



SMOKY LAKE COUNTY

Minutes of **Fire Protective Services Committee** Meeting held on Thursday, **October 12, 2017** at 10:55 A.M. in the County Council Chambers.

The meeting was called to Order by the Chairperson Craig Lukinuk in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, October 12, 2017</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Asst. CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Fire Chief	Scott Franchuk	Present
Fire Protect. Svcs. Asst.	Spencer Kotylak	Present
GIS/Comm	Paul Miranda	Absent
Legislative Svcs/R.S.	Patti Priest	Present

\*\*\*\*\*

Two Members of the Public in attendance.

**2. Agenda:**

1133-17: Bobocel That the Fire Protective Services Committee Meeting Agenda for Thursday, October 12, 2017, be adopted, as presented. Carried.

**3. Minutes:**

1134-17:Smigerowsky That the Minutes of the Fire Protective Services Committee Meeting held on Thursday, August 24, 2017, be adopted as presented. Carried.

1135-17: Cholak That the Action List from the Fire Protective Services Committee Meeting held on Thursday, August 24, 2017, be filed for information. Carried.

**4. Request For Decision:**

**Policy Statement No. 02-31-01: Regional Fire and Rescue Committee (RFRC)**

1136-17:Smigerowsky That Smoky Lake County **Policy Statement No. 02-31-01: Regional Fire and Rescue Committee (RFRC) Fire Fighter Recruitment**, be adopted as presented:

<b>Title:</b> Regional Fire and Rescue Committee (RFRC): <b>Firefighter Recruitment</b>		Policy No: <b>31-01</b>
Section: <b>02</b>	Code: <b>P-1</b>	Page No.: <b>1 of 11</b> <i>E</i>
<b>Legislative Reference:</b> Alberta Provincial Statutes		
<b>Purpose:</b>	In order to ensure the recruitment process is fair and impartial, a transparent screening process is implemented for all Smoky Lake Region Fire Department to be utilized in the recruitment of firefighter candidates to engage in Fire and Rescue services.	

Policy Statement and Guidelines:	
1.	<b>STATEMENT:</b>
1.1	The Smoky Lake Region Fire and Rescue Committee is committed to recruiting talented and motivated individuals, who possess a high level of integrity and have a desire to serve their community to save lives and property.
1.2	Firefighters are dedicated individuals that serve as part-time "Paid-On-Call" (POC) volunteer members who play a key role in the delivery of fire and emergency services to the Smoky Lake Region Fire and Rescue through three assigned Fire Departments located in the Town of Smoky Lake, Village of Vilna and the Village of Waskatenau.
1.3	POC Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The numbers of emergency responses will vary from department to department and from year to year. The requirement to operate independently requires that POC Firefighters recruited are competent to perform their duties and operate safely and efficiently.
2.	<b>OBJECTIVE:</b>
2.1	The Smoky Lake Region Fire and Rescue is committed to providing the most effective and most efficient fire protection and rescue services to our region. Fire Departments are entrusted to protect the communities and the key role is in providing timely response to emergency situations. Therefore investment in recruiting, training and personal protective equipment is critical for our "paid-on-call" volunteer firefighters, and clearly communicates expectations of volunteer members to avoid frustrations and losses later.
2.2	To facilitate a standardized process for the Fire Department to effectively recruit Firefighters as a skilled position entailing fire fighting, rescue and other related emergency services. This policy will be an invaluable aid as an information packet explaining the recruitment process as well as provide an outline of the duties and responsibilities for the position of Firefighter.

