



Policy Statement:

Lacombe Fire Department recognizes the importance of administration procedures for the efficient and effective operation of the department.

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Lacombe Fire Department

Policy 100 – Authority For Fire Department

Policy Statement:

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

Contents:

- 100.1 Lacombe Fire Department Organization
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Lacombe Fire Department

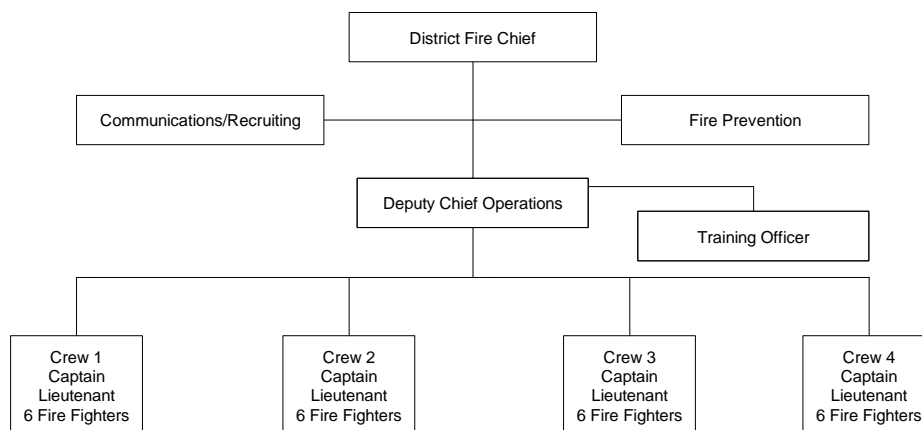
Policy 100.1 – Authority For Lacombe Fire Department

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 Fire Department shall deliver emergency and fire response services within its area of responsibility.

Department Procedure:

1. The Councils of Lacombe County and the Town of Lacombe shall appoint the District Fire Chief and Deputy Fire Chief.
2. The District Fire Chief and Deputy Fire Chief are responsible to the respective councils for the operations of the Lacombe Fire Department as set out in this policy, the Town of Lacombe Fire By-Law 270, Lacombe County Fire By-Law and Policy 102.
3. The Department is authorized to a manning level of thirty-two active members as follows:
 - a. District Fire Chief (not included in manning level);
 - b. Deputy Fire Chief (not included in manning level);
 - c. 32 Volunteer Fire Fighters; and
 - d. Fire Department Volunteer Auxiliaries which may consist of a Communications Director, Training Coordinator, Fire Prevention Officer, School Programs Officer or auxiliaries assigned to crews.
4. The Department shall be organized as follows:



