. Personal initiative and enthusiasm.		

Criteria	Rating	Comments
3. Accepts responsibility and is dependable.		
4. Organizes own time, plans ahead and establishes long term objectives.		
5. Ability to function under pressure.		
6. Ability to understand direction, organize and implement.		

Criteria	Rating	Comments
7. Communicates clearly and effectively.		
8. Recognizes and responds to changing needs and expectations.		
9. Courteous to the public and generates a positive image.		
10. Maintains good relations with other employees		

Criteria	Rating	Comments
11. Seeks advice and involves other employees in decision making.		
12. Accepts and responds to direction.		
13. Supports management.		
14. Participates in professional development opportunities.		

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Criteria	Rating	Comments
15. Appropriate dress and grooming.		
16. Job Knowledge.		
17. Quality of Work.		
18. Attendance.		

Criteria	Rating	Comments
19. Punctuality.		
20. Attitude.		
21. Overall performance of job description duties.		

Areas For Improvement: _____

Goals For Next Year: _____

Member's Signature _____

Chairman/Vice Chairman's Signature _____



Policy Statement:

Lacombe Regional Fire Service Association acknowledges the importance of recognizing donors within the local community for their contributions towards equipping member Departments with the equipment or training necessary to fulfil their roles.

Procedure:

1. The Board may, as it deems fit, fund raise for member departments in the following manner:
 - a. request support from provincial grant organizations, local businesses, service clubs or community groups to obtain equipment, services or training; or
 - b. accept unsolicited donations of services, goods or money from individuals, clubs, groups or organizations.
2. The Board will approve the manner in which the donation is acknowledged if the donor wishes their support to be identified. The manner of recognition will be determined by but not limited to:
 - a. size or type of the donation;
 - b. type of donor; and
 - c. the donor recognizes that their donation becomes the property of the member fire departments to be used in a manner deemed appropriate by the respective departments.
3. The Board will approve the application of donor logos on vehicles in accordance with Lacombe Regional Fire Service Policy 108, *Standard Vehicle Markings*.
4. In all cases, the Regional Fire Chief shall ensure donors are recognized in print media such as the Lacombe Globe, the County News, Town or Village newsletters, etc.



Policy Statement:

Lacombe Regional Fire Service Association recognizes the need to limit the intake of alcohol or drugs by its operational employees.

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. Employees who fail to follow this policy may be subject to immediate dismissal.
3. Any employee on prescribed drug(s) that may affect his ability to respond safely will inform his supervisor. 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).
4. Employees shall not drive or operate emergency vehicles if they have consumed alcohol within the past eight hours.
5. Any employee using non-prescribed drugs or drugs controlled under the Narcotics Control Act may be subject to immediate dismissal.



Reference:

AR 200/95, Freedom of Information and Protection of Privacy Act

Policy Statement:

Lacombe Regional Fire Service Association recognizes the importance of controlling rights of access to information under control of the Association and member departments.

Department Procedure:

1. Lacombe Regional Fire Service (LRFS) will hold and administer its information inventory in accordance with the Freedom of Information and Privacy Act.

Making Requests

2. To obtain access to a record, a person must make a request to LRFS.
3. The request must be in writing and provide enough detail to enable LRFS to identify the record. The applicant may ask:
 - a. for a copy of the record; or
 - b. to examine the record.

Responding to Requests

4. The Regional Fire Chief must make every reasonable effort to assist anyone requesting such information and respond to each applicant accurately and completely.
5. The Regional Fire Chief must make every reasonable effort to respond to a request not later than 30 days after receiving it.
6. Failure to respond within 30 days will be treated as a decision to refuse access to that record.

7. The 30 day limit may be extended by the Regional Fire Chief if:
 - a. the applicant does not provide enough detail;
 - b. a large number of records is requested or must be searched; or
 - c. more time is needed to consult with a third party or another public body before releasing a record.

Oral Requests

8. An applicant may make an oral request if:
 - a. the applicant's ability to read or write English is limited; or
 - b. the applicant has a physical disability or condition that impairs the applicant's ability to make a written request.