Policy Statement and Guidelines:															
3.	<b>GUIDELINES:</b>														
3.1	The scope of this policy provides a guideline to Firefighter Recruitment Process including standards and requirements that candidates are expected to meet throughout the recruitment screening process. The Recruitment Process for the Smoky Lake Region Fire and Rescue includes:														
	<table border="1"> <tr> <td><b>Applications</b></td> <td>Paid-On-Call Firefighters Application Form is available on the Smoky Lake County's website. Hard-copy available at each respective municipal office and at each regional Fire Hall.</td> </tr> <tr> <td><b>Interview</b></td> <td>Interviews are done by each individual hall. They are meant to facilitate open and candid two-way communication. Interviews are part of a "risk management" approach for the fire department in the recruitment of firefighters.</td> </tr> <tr> <td><b>Reference</b></td> <td>Conducted following the interview. Candidates provide authorization by signing the Application Form.</td> </tr> <tr> <td><b>Background Check</b></td> <td>Candidates must provide documentation of a Criminal Record Check and proof of an updated Driver's License at the time of interview.</td> </tr> <tr> <td><b>Medical History Assessment Questionnaire</b></td> <td>Candidates will be required to submit a completed Medical History Assessment Questionnaire prior to being accepted. To screen and ensure if the applicant is in good enough physical health and condition to safely be a firefighter.</td> </tr> <tr> <td><b>Selection</b></td> <td>Is conducted by each Fire Department's Fire Chief.</td> </tr> <tr> <td><b>Probationary Period</b></td> <td>During probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform duties as a firefighter. Following the probation, A "Firefighter Performance Evaluation" will be completed by the Fire Chief.</td> </tr> </table>	<b>Applications</b>	Paid-On-Call Firefighters Application Form is available on the Smoky Lake County's website. Hard-copy available at each respective municipal office and at each regional Fire Hall.	<b>Interview</b>	Interviews are done by each individual hall. They are meant to facilitate open and candid two-way communication. Interviews are part of a "risk management" approach for the fire department in the recruitment of firefighters.	<b>Reference</b>	Conducted following the interview. Candidates provide authorization by signing the Application Form.	<b>Background Check</b>	Candidates must provide documentation of a Criminal Record Check and proof of an updated Driver's License at the time of interview.	<b>Medical History Assessment Questionnaire</b>	Candidates will be required to submit a completed Medical History Assessment Questionnaire prior to being accepted. To screen and ensure if the applicant is in good enough physical health and condition to safely be a firefighter.	<b>Selection</b>	Is conducted by each Fire Department's Fire Chief.	<b>Probationary Period</b>	During probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform duties as a firefighter. Following the probation, A "Firefighter Performance Evaluation" will be completed by the Fire Chief.
<b>Applications</b>	Paid-On-Call Firefighters Application Form is available on the Smoky Lake County's website. Hard-copy available at each respective municipal office and at each regional Fire Hall.														
<b>Interview</b>	Interviews are done by each individual hall. They are meant to facilitate open and candid two-way communication. Interviews are part of a "risk management" approach for the fire department in the recruitment of firefighters.														
<b>Reference</b>	Conducted following the interview. Candidates provide authorization by signing the Application Form.														
<b>Background Check</b>	Candidates must provide documentation of a Criminal Record Check and proof of an updated Driver's License at the time of interview.														
<b>Medical History Assessment Questionnaire</b>	Candidates will be required to submit a completed Medical History Assessment Questionnaire prior to being accepted. To screen and ensure if the applicant is in good enough physical health and condition to safely be a firefighter.														
<b>Selection</b>	Is conducted by each Fire Department's Fire Chief.														
<b>Probationary Period</b>	During probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform duties as a firefighter. Following the probation, A "Firefighter Performance Evaluation" will be completed by the Fire Chief.														
3.2	This process is dedicated to recruiting individuals who demonstrate the qualities our communities expect of their firefighters and first responders, the ability to learn the diverse skills required by <b>National Fire Protection Association (NFPA) – Standard 1582 – Standard on Comprehensive Occupational Medical Program for Fire Departments</b> , and the right attitude to continue to learn and lead throughout an entire firefighting career.														

Policy Statement and Guidelines:	
3.3	POC Firefighters need to recognize there is a time commitment required for both training and response to emergency calls is the vital role that firefighters serve to protect the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information and assistance.
3.3.1	Firefighter <b>Job Profile</b> communicates the following characteristics to serve as a "Facts List" for the Applicants to understand the realities of firefighting: <ul style="list-style-type: none"> <li>▪ respond to fires, rescues, medical aid, and hazardous materials calls.</li> <li>▪ using sophisticated firefighting and rescue equipment.</li> <li>▪ promoting fire safety in talks, advice and training sessions.</li> <li>▪ inspecting and enforcing safety standards in commercial and residential properties.</li> <li>▪ demonstrating the use of firefighting equipment.</li> <li>▪ performing practice drills.</li> <li>▪ working with Police and Ambulance service personnel.</li> <li>▪ undertaking physical and academic training.</li> <li>▪ checking and maintaining vehicles, equipment and hydrants.</li> </ul>
3.3.2	A detailed summary describing the essential duties of the position of Firefighter and the knowledge, skills and abilities associated to the Job Profile of a Firefighter is outlined, as per <b>Policy Statement No. M-01-38: Firefighter: Job Description</b> .
3.4	Fire fighting duties are performed by paid members. Part-time (Paid-On-call) Firefighters/Fire Responders are paid on an hourly basis, including training and special training, <i>in accordance with each respective Municipal "Fire Department" Bylaw</i> .
3.5	A firefighter participates in programs for the prevention of fires and the saving of life and property and is trained to nationally recognized standards, as per legislation identified in the <b>Alberta Occupational Health and Safety - Code of Practice for Fire Fighters</b> .
3.6	There is no medical certification required to apply for this particular recruitment position. The Smoky Lake Region Fire and Rescue Committee believes that undertaking a medical evaluation provides a level of assurance that firefighters can meet the general public needs, and the importance to establish a best practice to move forward to recognize and support fitness and capacity standards for the overall well-being of a firefighter. Therefore, as part of the recruitment screening process, candidates are required to complete a Medical History Assessment Questionnaire to provide a general overview on their health and physical condition to safely perform duties of a firefighter.