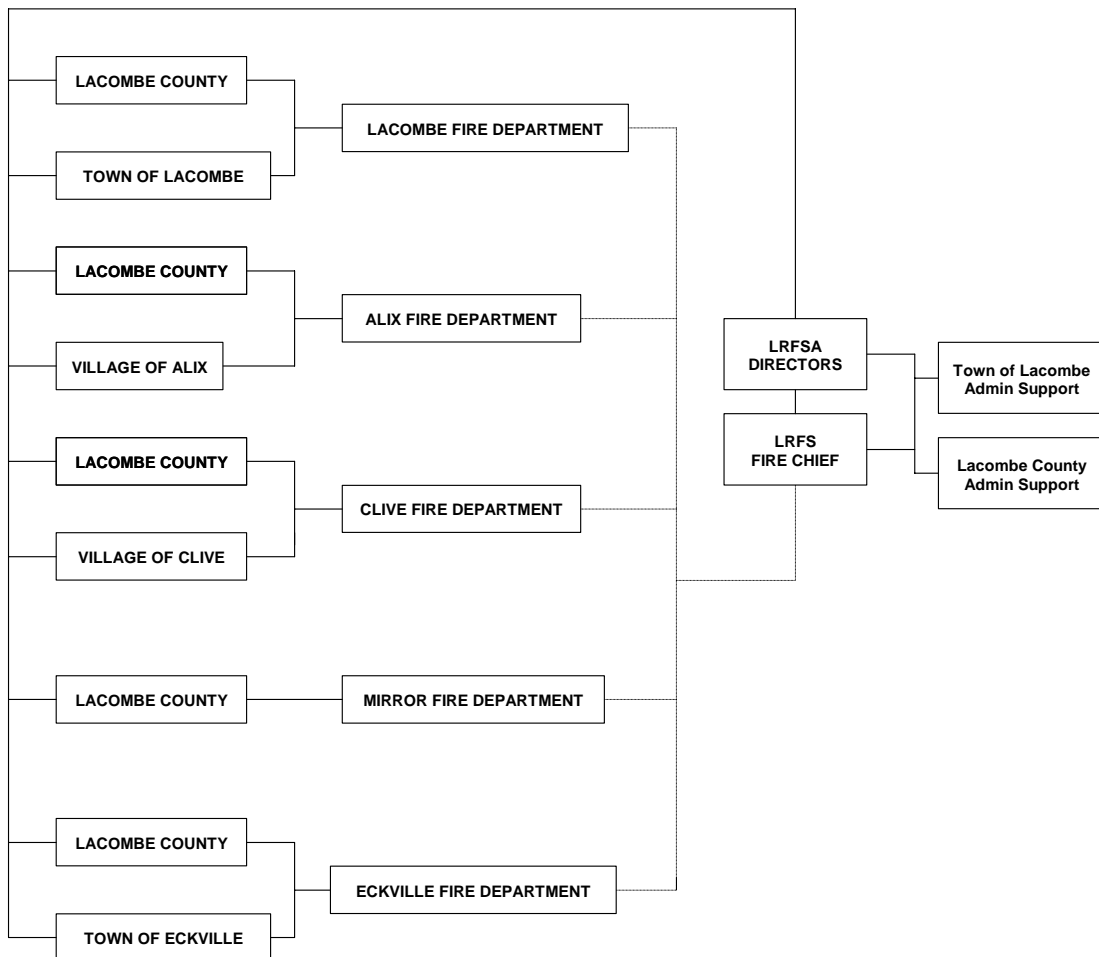


Lacombe Fire Department

Policy 100.2 – Lacombe Regional Fire Service Organization

1. The respective councils of municipalities having membership in Lacombe Regional Fire Service (LRFS) appoint the Regional Fire Chief. He shall be responsible to these councils through the LRFS Board of Directors for advising on the operation, administration, policy development, planning, budgeting and purchasing functions of member departments. In the case of Lacombe Fire Department, he will recommend personnel for the positions of District Fire Chief and Deputy Fire Chief to Town of Lacombe and County councils.

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





Lacombe Fire Department

Policy 100.3 – Lines of Communication

1. It is vital that lines of communication and the chain of command within the department be fully understood by all members.
2. The District Fire Chief and in his absence, the Deputy Fire Chief are responsible for the daily operations of Lacombe Fire Department and as such they report to Lacombe County and Town of Lacombe councils through the respective Chief Administrative Officers.
3. The following positions have direct access to the District Fire Chief or in his absence, the Deputy Fire Chief for communications purposes:
 - a. Lacombe County Reeve;
 - b. Town of Lacombe Mayor;
 - c. Lacombe County Commissioner or his designate;
 - d. Town of Lacombe Administrator;
 - e. Regional Fire Chief; and
 - f. Lacombe Fire Department Member From the Floor; and
 - g. Lacombe Fire Department members.
4. Lacombe Fire Department members will not discuss departmental matters with the Mayor, Councilors or Administration or members of the public without the permission of the District Fire Chief or in his absence, the Deputy Fire Chief.
5. If there is a problem with the District Fire Chief or the Deputy Fire Chief, department members will inform the District Fire Chief or Deputy Fire Chief that they wish to use the Member from the Floor to resolve the issue.



Lacombe Fire Department Standard Operating Guidelines

Policy 101 – Fire Department Operations

Policy Statement:

Lacombe Fire Department (LFD) will deliver emergency and fire response services in accordance with the *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*, except for Article 4.1.1, Sections 4.4 and 4.5 and Article

General

1. This policy does not address occupational health and safety, emergency medical service, fire prevention, community education, fire investigations, support services, personnel management, and budgeting which are covered by other policies within this manual.
2. This policy specifies the minimum criteria addressing the effectiveness and efficiency of LFD in delivering emergency services for the protection the citizens in MFD's jurisdiction.
3. Nothing in this policy is intended to restrict LFD from exceeding these minimum requirements.

Definitions

4. The definitions contained in this policy shall apply to the terms used in this document. Where terms are not included, common usage of the terms shall apply.

4.1 **Approved.** Acceptable to the authority having jurisdiction.

4.2 **Authority Having Jurisdiction.** The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

4.3 **Shall.** Indicates a mandatory requirement.

4.4 **Should.** Indicates a recommendation or that which is advised but not required.

4.5 **Aid.**

4.5.1 **Automatic Aid.** The pre-determined response of personnel and equipment for an alarm to a neighboring jurisdiction.

4.5.2 **Mutual Aid.** A written policy or contract to allow for the deployment of personnel and equipment to respond to an alarm in another jurisdiction.

4.6 **Alarm.** A signal or message from a person or device indicating the existence of a fire, medical emergency, or other situation that requires emergency services response.

4.7 **Crew.** A group of members with the following characteristics:

- a. under the direct supervision of an officer;
- b. trained and equipped to perform assigned tasks;
- c. usually operating with one piece of fire apparatus (engine, ladder truck, elevating platform, quint, rescue, squad, ambulance);
- d. arriving at the incident scene on fire apparatus;

4.8 **Emergency Incident.** A specific emergency operation.

4.9 **Emergency Medical Care.** The provision of treatment to patients, including first aid, cardiopulmonary resuscitation, First Responder, Basic Life Support, Advanced Life Support, and other medical procedures that occur prior to arrival at a hospital or other health care facility.

4.10 **Emergency Operations.** Activities of the fire department relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of the incident and all functions performed at the scene.

4.11 **Fire Apparatus.** A fire department emergency vehicle used for rescue, fire suppression, or other specialized functions.

4.12 **Fire Department Vehicle.** Any vehicle, including fire apparatus, operated by a fire department.

4.13 **Fire Protection.** Methods of providing fire detection, control, and extinguishment.

4.14 **Fire Suppression.** The activities involved in controlling and extinguishing fires.

4.15 **Hazard.** The potential for harm or damage to people, property, or the environment.

4.16 **Hazardous Material.** A substance that presents an unusual danger to persons due to properties of toxicity, chemical reactivity or decomposition, corrosivity, explosion or detonation, etiological hazards, or similar properties.

4.17 **Incident Commander.** The fire department member in overall command of an emergency incident.