Exceptions to Disclosure

9. There are exceptions to disclosure. The Regional Fire Chief should deal with the respective municipal administrator for guidance if there is a question regarding whether or not a record should be released.

Consent to Disclosure of Personal Information

10. The consent of an individual to LRFS using or disclosing any of the individual's personal information:
 - a. must be in writing; and
 - b. must specify to whom the personal information may be disclosed and how the personal information may be used.

Fees

11. Applicants must pay a fee for service regarding any access request. The Regional Fire Chief should deal with the respective municipal administrator to determine fees.
12. Processing of any request will not begin until the fee payment is received.



Lacombe Regional Fire Service Policy Manual

Policy 108 – Standard Vehicle Markings

Policy Statement:

Lacombe Regional Fire Service Association (LRFSA) recognizes the importance marking vehicles has towards identifying member municipality's contributions and participation in LRFSA as well as building esprit de corps in the organization.

Procedure:

1. Colours of vehicles are set by the individual municipalities and their fire departments.
2. Identification markings will be in accordance with this policy.

Jointly Owned Vehicles

3. Vehicles jointly owned and operated by 2 or more municipalities will be marked in the following manner:
 - a. the Lacombe Regional Fire Service crest will be placed on both front doors of the vehicle;
 - b. the applicable fire district name, e.g. "Alix Fire District" will placed on both front doors under the LRFS crest;
 - c. applicable municipal and fire department crests will be placed on both sides at the rear of the vehicle with the words "A partnership of" above; and
 - d. the vehicle name, e.g. "Rescue One" if desired, will be placed in an appropriate position on each side.

Singly Owned vehicles

4. Vehicles owned and operated by a single municipality will be marked in the same manner as jointly owned vehicles except that the applicable municipality's name, e.g. "Village of Alix" or "Lacombe County" will be placed below the LRFS crest on both doors instead of the fire district.

5. Lacombe County pumpers will be named in accordance with the County's inventory list:

- a. Alix Fire District's pumper will be Pump 1;
- b. Clive Fire District's pumper will be Pump;
- c. Eckville Fire District's pumper will be Pump;
- d. Lacombe Fire District's pumper will be Pump 4; and
- e. Mirror Fire District's pumper will be Pump.

Sponsor Recognition

6. In accordance with Lacombe Regional Fire Service Policy 105, Donor Recognition, an organization or company providing goods and/or services greater than \$5,000 may have a logo no larger than 25 square inches placed on the applicable vehicle or equipment.

Vehicle Marking Examples



Above – Singly Owned Vehicle



Above – Jointly Owned Vehicle



Policy Statement:

Lacombe Regional Fire Service Association recognizes that fires or disasters overwhelming local emergency forces must always be considered. The Incident Command System (ICS) enables the Incident Commander to manage available personnel and equipment to achieve maximum results, depending on the situation, associated conditions and resources available.

Procedure:

In the event of an incident or emergency the Lacombe Regional Fire Service shall follow the Emergency Response Plan of:

- a. the Town of Lacombe if the event is in Town jurisdiction;
- b. Lacombe County if the event is in County jurisdiction; and
- c. any other municipality that joins the Association if the event is in their jurisdiction.



Policy Statement:

Lacombe Regional Fire Service Association is committed to assisting its member departments in obtaining and maintaining appropriate fire fighting qualifications through a combination of accredited courses, skill maintenance training and on-job training.

General

1. This policy applies to two core functions required of a fire department:
 - a. fielding appropriately trained volunteer fire fighters according to the services offered by a department; and
 - b. having the capability to conduct an offensive interior fire fighting attack.
2. These guidelines are recommendations only and are intended as a target for individual departments to work towards.
3. Training opportunities and requisite fire fighting qualifications will vary by department according to services offered, budget constraints, training night schedules and instructor availability.
4. Time and experience alone do not provide an accurate or reliable measure in determining professional competence. An objective determination can only be made when accredited training such as that offered by fire etc. Emergency Training Center is linked with on-the-job experience and time.
5. Since fire etc. has changed course delivery methods, old system course names are used. A listing of the required modules under the new system is attached at the end of this policy.