Policy Statement and Guidelines:	
<b>4. PROCEDURES:</b>	
The steps in the Smoky Lake Region Fire and Rescue recruitment process include:	
<b>4.1 Application Submission</b>	
4.1.1	Applying for a position as a Volunteer "Paid-On-Call" Firefighter is an open process. To collect general information, such as name, address, experience, and schooling, as well as establishing the applicant availability options.
4.1.2	Completed "Paid On-Call Firefighter" Applications Forms will be accepted by each Smoky Lake Region Fire Departments, as per <b>Schedule "A": "Paid-On-Call Firefighter" Application Form</b> which identifies the capabilities of the Applicant. <ul style="list-style-type: none"><li>Applications will be reviewed by the Fire Chief for minimum and preferred qualifications, and for completeness of the application package.</li></ul>
<b>4.2 Interview</b>	
4.2.1	Interviews are an important part of the "Paid-on-Call" firefighter applicant screening process – gives the department the chance to evaluate the applicant's suitability and provide insight for the applicant about the reality of volunteer "Paid-on-Call" firefighting. The Fire Department will develop a standardized interview form and results should be recorded and kept in a personnel folder for each individual, along with their other application documents.
4.2.2	Smoky Lake Region Fire Department's Fire Chiefs, upon reviewing the candidate's application for completeness and suitability will schedule a personal interview. The interview conducted allows for the opportunity to learn more about candidate, their experiences and abilities, as an assessment of whether the applicant is a good fit for the position. This will also be a forum for the candidate and you to discuss any questions regarding the POC Firefighter experience.
<b>4.3 Reference</b>	
4.3.1	At this stage of the process, reference checks will be conducted to verify the past and current work history of the candidate. The application requests the applicant to provide at least two references – one of these should be a current employer (when possible). Requiring an employer to be a reference will allow the fire department to determine how the applicant conducts himself/herself in a professional setting as well as providing the employer an opportunity to ask questions about the duties and expectations of volunteer firefighters.
4.3.2	The Application Form signed by the Candidate indicates permission is granted to do a follow-up with references giving the Fire Chief authorization to contact the indicated references.

Policy Statement and Guidelines:	
<b>4.4 Background Check</b>	
4.4.1	<b>Criminal Records Check:</b> Due to the nature of the position, Firefighters are viewed as a person in authority and may interact with members of the public at their most vulnerable. Therefore, police record check (Vulnerable Screening) are required for each candidate to ensure that no criminal record exists. A successful candidate must have a clear (RCMP) police records check prior to being hired. <ul style="list-style-type: none"><li>4.4.1.1 Should a candidate have a criminal record, a pardon can be requested and must be obtained within a specific agreed upon timeline. Each situation will be assessed on an individual basis and a determination made based on the nature of the offence and the length of time since the offence occurred which may result to disqualify an individual from becoming a Firefighter.<ul style="list-style-type: none"><li>Applicants moving forward in the process will be contacted to make arrangements to provide a Criminal Record Check.</li></ul></li></ul>
4.4.2	<b>Driver's Licence and Abstract:</b> Applicants moving forward in the process will be required to provide proof of current Driver's Licence – minimum of Alberta Valid Class 5; and a recent driver profile (3-year Driver's Abstract) that indicates any infractions and suspensions of driving privileges at the cost to the Municipality. <ul style="list-style-type: none"><li>4.4.2.1 Acceptable Driving Record is determined as addressed in the Fire Departments Standard Operating Guidelines (SOG) or in accordance with the Motor Vehicle Division (MVD).<ul style="list-style-type: none"><li>Applicants moving forward in the process will be contacted to make arrangements to provide a Driver's Abstract.</li></ul></li></ul>
<b>NOTE:</b> These are necessary to ensure public safety when performing firefighting duties.	
<b>4.5 Medical History Assessment Questionnaire</b>	
4.5.1	Fitness is extremely important throughout a firefighter's career. It allows them to do their job in a way that is safe for themselves and others. The Medical History Assessment is based on the <a href="#">National Fire Protection Association (NFPA) 1582 Standard</a> .
4.5.2	The Medical History Assessment Questionnaire, as per <b>Schedule "B": "Medical History Assessment – Questionnaire"</b> will provide general information to ensure that the applicant is in adequate physical health to safely perform firefighting and fire related duties. If an applicant is not in good enough physical condition to safely be a volunteer POC firefighter, he or she should still be engaged in the department by doing administrative tasks.