- 4.18 **Incident Management System (IMS).** An organized system of roles, responsibilities, and standard operating procedures used to manage emergency operations.
- 4.19 **Incident Safety Officer.** An individual appointed to respond or assigned at an incident scene by the incident commander to perform the duties and responsibilities of that position as part of the command staff.
- 4.20 **Initial Attack.** Fire-fighting efforts and activities that occur in the time increment between the arrival of the fire department on the scene of a fire and the tactical decision by the Incident Commander that the resources dispatched on the original response will be insufficient to control and extinguish the fire, or that the fire is extinguished.
- 4.21 **Lacombe Fire District.** The geographical coverage area of Lacombe Fire Department as assigned by the Town of Lacombe and Lacombe County.
- 4.22 **Member.** A person(s) involved in performing the duties and responsibilities of a fire department, under the auspices of the organization.
- 4.23 **Rapid Intervention Crew (RIC).** A dedicated crew of fire fighters who are assigned to account for and rescue trapped or lost members.
- 4.24 **Rescue.** Those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and providing for transport to an appropriate health care facility.
- 4.25 **Special Operations.** Those emergency incidents to which the fire department responds that require specific and advanced training and specialized tools and equipment.
- 4.26 **Standard Operating Guideline.** An organizational tool that outlines a standard course of action.
- 4.27 **Structural Fire Fighting.** The activities of rescue, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels, aircraft, or like properties that are involved in a fire or emergency situation.
- 4.28 **Team.** Two or more fire fighters operating in the buddy system.

Fire Suppression Organization

5. Fire suppression operations shall be organized to ensure the fire department's fire suppression capability includes sufficient personnel, equipment, and other resources to efficiently, effectively, and safely deploy fire suppression resources.
6. The authority having jurisdiction shall promulgate the fire department's organizational, operational, and deployment procedures by issuing written standard operating guidelines.
7. Fire department guidelines shall clearly state the succession of command responsibility.
8. The fire department shall identify minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively.
9. The fire department shall maintain a standard report containing specified information for each response. These reports shall include the location and nature of the fire or emergency and describe the operations performed. This report shall identify the members responding to the incident.

Fire Suppression Operations.

10. One individual shall be assigned as the incident commander.
11. The assumption and identification of command shall be communicated to all units responding to or involved at the incident scene.
12. The incident commander shall be responsible for the overall coordination and direction of all activities for the duration of the incident.
13. The incident commander shall ensure that a personnel accountability system is immediately utilized to rapidly account for all personnel at the incident scene.
14. The crew leader shall at all times be aware of the identity, location, and activity of each member assigned to the company.
15. Each member shall be aware of the identity of the crew leader.
16. Orders addressed to individual members, particularly verbal orders and orders at incident scenes, should be transmitted through the crew leader.

Initial Attack.

17. Upon assembling the necessary resources at the emergency scene, the fire department should have the capability to safely initiate an initial attack within two minutes 90% of the time.
18. Initial attack operations shall be organized to ensure that at least four members shall be assembled before initiating interior fire suppression operations at a working structural fire.
19. In the hazardous area, two individuals shall work as a team.
20. Outside the hazardous area, two individuals shall be present for assistance or rescue of the team operating in the hazardous area. One of the two individuals assigned outside the hazardous area shall be permitted to be engaged in other activities.
21. The assignment of any individuals shall not be permitted if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any fire fighter operating at the incident.
22. Initial attack operations shall be organized to ensure that if, upon arrival at the emergency scene, initial attack personnel find an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*:
 - a. activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives; and
 - b. no risk to the safety of personnel is acceptable when there is no possibility to save lives or property..
23. The fire department shall have the capability for sustained operations, including fire suppression; engagement in search and rescue, forcible entry, ventilation, and preservation of property; accountability for personnel; and provision of support activities for those situations that are beyond the capability of the initial attack.

Intercommunity Organization.

24. Mutual aid, automatic aid, and fire protection agreements shall be in writing and shall address such issues as liability for injuries and deaths, cost of service, authorization to respond, staffing, and equipment, including the resources to be made available and the designation of the incident commander.

25. Procedures and training of personnel for all fire departments in mutual aid, automatic aid, and fire protection agreement plans should be comprehensive to produce an effective fire force and to ensure uniform operations.

26. Companies responding to mutual aid incidents shall be equipped with communications equipment that allow personnel to communicate with the incident commander and division officers, group officers, or sector officers.

Special Operations Response.

27. Special operations shall be organized to ensure that the fire department's special operations capability includes sufficient personnel, equipment, and resources to efficiently, effectively, and safely deploy the initial arriving company and additional alarm assignments providing such services. The fire department shall be permitted to use established automatic aid or mutual aid agreements to comply with this section.

28. The fire department shall have in place a special operations response guideline that specifies the role and responsibilities of the fire department and the authorized functions of members responding to hazardous materials emergency incidents.

29. All fire department members who are expected to respond to emergency incidents involving hazardous materials shall be trained to the applicable Awareness Level requirements of NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

30. The fire department shall have the capacity to implement an RIC during all special operations incidents that would subject fire fighters to immediate danger of injury, or in the event of equipment failure or other sudden events.

31. If a higher level of emergency response is needed beyond the capability of the fire department for special operations, the fire department shall determine the availability of outside resources that deploy these capabilities and the procedures for initiating their response. The fire department shall be limited to performing only those specific special operations functions for which its personnel have been trained and are properly equipped.

Occupational Health and Safety

32. A fire fighter occupational safety and health program shall be provided to form the basic structure of protecting the health and safety of fire fighters, regardless of the scale of the emergency.

Incident Management.

33. An incident management system shall be provided to form the basic structure of all emergency operations of the fire department, regardless of the scale of the emergency.

34. The incident management system shall be designed to manage incidents of different types, including structure fires, wildland fires, hazardous materials incidents and other types of emergencies that could be handled by the department.

35. The fire department shall have a training program and guideline that ensures that personnel are trained and competency is maintained to effectively, efficiently, and safely execute all responsibilities consistent with the department's organization and operations.

Communications

36. The fire department shall have a reliable communications system to facilitate prompt delivery of public fire suppression, emergency medical services, and special operations.

37. The fire department shall set forth operational requirements to conduct pre-incident planning. Particular attention shall be provided to target hazards.