Qualifications

6. For a “journeyman” volunteer fire fighter the following minimum accredited training qualifications are recommended:
 - a. Part 1;
 - b. Part 2;
 - c. Part 3;

- d. Part 4;
- e. Pump A;
- f. Vehicle Extrication (optional depending on the department);
- g. Dangerous Goods Awareness;
- h. Standard First Aid; and
- i. CPR.

7. Fire fighters should have the following minimum accredited training qualifications to conduct an offensive interior fire fighting attack:

- a. Part 1;
- b. Part 3;
- c. Part 4 (Incident Commander and Attack Team Leader);
- d. Building Construction (Incident Commander and Attack Team Leader);
- e. C5 Strategy & Tactics Theory (Incident Commander); and
- f. C6 Strategy & Tactics Practical (Incident Commander).

**fire etc. Emergency Training Center
Course Module Listings**

Part 1

- 999-4 Fire Behaviour
- 1001-31 General Knowledge & Skills I
- 1001-32 Fire Department Communications I
- 1001-33.1 Self Contained Breathing Apparatus
- 1001-33.4 Exiting A Hazardous Area
- 1001-41 General Knowledge & Skills II

Part 2

- 1001-35.4 Hose Cleaning & Inspection
- 1001-45.3 Perform an Annual Service Test on Fire Hose

Part 3

- 1001-33.3 Forcible Entry
- 1001-33.4 Exiting A Hazardous Area
- 1001-33.5 Ground Ladders
- 1001-33.6 Vehicle Fires
- 1001-33.7 Class "A" Structural Fires
- 1001-33.8 Structural Search And Rescue
- 1001-33.9 Interior Structure Fire
- 1001-33.10 Horizontal Ventilation
- 1001-33.11 Vertical Ventilation
- 1001-33.12 Overhaul A Fire Scene
- 1001-33.13 Property Salvage
- 1001-33.14 Water Supplies
- 1001-33.15 Portable Fire Extinguishers
- 1001-33.16 Emergency Scene Illumination
- 1001-33.17 Utilities Shutdown
- 1001-42 Fire Department Communications II
- 1001-43.2 Coordinate An Interior Attack Line
- 1001-43.4 Protect Evidence of Fire Cause And Origin

Part 4

- 1001-33.3 Forcible Entry
- 1001-33.4 Exiting A Hazardous Area
- 1001-33.5 Ground Ladders
- 1001-33.6 Vehicle Fires
- 1001-33.7 Class "A" Structural Fires
- 1001-33.8 Structural Search And Rescue
- 1001-33.9 Interior Structure Fire
- 1001-33.10 Horizontal Ventilation
- 1001-33.11 Vertical Ventilation
- 1001-33.12 Overhaul A Fire Scene
- 1001-33.13 Property Salvage
- 1001-33.14 Water Supplies
- 1001-33.15 Portable Fire Extinguishers
- 1001-33.16 Emergency Scene Illumination
- 1001-33.17 Utilities Shutdown
- 1001-33.18 Wildland Fires
- 1001-35.3 Equipment Cleaning And Checking
- 1001-42 Fire Department Communications II
- 1001-43.2 Coordinate An Interior Attack Line
- 1001-43.4 Protect Evidence of Fire Cause And Origin

Pump A

- 1001-22 Fire Apparatus – Preventative Maintenance
- 1001-23 Driving – Operating Fire Apparatus
- 1001-31 Apparatus Equipped With An Attack Or Fire Pump
- 1001-32 Apparatus Equipped With An Attack Or Fire Pump
- 1001-33.2 Responding On Apparatus
- 1001-33.14 Water Supplies
- 1001-45-4 Fire Hydrant Flow Testing

Vehicle Extrication

- 1001-44.1 Vehicle Extrication
- 1001-44.2 Assist Rescue Operation Teams
- 1001-45.1 Pre-Incident Survey

Dangerous Goods Awareness

472-22 Analyzing The Incident

472-24 Implementing The Planned Response

Building Construction

999-1T

999-2T

999-3T