Policy Statement and Guidelines:	
4.5.3	The candidate may voluntarily provide a Medical Evaluation completed by a licensed health care physician indicating that the candidate is medically able to undertake the physical demands of a POC Firefighter. The final step for a candidate before receiving a job offer a medical history assessment must be submitted, as per <b>Schedule "B": "Medical History Assessment – Questionnaire"</b> and be ensured that the department will pay for any required testing and documentation. <ul style="list-style-type: none"><li>The medical history assessment is only done after the interview and is a condition of employment. Medical records will abide in accordance by the <a href="#">National Fire Protection Association (NFPA) 1582 Standard</a>. Medical information is only conveyed to the Fire Chief.</li></ul>
<b>4.6 Selection</b>	
4.6.1	The final process is to offer the position of volunteer "Paid-on-Call" Firefighter to the successful candidate. The selection is determined by each respective Fire Chief of the Fire Department. <ul style="list-style-type: none"><li><b>4.6.1.1 Probationary Period"</b> Upon successful completion of the Recruitment Process, the firefighter will be placed on a probationary period in accordance with each respective Fire Department. During the probation, the member will receive ongoing training and evaluations regarding their ability to work as a team member and perform the duties as a firefighter. The member will be paid for all training and regular duties performed during the probation.<ul style="list-style-type: none"><li>A Firefighter Performance Evaluation will be conducted by the Fire Chief following the probationary period, should the member not meet the expectations of a POC Firefighter, they will be released from the Smoky Lake Region Fire and Rescue Services.</li></ul></li></ul>







1139-17: Bobocel

That Smoky Lake County go out of Executive Session, time 11:17 a.m.

Carried.

Spencer Kotylak, Fire Protective Services Assistant, entered Council Chambers, time 11:18 a.m.

**Management Policy Statement: M01-39-01: Deputy Fire Chief - Job Description**

1140-17: Bobocel

That Smoky Lake County accept the received **Management Policy Statement: M01-39-01: Deputy Fire Chief - Job Description**, for information:

<b>Title:</b> Deputy Fire Chief	<b>Policy No.:</b> 39-01
<b>Section:</b> 1 - M <i>Job Description</i>	<b>Page No.:</b> 1 of 5

<b>Classification:</b>	Salary Negotiable Yearly – Full Management Benefits
------------------------	-----------------------------------------------------

<b>Purpose:</b>	The Deputy Fire Chief shall report directly to the County Fire Chief and the Chief Administrative Officer and/or Assistant Chief Administrative Officer.
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

**Policy Statement and Guidelines:**

**RESPONSIBILITIES**

**General Description of Duties:**

1. Under the direction of the Fire Chief, the purpose of this position is to function as the second in command to the Fire Chief, managing work that is public safety oriented in the protection of life and property.
2. Assists the Fire Chief with the overall management of the Fire Protective Services and acts in the absence of the Fire Chief to provide daily operational and administrative coverage.
3. Will assume the roles and responsibilities and act as first in command, as necessary in the absence of the Fire Chief.
4. Work is accomplished through the application of learned technical knowledge, skills and abilities in the field of fire behavior, hazardous material management, and assist in medical response.
5. Responsible for administratively managing and coordinating all operational needs and resource management for Smoky Lake County Fire Protective Services.
6. Advises the Fire Chief of any changes in procedures or methods necessary to the implementation of Fire Protective Services.
7. Assist in maintaining discipline throughout the Fire department's rank and file.
8. The Deputy Fire Chief must be available to the Fire Protection area in the absence of the Fire Chief unless with the consent of the Chief Administrative Officer.
9. In the absence of the Fire Chief, the Deputy Fire Chief will assume all responsibilities of the Fire Chief and become the acting manager of the Smoky Lake County Emergency Services who will be available for "On-Call" coverage and reachable by phone at all times.
10. The Deputy Chief may be requested to respond to emergency calls with the Fire Chief during regular business hours as well for the emergency calls extending past regular business hours at the discretion of the Fire Chief, and will be compensated through the Smoky Lake County Emergency Services.
11. When # 9 and # 10 above do not apply, response to emergency calls after regular hours is at the discretion of the Deputy Fire Chief and compensation will follow the firefighter rate as per the Fire Joint Agreement for Fire Protection Services Bylaw.

**Essential Job Functions:**

1. Responds to emergencies and may assume command of the scene as per Smoky Lake County Region Emergency Services Incident Command Protocol.
2. Discharges the duties and responsibilities of the Incident Commander at major emergency scenes and other incidents as required.
3. Supervises the emergency scene to ensure that all officers and fire fighters operate in a manner consistent within the established procedures and accepted firefighting practices.
4. Maintains an effective working relationship within the departments.
5. Capable of performing firefighting duties as emergency incidents as required.
6. Communicates with other departments and public agencies for the dissemination of information; assists and participates in public education and community programs.
7. Attends Senior Management team meetings in the absence of the Fire Chief.

**Job Duties:**

1. Assists the Fire Chief with developing, administrating and controlling the annual departmental operating and capital budgets.
2. Works towards ensuring compliance with the Occupational Health and Safety Act and Regulations; Fire Prevention Act and Fire Code; Forest and Prairie Protection Act; Smoky Lake County Fire Bylaws and Policies.
3. Assists to ensure the County fire apparatus and equipment is in an operational state.