Policy Statement:

Lacombe Fire Department recognizes the importance of maintaining up to date job descriptions for department positions in order that all members understand departmental organization and their responsibilities. The following job descriptions will be maintained:

- a. District Fire Chief;
- b. Deputy Fire Chief;
- c. Captain;
- d. Lieutenant;
- e. Fire Fighter;
- f. Probationary Fire Fighter;
- g. Auxiliary Fire Fighter; and
- h. Training Coordinator.

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102.9	Appointed Positions

102.10 Performance Evaluation – Appointed Positions

Annex A Job Description – Regional Fire Chief



Summary of Position

The District Fire Chief is the executive head of Lacombe Fire Department (LFD) and is directly responsible to Town of Lacombe and Lacombe County Councils for the proper and effective operation of the Department. The District Fire Chief directs the Department's administration, Workplace Health and Safety, Fire Prevention and Public Safety Programs and oversees the Fire Suppression and Fire Fighter Training 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 the recommendation of the Regional Fire Chief.

Duties and Responsibilities

1. Administers Lacombe Fire Department by:
 - a. maintaining all records and correspondence pertaining to the administration of LFD;
 - b. promote the benefits of Lacombe Regional Fire Service (LRFS) to non-member departments within Lacombe County;
 - c. promoting and increasing public awareness of LFD and its activities.
 - d. preparing the LFD Business Plan and Budget annually;
 - e. ensuring that necessary communications from member councils and the Board of Directors are passed to the appropriate personnel and the departments' concerns are passed on to administration;
 - f. ensuring the Department has the supplies and materials necessary for vehicle and equipment maintenance;
 - g. ensuring the Department's activities are carried out in the safest possible manner;
 - h. ensuring the Department records and report accidents and personal injuries as necessary; and
 - i. attending all required meetings or nominating an appropriate replacement.

2. Provides support for the Department's emergency response activities by:
 - a. attending emergencies as necessary and maintaining radio watch in a scheduled rotation with the Deputy Fire Chief;
 - b. assuming command at emergencies and directing operations as necessary or when requested;
 - c. participating in at least one town and county exercise per year if possible;
 - d. acting as Fire Desk Officer in the Town or County Emergency Operations Center (EOC) as necessary;
 - e. in consultation with the Regional Fire Chief, Deputy Fire Chief, and Advisory Committee, prepare recommendations for the improved effectiveness and efficiency of the Department as necessary;
 - f. acting in the capacity of Basic Safety Codes Officer (Fire Discipline); and
 - g. submitting required reports concerning emergency response activities in Lacombe Fire District and the Town of Lacombe;

3. Oversees and participates in the training of personnel by:
 - a. in consultation with the Deputy Fire Chief and Training Coordinator, ensuring that training is in accordance with the departmental policy and mandated levels of service;
 - b. instructing on distance learning courses and departmental training sessions as necessary;
 - c. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies; and
 - d. attending professional upgrading and skill maintenance training as necessary.

4. Directs pre-incident planning and fire prevention by:
 - a. in consultation with the Deputy Fire Chief, ensuring that pre-incident plans are prepared and copies forwarded to the Regional Fire Chief for review;
 - b. ensuring Fire Code violations are reported to the proper authorities;
 - c. directing and participating in fire prevention education programs; and
 - d. administering all fire prevention services.

5. Ensuring that the Department's organization, levels and types of service are in accordance with departmental policy by:
 - a. participating in the development, implementation and maintenance of Standard Operating Guidelines (SOGs);
 - b. directing the Recruitment Program to ensure that adequate numbers of volunteers are maintained; and
 - c. providing input to the Regional Fire Chief regarding candidates for the Deputy Fire Chief Operations position as necessary; and
 - d. appointing Captains as necessary .

6. Directs the Department's Workplace Health and Safety Program by:
 - a. chairing all Fire Department General 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. reporting, recording and investigating all accidents;

7. Performs other duties as assigned by administration.



Summary of Position

The Deputy Fire Chief directs the daily activities of Lacombe Fire Department (LFD) and is responsible to the District Fire Chief for the effective and efficient operation of the Department. The Deputy Fire Chief oversees the Department's fire suppression activities, associated administrative requirements, fire fighter training, and the Equipment and Vehicle Maintenance Repair Programs. He may carry out the duties of District Fire Chief in the absence of the incumbent and may act as Incident Commander at emergency incidents until relieved by higher authority. The Deputy Fire Chief is responsible for discipline within the department and acts in the capacity of Basic Safety Codes Officer (Fire Discipline). The Deputy Fire Chief is appointed by Town and County Councils based upon the recommendation of the Regional Fire Chief.

Duties and Responsibilities

1. Administers the daily operations of Lacombe Fire Department by:
 - a. maintaining all records and correspondence pertaining to fire suppression, fire fighter training and equipment and vehicle repair;
 - b. promoting and increasing public awareness of LFD and its activities.
 - c. assisting the District Fire Chief in preparing the LFD Business Plan and Budget;
 - d. ensuring that necessary communications from member councils and the Board of Directors are passed to the appropriate personnel and the departments' concerns are passed on to administration through the District Fire Chief;
 - e. ensuring that the supplies and materials necessary for fire suppression, fire fighter training and equipment and vehicle maintenance are available;
 - f. ensuring the Department's activities are carried out in the safest possible manner;
 - g. ensuring the that accidents and personal injuries are reported, investigated and recorded as necessary; and
 - h. attending all required meetings or nominating an appropriate replacement.

2. Directs all fire suppression activities within Lacombe Fire District and the Town of Lacombe by:

- a. attending emergencies as necessary and maintaining radio watch in a scheduled rotation with the District Fire Chief;
- b. assuming command at emergencies and directing operations as necessary or when requested;
- c. participating in at least one town and county exercise per year;
- d. acting as Fire Desk Officer in the County or Town Emergency Operations Center (EOC) as necessary;
- e. ensuring all required fire reports, incident reports and call sheets are submitted to the District Fire Chief in accordance with provincial, County or Town requirements;
- f. developing recommendations for the improved effectiveness and efficiency of the Department;
- g. acting in the capacity of Basic Safety Codes Officer (Fire Discipline); and
- h. preparing and submitting a consolidated activity report concerning emergency response activities to the District Fire Chief prior to scheduled Lacombe Regional Fire Service Board meetings.