<b>Title:</b> Deputy Fire Chief	<b>Policy No.:</b> 39-01
---------------------------------	--------------------------

<p><b>Policy Statement and Guidelines:</b></p> <ol style="list-style-type: none"><li>4. Regularly inspect fire apparatus, equipment and ascertain if same needs to be replaced, updated or any addition or new equipment is needed.</li><li>5. Assist in preparing and organizing Fire Committee Meetings.</li><li>6. Attend Fire Department meetings.</li><li>7. Assist with in-house training sessions and post emergency evaluations.</li><li>8. Assist in the Review of SOG (Standard Operating Guidelines) with departments.</li><li>9.</li><li>10. Prepares reports and correspondence as required or requested by the Fire Chief.</li><li>11. Assists and prepares tender specifications for purchase of apparatus and equipment.</li><li>12. 11. Review and approve fire permits and provide inspections therefore.</li><li>13. Assists to complete all invoicing for calls.</li><li>14. Responds to inquiries from and/or liaises with the general public, residents, property owners, and community, school and business groups.</li></ol>
<p><b>OTHER RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>■ Other duties as assigned by the Chief Administrative Officer, Assistant Chief Administrative Officer.</li></ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p> <ol style="list-style-type: none"><li>1. <b>Qualifications:</b><ol style="list-style-type: none"><li>1.1 Minimum of 3 years progressive experience in fire suppression and a High School Diploma or equivalent.</li><li>1.2 Certified to NFPA 1001 – Level 1 and 2 standards.</li><li>1.3 Class 5 Driver's License with Air Brakes Endorsement and an acceptable driving abstract.</li><li>1.4 Valid Criminal Background check.</li><li>1.5 Level C First Aid/CPR.</li><li>1.6 Training in Incident Command System Certification: ICS 100, ICS 200, ICS 300.</li><li>1.7 Flagging training.</li><li>1.8 Physical ability to perform the duties of the position as firefighter.</li></ol></li><li>1.9 Good understanding of Mental Health Awareness.</li><li>2. <b>Knowledge:</b><ol style="list-style-type: none"><li>2.1 Proficient in conducting leadership and guidance while under pressure and in stressful situations.</li><li>2.2 Major Emergency Incidents may require you to function as part of the Incident Command structure occasionally.</li><li>2.3 Must have ability to operate all Fire Department equipment and apparatus.</li><li>2.4 Basic training in structural rescue, preferred.</li><li>2.5 Basic training in water/ice rescue preferred.</li><li>2.6 Basic training in trench rescue preferred.</li><li>2.7 Critical incident stress debriefing, preferred.</li><li>2.8 Initial emergency response.</li><li>2.9 Vehicle rescue techniques and operation of vehicle extrication equipment.</li><li>2.10 Highway Traffic Act as it pertains to emergency equipment and Fire and Rescue Departments.</li><li>2.11 Basic understanding of municipal government structure and their relationship to governing bylaws, practices and procedures.</li><li>2.12 Practical knowledge of Occupational Health and Safety (OH&amp;S) Legislation.</li><li>2.13 Working knowledge of the following:<ul style="list-style-type: none"><li>◆ Fire Codes for Alberta.</li><li>◆ Transportation of Dangerous Goods Act (Federal).</li><li>◆ Hazardous Chemicals Act.</li><li>◆ Public Safety Services Act.</li><li>◆ Fire Prevention Act</li><li>◆ Forest and Prairie Protection Act.</li></ul></li></ol></li><li>3. <b>Language and Communication</b><ol style="list-style-type: none"><li>3.1 Good organizational and analytical skills.</li><li>3.2 Excellent communication skills both verbal and written.</li><li>3.3 Basic computer knowledge.</li><li>3.4 Proficient in preparing reports, memos, and correspondence of a technical nature and initiating, developing and maintaining a wide variety of records and statistical data.</li><li>3.5 Maintaining confidential information related to employee files, fire prevention issues, private property records and investigative files.</li></ol></li></ol>
<p><b>STAFF DEVELOPMENT</b></p> <ul style="list-style-type: none"><li>■ Attend training courses as directed by the Fire Chief.</li><li>■ Attend workshops and seminars, as required to keep current with the always changing Fire Service.</li></ul>
<p><b>EMPLOYEE PERFORMANCE EVALUATION</b></p> <ul style="list-style-type: none"><li>■ By the Fire Chief – yearly.</li></ul>
<p><b>SALARY RANGE</b></p> <ul style="list-style-type: none"><li>■ As per <b>Policy 01-03: Organizational Chart.</b></li></ul>

Carried.



**Management Policy Statement: M01-10-03: Fire Chief - Job Description**

1141-17: Orichowski That Smoky Lake County accept the received **Management Policy Statement: M01-10-03: Fire Chief - Job Description**, for information:

<b>Title:</b> Fire Chief	<b>Policy No.:</b> 10-03
<b>Section:</b> 1 - M <i>Job Description</i>	<b>Page No.:</b> 1 of 8
<b>Classification:</b> Salary Negotiable Yearly – Full Management Benefits	
<b>Purpose:</b>	The Fire Chief shall report directly to the Chief Administrative Officer and the County Council.

<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
<b>General Description of Duties:</b>	
<ol style="list-style-type: none"> <li>1. The Fire Chief reports to the Smoky Lake County Council through the Chief Administrative Officer. The purpose of this position is to function as the first in command of the Fire Protective Services, managing work that is public safety oriented in the protection of life and property.</li> <li>2. The Fire Chief is a Senior Management position and is both administrative and operational in providing leadership to the Smoky Lake Region Fire and Rescue Departments. The Fire Chief is responsible to the Chief Administrative Officer and is a member of the corporate administration leadership team responsible for providing fire protection and rescue, inspection, as well as medical emergency services.</li> <li>3. The Fire Chief is responsible for directing the activities of the Smoky Lake Region Fire and Rescue Departments and is the sole authority and command at the scene of a fire unless delegated to an Incident Commander.</li> <li>4. Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, emergency medical services and resource management to prevent or minimize the loss of life and property by fire and emergency medical conditions.</li> <li>5. The Fire Chief shall function with a high level of independence, and utilize sound professional judgment and is accountable for providing strong, fair leadership to its volunteer membership and providing a high level of community responsiveness always seeking innovative methods of service delivery.</li> <li>6. Work is accomplished through the application of learned technical knowledge, skills and abilities in the field of fire protection, hazardous material management and medical response.</li> <li>7. The Fire Chief shall be committed to the vision, and values of the County and the Smoky Lake Region Fire and Rescue Committee and demonstrate such through ethical conduct, individual initiative and responsive service.</li> <li>8. Develop annually, strategic and operational objectives for the department and community risk management strategies that are aligned with both the County/Committee/ Administration Strategic Priorities.</li> <li>9. Shall act as a Liaison Officer between the Smoky Lake Region Fire and Rescue Departments, Smoky Lake Region Fire and Rescue Committee and the County Council.</li> <li>10. Deal with the general public, volunteers, management and regulatory agencies in an efficient, courteous and respectful manner.</li> <li>11. Maintain discipline throughout the Fire and Rescue department's rank and file.</li> </ol>	
<b>Essential Job Functions:</b>	
<ol style="list-style-type: none"> <li>1. The Fire Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.</li> <li>2. Responds to emergencies and assumes command of the scene following Smoky Lake County Region Emergency Services Incident Command Protocol.</li> <li>3. Discharges the duties and responsibilities of the Incident Commander at major emergency scenes and other incidents as required.</li> <li>4. Supervises the emergency scene to ensure that all officers and firefighters operate in a manner consistent within the established procedures and accepted firefighting practices.</li> <li>5. Maintains an effective working relationship within the departments.</li> <li>6. Responds to inquires from and/or liaises with the general public, residents, property owners, community, school and business groups, internal departments, media, elected officials, and other government agencies and neighbouring municipalities.</li> <li>7. Communicates with other departments and public agencies for the dissemination of information; implement and participate in fire prevention awareness, public education and community programs.</li> <li>8. Attends Senior Management team meetings.</li> </ol>	