3. Directs the Fire Fighter Training Program by:

- a. ensuring that an Annual Training Plan is developed and followed;
- b. ensuring that appropriate training records are maintained;
- c. instructing on distance learning courses and departmental training sessions as necessary;
- d. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies;
- e. attending professional upgrading and skill maintenance training as necessary;
- f. monitoring training sessions with the Training Coordinator to ensure training meets requirements; and

- g. in consultation with the Training Coordinator, identify requirements, prepare and submit pre-incident plans to the District Fire Chief for review.
- 5. Ensuring levels and quality of service are in accordance with departmental policy by:
 - a. supervising the development and maintenance of Standard Operating Guidelines (SOGs) and submitting to the District Fire Chief for review;
 - b. ensuring appropriate levels of discipline are maintained;
 - c. participating in the Recruitment Program to ensure that adequate numbers of volunteers are maintained; and
 - d. providing promotion recommendations on Captains to the District Fire Chief.
- 6. Participates in the Department's Workplace Health and Safety Program by:
 - a. ensuring all Department activities are carried out in the safest possible manner; and
 - b. reporting, recording and investigating all accidents;
- 7. Performs other duties as assigned by the District Fire Chief.



Position Summary

The Captain directs the overall activities of a fire fighting crew and is responsible to the Deputy Fire Chief for the effective and efficient operations of that crew. The Captain directly supervises emergency response activities, daily operations and associated administrative requirements and participates in the Department's Workplace Health and Safety Program. The Captain assists the District Fire Chief and Deputy 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 the Deputy Fire Chief 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 District Fire Chief will appoint members to the position of Captain in consultation with the Advisory Committee and the members of the applicable fire fighting crew.

Responsible To: Deputy Fire Chief

Responsible For: Lieutenant

Additional Duties: Training Coordinator, as appointed by the Deputy Fire Chief

Signing authority for fire department cheques



Lacombe Fire Department

Policy 102.4 – Job Description: Lieutenant

Position Summary:

The Lieutenant is responsible to the Captain for assisting in emergency response activities, daily operations and associated administrative requirements and participating in the Department's Workplace Health and Safety Program. He may carry out the duties of the 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 Captain will, when possible, appoint members to the position of Lieutenant from within his crew.

Responsible To: Captain

Responsible For: Fire Fighters
Probationary Fire Fighters
Auxiliary Fire Fighters

Additional Duties: General Safety Committee, as directed by the Captain



Lacombe Fire Department

Policy 102.5 – Job Description: Fire Fighter

Position Summary

The Fire Fighter is responsible to 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 Workplace 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: Lieutenant

Responsible For: Not Applicable



Lacombe Fire Department

Policy 102.6 – 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 Workplace Health and Safety Program. The Probationary Fire Fighter shall comply with all Departmental standards, policies and procedures.

Responsible To: Lieutenant

Responsible For: Not Applicable



Position Summary

The Auxiliary Fire Fighter is responsible to the Lieutenant for performing:

- a. if untrained, limited fire suppression and dangerous goods control functions under close supervision as well as Fire Prevention and related duties. The Auxiliary 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 Workplace Health and Safety Program. The Auxiliary Fire Fighter shall comply with all Departmental standards, policies and procedures; or
- b. if trained, fire suppression, rescue, dangerous goods control functions, Fire Prevention and related duties. The Auxiliary Fire Fighter shall participate in the Department's Workplace Health and Safety Program. He may perform the duties of Lieutenant in the absence of the incumbent. The Auxiliary Fire Fighter shall comply with all departmental standards, policies and procedures.

Responsible To: Lieutenant

Responsible For: Not Applicable



Position Summary

The Training Coordinator is appointed by and is responsible to the Deputy Fire Chief for coordinating all functions of the Fire Fighter Training Program including Distance Learning.

Duties and Responsibilities

The Training Coordinator shall administer the Fire Fighter Training program by:

- a. in consultation with the Advisory Committee, developing an annual training plan to meet anticipated needs, i.e. recruit intake, probationary members, journeyman, officer and seasonal training. This plan shall be presented at the Annual General Meeting;
- b. publicizing training opportunities at Training Nights and ensuring all members know the prerequisites for any course;
- c. ensuring appropriately qualified instructors are available for training sessions;
- d. ensuring appropriate lesson plans, training materials and visual aids are available as necessary;
- e. maintaining individual training records on each member of the Department including Probationary and Auxiliary members;
- f. providing a quarterly training report to the Regional Fire Chief through the District Fire Chief. The report shall include at a minimum:
 - (1) subjects taught or courses taken (locally, Distance Learning or at fire etc.),
 - (2) levels achieved,
 - (3) certificates granted, and
 - (4) course failures;
- g. ensuring that certificates are suitably mounted for presentation;
- h. attending all required meetings or nominating an appropriate replacement;

- i. ensuring all training evolutions are conducted safely and in accordance with applicable policies;
- j. monitoring instructors and providing feed back on performance;
- k. directing the activities of the Assistant Training Coordinator; and
- l. maintaining appropriate professional qualifications. These should include but are not limited to:
 - (1) E-1 Instructional Methodology (Basic Skills);
 - (2) E-2 Instructional Methodology (Knowledge Domain);
 - (3) Basic Safety Codes Officer (Fire Discipline).

2. The Training Coordinator shall participate in the Department's Fire Prevention Program by assisting with tours and presentations as necessary.



Lacombe Fire Department

Policy 102.9 – Appointed Positions

Policy Statement:

Lacombe Fire Department understands that appointment members to positions of authority must be based on qualifications, experience, vision, willingness to accept responsibility and support from within the department.

Department Procedure:

1. Terms of office for appointed positions will normally be indefinite. Appointed positions are:
 - a. District Fire Chief;
 - b. Deputy Fire Chief;
 - c. Captain;
 - d. Lieutenant; and
 - e. Training Coordinator.
2. The District Fire Chief and the Deputy Fire Chief will be appointed by respective councils based upon the recommendation of the Regional Fire Chief.
3. Captains will be appointed by the District Fire Chief.
4. Lieutenants normally will be appointed by their respective Captains.
5. The Training Coordinator will be appointed by the Deputy Fire Chief.
5. Lacombe Fire Department will have a written guideline in place outlining the procedures to be followed when an appointed position is vacant. At a minimum the guideline should include but is not limited to:
 - a. responsibilities;
 - b. application procedures and timelines;
 - c. consultation with general membership;
 - d. documentation; and
 - e. leave to appeal.



Policy Statement:

Lacombe Fire Department recognizes the importance of regular performance evaluation in maintaining high levels of efficiency and effectiveness.

Department Procedure:

1. The following positions will undergo an annual performance evaluation conducted by the:
 - a. Regional Fire Chief for District Fire Chief;
 - b. District Fire Chief for the Deputy Fire Chief;
 - c. Deputy Fire Chief for the Captains; and
 - d. Captains for the Lieutenants.
2. Reviewers will utilize the evaluation form at the rear of this policy.

District Fire Chief

3. In addition to the Regional Fire Chief, the following positions or people may provide input to the District Fire Chief's evaluation:
 - a. Town of Lacombe and County Board Members;
 - b. for Administration:
 - (1) Lacombe County Commissioner or his designate, and the
 - (2) Town of Lacombe Chief Administrative Officer or his designate; and
 - c. Regional Fire Chief
4. The District Fire Chief's performance evaluation interview will be conducted by the Regional Fire Chief and an Administration representative.

Deputy Fire Chief

5. In addition to the District Fire Chief, the following positions or people may provide input to the Deputy Fire Chief's evaluation:

- a. Town of Lacombe and County Board Members;
- b. for Administration:
 - (1) Lacombe County Commissioner or his designate, and
 - (2) the Town of Lacombe Chief Administrative Officer or his designate, and
- c. Regional Fire Chief.

6. The Deputy Fire Chief's performance evaluation interview will be conducted by the District Fire Chief and the Regional Fire Chief.

Captain

7. In addition to the Deputy Fire Chief, the following positions or people may provide input to the Captain's evaluation:

- a. District Fire Chief; and
- b. Regional Fire Chief.

8. The Captain's performance evaluation interview will be conducted by the Deputy Fire Chief and the District Fire Chief.

Lieutenant

9. In addition to the Captain, the following positions or people may provide input to the Lieutenant's evaluation:

- a. District Fire Chief; and
- b. Deputy Fire Chief.

10. The Lieutenant's performance evaluation interview will be conducted by the Captain and Deputy Fire Chief.



Lacombe Fire Department

Policy 102.10 – Performance Evaluation Checklist

NAME: _____ POSITION: _____ DATE: _____

Rating Scale

- 5 Excellent – consistently outstanding performance, well above standard
- 4 Very Good – frequently performs above standard
- 3 Good – occasionally performs above standard, may need some non-critical improvements
- 2 Satisfactory – performs adequately, may need some non-critical improvements
- 1 Unsatisfactory – performs below acceptable standards and needs considerable improvement

Performance Criteria

1	Job Knowledge	1	2	3	4	5
2	Decision Making	1	2	3	4	5
3	Organizes Time/Plans Ahead/Establishes Long Term Objectives	1	2	3	4	5
4	Understand Direction, Organize & Implement	1	2	3	4	5
5	Personal Initiative & Enthusiasm	1	2	3	4	5
6	Accepts Responsibility	1	2	3	4	5
7	Adaptability/Functioning Under Stress	1	2	3	4	5
8	Team Player/Support For Organization	1	2	3	4	5
9	Quality of Work	1	2	3	4	5
10	Participates in Professional Development	1	2	3	4	5
11	Oral & Written Communications Clear & Effective	1	2	3	4	5
12	Appropriate Dress & Grooming	1	2	3	4	5
13	Conduct	1	2	3	4	5
14	Attendance	1	2	3	4	5
15	Overall Performance	1	2	3	4	5

Remarks _____

Areas For Improvement _____

Goals For Next Year _____

Member’s Signature _____

Evaluator’s Signature _____



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 as directed by the Board;
 - c. promoting and increasing public awareness of LRFS and member departments' activities.
 - d. preparing the LRFS Business Plan and Budget annually;
 - e. ensuring that the necessary communications from member councils and the Board of Directors are passed to the appropriate personnel and member departments' concerns are passed on to 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,
 - (2) reporting, recording and investigating accidents and personal injuries as necessary,
 - (3) obtaining the supplies and materials necessary for vehicle and equipment maintenance, and
 - (4) vehicle unserviceabilities as necessary.
2. Provides support for member departments' emergency response activities by:
- a. attending emergencies as necessary or when requested;
 - b. assuming command at emergencies and directing operations when requested or as necessary;
 - c. investigating and reporting fires when requested or as necessary;
 - d. acting as Fire Desk Officer at the County or Town's Emergency Operations Center (EOC) as necessary;
 - e. acting as Emergency Site Manager (ESM) at a County or Town disaster response as necessary;
 - f. preparing recommendations for the improved effectiveness and efficiency of member departments;
 - g. acting in the capacity of Safety Codes Officer (Fire Discipline); and
 - h. submitting reports concerning emergency response activities in the respective municipalities;
3. Is responsible for and participates in the training of personnel by:
- a. coordinating fire etc. Emergency Training Centre 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), consult 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 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 Administration.