<b>Policy Statement and Guidelines:</b>
<p>9. Shall interpret, apply provisions, regulations and carry out inspections under authority of the:</p> <p style="margin-left: 20px;">9.1 Fire Prevention Act and Fire Code.</p> <p style="margin-left: 20px;">9.2 Forest and Prairie Protection Act.</p> <p style="margin-left: 20px;">9.2 Smoky Lake County Fire Bylaws and Policies.</p> <p>10. Shall be in charge of logistics at major fire incidents.</p> <p>11. Shall ensure the County fire apparatus and equipment is monitored on a regular basis and is in an operational state.</p> <p>12. Ensure inspection of fire apparatus, equipment and ascertain if same needs to be replaced, updated or any addition or new equipment is needed to meet required standards.</p> <p>13. At a major fire and rescue incident, the Fire Chief shall have the responsibility for control, direction and management of any Fire Department apparatus, equipment or manpower.</p> <p>14. Knowledge of all aspects of Disaster Emergency Management and Hazard Mitigation methods and take a lead role in disaster response and recovery, if required.</p>
<b>Administrative / Operational Job Duties:</b>
<p>1. Assess, and, on an ongoing basis, review the operation and capital requirements, and future needs of the Fire and Rescue Departments ensuring best practices are followed.</p> <p>2. Prepare and submit monthly reports to the County and quarterly reports to the Committee regarding activities, calls for service, volunteer firefighters, recruitment strategies, and capital and operational matters.</p> <p>3. Analyzes information, statistics, and reports on department activities.</p> <p>4. Develop, review and implement all firefighting policies, Standard Operating Guidelines (SOG) with the departments in accordance with the municipal, provincial and federal legislation.</p> <p>5. Ensure that all training requirements and standards of the highest quality are being providing to the Fire and Rescue Department personnel. Assist with in-house training.</p> <p>6. Plan and organize all formal training and ensure that firefighters are trained for response within the Smoky Lake Region.</p> <p>7. Maintain records on incidence of fire, injuries and loss of property.</p> <p>8. Prepare and organize Fire Protective Services and the Regional Fire and Rescue Committee Meetings.</p> <p>9. Control the expenditures of departmental appropriations and prepares, administers, and monitors the budgets for all three fire and rescue departments.</p> <p>10. Work with all departments in pricing and ordering supplies, materials and equipment.</p>
<p>11. Complete all invoicing for calls.</p> <p>12. Plans for and reviews quotes or tender specifications for new or replacement equipment or apparatus.</p> <p>13. Review and approve fire permits and provide inspections therefore.</p> <p>14. Report and complete formal reports on all property, land, life damage/loss to Alberta Emergency Management Agency.</p> <p>15. Attend Fire and Rescue Department meetings and post emergency evaluations.</p> <p>16. Work with RCMP to document all information following Motor Vehicle Collisions.</p> <p>17. Conduct fire investigations with AEMA.</p> <p>18. Complete formal reports for insurance companies.</p> <p>19. Responsible for the hiring, training and evaluating personnel.</p> <p>20. Work with other Fire Chiefs from other Municipalities on Mutual Aid Agreements.</p>
<b>OTHER RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>■ Other duties as assigned by the Chief Administrative Officer and/or Assistant Chief Administrative Officer and the County Council.</li> <li>■ The job description is intended merely to illustrate the duties that are assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extend of assignments a person may be given.</li> </ul>
<b>KNOWLEDGE AND ABILITIES</b>
<p><b>1. Qualifications:</b></p> <p>1.1 Completed accredited post-secondary technical courses appropriate to this position.</p> <p>1.2 Minimum of 5 years progressive experience in fire suppression, with a minimum of two years in an Deputy or Officer role.</p> <p>1.3 NFPA 1001 Certification – Level 1 and 2 standards.</p> <p>1.4 Class 5 Driver's License with Air Brakes Endorsement and a drivers abstract.</p> <p>1.5 Valid Criminal Background check.</p> <p>1.6 Level C First Aid/CPR.</p> <p>1.7 Training in Incident Command System Certification: ICS 100, ICS 200, ICS 300.</p> <p>1.8 Workplace Hazardous Materials Information System (WHMIS) certificate.</p> <p>1.9 EMT 1 Certified, an asset.</p> <p>1.10 Good Understanding of Mental Health Awareness</p> <p>1.11 Or, any acceptable equivalent combination of Education, training and Experience.</p> <p><b>2. Knowledge:</b></p> <p>2.1 Shall be knowledgeable in the characteristics and behavior of fires</p> <p>2.2 Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.</p> <p>2.3 Must have proficient knowledge in the following areas:</p> <ul style="list-style-type: none"> <li>■ Firefighting techniques and methods.</li> <li>■ Command and control techniques.</li> <li>■ Fire loss investigation and evidence gathering techniques.</li> <li>■ Emergency management and response principles and practices.</li> <li>■ Training techniques and methods.</li> <li>■ Fire hazards and materials.</li> <li>■ Critical incident stress debriefing</li> </ul> <p>2.4 Thorough knowledge of the following ACTS:</p> <ul style="list-style-type: none"> <li>◆ Fire Codes for Alberta.</li> <li>◆ Transportation of Dangerous Goods Act (Federal).</li> <li>◆ Hazardous Chemicals Act.</li> <li>◆ Public Safety Services Act.</li> <li>◆ Fire Prevention Act</li> <li>◆ Forest and Prairie Protection Act.</li> <li>◆ Emergency Medical Act</li> <li>◆ Occupational Health and Safety (OH&amp;S) Legislation.</li> </ul> <p>2.5 Basic training in:</p> <ul style="list-style-type: none"> <li>■ High angle rescue, preferred.</li> <li>■ Low angle rescue, preferred.</li> <li>■ Water/Ice rescue, preferred.</li> <li>■ Trench rescue.</li> <li>■ Flagging training.</li> <li>■ Structural rescue.</li> </ul> <p>2.6 Able to operate fire fighting apparatus and equipment.</p>