Policy Statement:

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

Department Procedure:

1. The Advisory Committee shall be chaired by the District Fire Chief and consists of the Deputy Fire Chief, all Captains, the Member From the Floor and the Secretary.
2. The Committee is responsible for providing input or making recommendations to the District Fire Chief on development and implementation of standards, policies and procedures that govern the Department.
3. The Regional Fire Chief, although not a member of the Committee may attend meetings in an advisory capacity and does not have a vote.
4. Responsibility for final acceptance and implementation of the Committee's recommendations on matters controlled by Lacombe Fire Department rests solely with the District Fire Chief.
5. Responsibility for final acceptance and implementation of the Committee's recommendations on matters controlled by Lacombe Regional Fire Service such as the appointment recommendation for District Fire Chief and Deputy Fire Chief rests solely with the Regional Fire Chief.
6. Each member other than the Secretary has voting privileges and a quorum shall consist of five members, one of which must be the Member From the Floor or his designate.
7. Advisory Committee meetings shall be held at least quarterly or as necessary. Minutes of meetings shall be distributed as follows:
 - a. one copy to Fire Department Main Bulletin Board; and
 - b. one copy to Fire Department Minute Book.
8. Advisory Committee meetings are open to the general membership. However, meetings will be closed if personnel or disciplinary matters are to be discussed.



Lacombe Fire Department

Policy 104 – Finance and Accounting

Policy Statement:

Lacombe Fire Department recognizes the importance of managing its financial transactions in accordance with Town of Lacombe and Lacombe County policies and generally accepted accounting rules.

Department Procedure:

1. The Lacombe Fire Department will have a written guideline in place outlining procedures to be followed for financial transactions. At a minimum the guideline should include but is not limited to:
 - a. signing authorities
 - b. completing and submitting payment vouchers;
 - c. budget preparation;
 - d. record keeping; and
 - e. monitoring spending.



Lacombe Fire Department

Policy 105 – Recruitment

Policy Statement:

Lacombe Fire Department recognizes the need for recruiting procedures.

Department Procedure:

1. The Department will have a written guideline in place detailing recruitment procedures. At a minimum the guideline should include but is not limited to:
 - a. age requirements;
 - b. physical fitness requirements;
 - c. general membership consultation;
 - d. responsibilities; and
 - e. residential requirements.
2. The District Fire Chief will accept applications in accordance with the above written guidelines and present them to the Advisory Committee for consideration before a vote by the membership.
3. In certain circumstances, the Regional Fire Chief or District Fire Chief may deny an application before it reaches the advisory committee. Written justification will be submitted to the membership outlining the reasons for the denial.



Lacombe Fire Department

Policy 106 – Freedom of Information and Protection of Privacy Act

Policy Statement:

Lacombe Fire Department recognizes the importance of controlling rights of access to information under control of the department.

Department Procedure:

1. Lacombe Fire Department will hold and administer its information inventory in accordance with the AR 200/95 Freedom of Information and Protection of Privacy Act.
2. Lacombe Fire Department will have a written guideline in place regarding the release of information to organizations, agencies or private persons requesting such information. At a minimum the guideline should include but is not limited to:
 - a. making requests;
 - b. responding to requests;
 - c. oral requests;
 - d. consent to disclosure of personal information; and
 - e. fees.



Lacombe Fire Department

Policy 107 – Conduct

Policy Statement:

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

Contents:

- 107.1 Code of Conduct
- 107.2 Probation
- 107.3 Counselling
- 107.4 Fire Department Uniforms



Lacombe Fire Department

Policy 107.1 – Code of Conduct

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the department's resources. To this end, all members have the responsibility to:
 - a. perform their duties to the best of their abilities and in a manner that is efficient, is cost effective and meets the needs of the public;
 - b. demonstrate integrity, honesty and ethical behaviour in the conduct of all department business;
 - c. ensure that personal interests do not come in conflict with official duties and avoid actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the department;
 - d. ensure that all department resources including funds, equipment, vehicles and other property are used in strict compliance with department policies and guidelines and solely for the benefit of the department;
 - e. treat the public and other employees fairly and equitably without regard to age, colour, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the department's business;
 - f. avoid any behaviour that could fall under the definition of misconduct in Policy 110.2, Termination of Membership for Cause; and
 - g. when on-call or on duty, be fully equipped, fit and able to perform assignments.

2. Officers and supervisors shall set an example for other members and have a responsibility to ensure their activities and decisions pertaining to community services, personnel actions and management of public funds are consistent with the department's policies and guidelines.



Lacombe Fire Department

Policy 107.2 – Probation

Policy Statement:

Lacombe Fire Department recognizes the importance of integrating new members into the department quickly and safely.

Department Procedure:

Lacombe Fire Department will have a written guideline in place outlining how probationary members will be brought into the department. At a minimum the guideline should include but is not limited to:

- a. responsibilities of members;
- b. probationary period;
- c. orientation subjects;
- d. performance evaluation;
- e. completion of probation;
- f. failure of probation; and
- g. appeals.



Lacombe Fire Department

Policy 107.3 – Counselling

Policy Statement:

Lacombe Fire Department recognizes the importance of counselling to deal effectively with members whose performance or conduct is unacceptable.

Department Procedure:

Lacombe Fire Department will have a written guideline in place outlining how members will be counselled regarding disciplinary or performance shortcomings. At a minimum the guideline should include but is not limited to:

- a. responsibilities;
- b. jurisdiction;
- c. procedures;
- d. documentation; and
- e. appeals.



Lacombe Fire Department

Policy 107.4 – Fire Department Uniforms

Policy Statement:

Lacombe Fire Department recognizes the importance that dress and deportment have towards enhancing morale and esprit de corps.

Department Procedure:

1. Lacombe Fire Department will have a written guideline in place regarding uniform issue and dress procedures. At a minimum the guideline should include but is not limited to:

- a. eligibility for uniform issue
- b. issue items;
- c. items for issue;
- d. badges/crests; and
- e. return of uniform items.



Lacombe Fire Department

Policy 108 – Internet and Electronic Mail

Policy Statement:

Lacombe Fire Department recognizes the importance of its membership using its computers in a legal and ethical manner.

Department Procedure:

Lacombe Fire Department will have a written guideline in place outlining the permissible uses of its computers. At a minimum the guideline should include but is not limited to:

- a. responsibilities;
- b. permissible uses;
- c. personal use; and
- d. virus detection and reporting procedures.



Lacombe Fire Department

Policy 109 – Use of Drugs and Alcohol

Policy Statement:

The Lacombe Fire Department recognizes the dangers of and severe penalties for driving or conducting emergency operations under the influence of alcohol or drugs.

Department Procedure:

1. Emergency responders cannot afford to have their physical or mental capabilities impaired by drugs or alcohol because their effects often go unnoticed. Alcohol and drugs impair motor skills or judgement and cause drowsiness or dizziness. In addition, using drugs or alcohol by themselves or in combination can be fatal.
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 110 – Termination of Membership

Policy Statement:

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

Contents:

- 110.1 Voluntary Departure or Retirement
- 110.2 Termination For Cause



Lacombe Fire Department

Policy 110.1 – Voluntary Departure or Retirement

Department Procedure:

1. Any member wishing to voluntarily leave the Department should inform the District Fire Chief in writing, as soon as possible of the effective date of his departure.
2. The District Fire Chief, Deputy Fire Chief 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 fire etc. courses the member may have taken.
4. The resigning member shall turn in all uniforms, pagers, keys and other property issued by the Department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged.



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;
 - f. lying on a Department application; or
 - g. failure to follow the chain of command.
2. Confidential records shall be kept of any disciplinary problems concerning a member.
3. Recurring problems shall be reported to the Deputy Fire Chief 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 District Fire Chief.
6. If terminated, the District Fire 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. The resigning member shall turn in all uniforms, pagers, keys and other property issued by the Department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged.



Lacombe Fire Department Standard Operating Guidelines

Policy 111 – Fire Reporting and Investigation

References: Administrative Items Regulation, Alta. Reg. 83/94
Safety Codes Act
Alberta Traffic Safety Act & Regulations

Policy Statement:

Lacombe Fire Department realizes the importance that reporting and investigating fires has towards the department's statutory requirement under the Administrative Items Regulation to report and investigate fires as well as protecting the Town or County from litigation.

Department Procedure:

Lacombe Fire Department will have a written guideline in place outlining the procedures to take when reporting or investigating fires. At a minimum the guideline should include but is not limited to:

- a. general requirements for reporting and investigating fires;
- b. fire investigation callout procedures;
- c. responsibilities of department members; and
- d. obtaining permissions or warrants to enter property.



Policy Statement:

Lacombe Fire Department recognizes the importance of maintaining Safety Codes Council accreditation in the Fire Discipline.

Department Procedure:

1. The following municipalities are signatories to the Quality Management Plan (QMP) for Joint Accredited Municipalities Number J000124:
 - a. Town of Lacombe;
 - b. Lacombe County;
 - c. Town of Bentley;
 - d. Town of Eckville;
 - e. Village of Alix;
 - f. Village of Clive; 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) and Basic Safety Code Officers (Fire Discipline) with Designation of Powers in place to:
 - a. investigate the cause of fires;
 - b. to conduct investigations of unusual situations as defined in Part 4 of the Safety Codes Act; or
 - c. conduct fire inspections upon complaint.

3. The District Fire Chief will, in accordance with the QMP and provincial regulations:

- a. conduct an investigation and submit reports on every fire that involves personal injuries, loss of life or dollar loss to property; and
- b. maintain documentation regarding:
 - (1) qualifications of the Department's Safety Codes Officers,
 - (2) fire investigations conducted, and
 - (3) inspections conducted.

4. Lacombe Fire Department will have a written guideline in place outlining fire investigation and reporting procedures. At a minimum the guideline should include but is not limited to:

- a. responsibilities;
- b. call out procedures
- c. completion time lines;
- d. investigator authority; and
- e. signing authorities.



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 safely as possible.

Department Procedure:

1. 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 Dow Chemicals, Agrium and Nova Chemicals;
- c. railroad crossings;
- d. Town of Lacombe UFA fuel facility;
- e. Wolf Creek Industrial Park;
- f. Senior's complexes;
- g. Arena/Ice Rink/Curling Club;
- h. schools; and
- i. Lacombe Hospital.

2. The pre-emergency plans should contain but are not limited to information on:

- a. response routes;
- b. building or facility contents;
- c. water supplies;
- d. building or facility fire protection systems;
- e. building or facility's emergency plan; and
- f. key holder phone numbers.



Lacombe Fire Department

Policy 114 Service Awards

Policy Statement:

Lacombe Fire Department recognizes the importance of recognizing the accomplishments of its members.

Department Procedure:

1. Lacombe Fire Department will have a written guideline in place outlining the procedures to follow in the awarding of the following honours:
 - a. Fire Services Exemplary Service Award;
 - b. Alberta Emergency Services Medal;
 - c. Lacombe Fire Department Plaque; and
 - d. Lacombe Fire Department Years of Service Awards.
2. The guideline should include but is not limited to:
 - a. eligibility; and
 - b. application procedures.