<b>Policy Statement and Guidelines:</b>	
2.7	Provide strong leadership to multi-disciplinary groups, response agencies, volunteers and the public, including the media, occasionally, in a high pressure situation.
2.8	Special fire suppression agents and systems.
2.9	Vehicle rescue techniques and operation of vehicle extrication equipment.
2.10	Highway Traffic Act as it pertains to emergency equipment and Fire Departments.
2.11	Good understanding of Mental Health Awareness.
2.12	Basic understanding of municipal government structure, general municipal operations, practices and procedures.
<b>3. Language and Communication</b>	
3.1	Excellent organizational and analytical skills, including problem-solving in a fast-paced and high-volume setting.
3.2	Excellent communication skills both verbally and written.
3.3	Computer knowledge.
3.4	Proficient in preparing reports, memos, and correspondence of a technical nature and initiating, developing and maintaining a wide variety of records and statistical data.
3.5	Maintaining confidential information related to employee files, fire prevention issues, private property records and investigative files.
3.6	Effective public relations and public speaking skills.
<b>4. Skills:</b>	
4.1	Must possess the ability to lead and motivate on-call personnel and career personnel, recognizing their difference and the management styles required.
4.2	Ability to train, supervise and lead subordinate personnel and deal effectively with conflict situations.
4.3	Ability to perform work requiring good physical condition.
4.4	Exercise sound judgment in evaluating situation and in making decisions.
4.5	Job task-planning and attention to detail.
4.6	Establish and maintain effective working relationships with internal and external contacts.
<b>5. Personal Attributes:</b>	
5.1	Maintain standards of conduct.
5.2	Be respectful.
5.3	Posses cultural awareness.
5.4	Be flexible.
5.5	Demonstrate sound work ethics.
5.6	Be consistent and fair.
<b>6. Physical Demands:</b>	
6.1	The Fire Chief may be involved in physically and exhaustive activities which may include command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.
6.2	The Fire Chief will have to carry heavy firefighting equipment while participating in these duties and may regularly be exposed to water in extreme conditions.
<b>7. Environmental Conditions:</b>	
7.1	The Fire Chief may be exposed to noxious smoke and fumes as a result of fire. The Fire Chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents.
7.2	The Fire Chief will be exposed to environments that are dangerous busy, noisy, and will require excellent organizational, time and stress management skills to complete the required tasks.
<b>8. Mental Demands:</b>	
6.1	Very high levels of mental and emotional stress may be caused by the requirement to fight fires and respond to incidents in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.
<b>STAFF DEVELOPMENT</b>	
■ Attend Workshops and Seminars as required.	
■ Attend conferences and regional meetings to keep abreast of current trends in the field.	
■ Represent the Smoky Lake County and the Smoky Lake Region Fire and Rescue in a variety of local, county, provincial meetings.	
<b>EMPLOYEE PERFORMANCE EVALUATION</b>	
■ By the Chief Administrative Officer – yearly.	
<b>SALARY RANGE</b>	
■ As per <b>Policy 01-03: Organizational Chart.</b>	

**Management Policy Statement: M01-38-01: Firefighter – Job Description**

1142-17:Smigerowsky That Smoky Lake County accept the received **Management Policy Statement: M01-38-01: Firefighter – Job Description**, for information:

<b>Title:</b> Firefighter	<b>Policy No.:</b> 38-01
<b>Section:</b> 1 - M <i>Job Description</i> <b>Code:</b> P-I	<b>Page No.:</b> 1 of 4

<b>Legislative Reference:</b> Smoky Lake Region Fire and Rescue Committee
---------------------------------------------------------------------------

<b>Classification:</b> Part-time Volunteer "Paid-On-Call".
------------------------------------------------------------

<b>Purpose:</b>	<p>Firefighter is primarily responsible for responding to emergency situations which involve the control and extinguishment of fire, rescue work, vehicle extrication, medical emergencies and other incidents where risks are posed to life and property.</p> <p>Under an immediate supervisor or superior officer.</p> <p>Firefighter shall report directly to the Smoky Lake Region respective Fire Department's Fire Chief.</p>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Policy Statement and Guidelines:**

**RESPONSIBILITIES**

1. **GENERAL DUTIES:**
  - 1.1 Responds to all alarms of fire or other emergencies and operates fire hose lines, nozzles and related hose line adapters and various types of portable extinguishers, as well as hydrants, sprinkler and standpipe connections and other special fire protection systems.
  - 1.2 Drives fire apparatus to and from emergency calls, operates fire pumps to provide fire suppression.
  - 1.3 Carries, places, operates and works from different types of ladders and gains access to buildings or structures by use of forcible entry tools and equipment, while sometimes using various types of protective breathing apparatus when required to work in hazardous atmospheres.
  - 1.4 Ventilates buildings and structures by natural or mechanical means, and performs rescue and salvage operations while handling tools and equipment pertaining to these operations.
  - 1.5 As First Responders, administers basic first aid and performs artificial respiration, cardiopulmonary resuscitation and defibrillation until the arrival of ambulance personnel.
  - 1.6 Performs extrication practices/special assignments as may be required and operates various types of detection instruments employed by the Smoky Lake Region Fire and Rescue Fire Department to detect hazardous situations.
  - 1.7 Takes general care of/makes minor repairs to tools and equipment; cleans and keeps in good condition personal protective clothing, vehicles, stations, furnishings and grounds of the Station or duties to which he/she is assigned and reports repairs.
  - 1.8 Participates in Pre-Fire Planning, or any other public service programs as may be adopted by the Fire Department; and attends and participates in any training session to which an individual is assigned.
  
2. **FIREFIGHTER RESPONSIBILITIES:**

The Firefighter is responsible for performing duties in a manner complementary to the efficient operation and growth of the Department, including:

  - 2.1 Respond to designated station in the event of an emergency call, if available, regardless of time of day.
  - 2.2 Respond to a broad range of emergency situations including motor vehicle collisions.
  - 2.3 Perform tasks assigned by an officer at an emergency scene.
  - 2.4 Meet or exceed the department's training criteria each year.
  - 2.5 Participate in fire prevention and pre-incident planning details.
  - 2.6 Work as part of a team to respond to emergency situations.
  - 2.7 Protect citizens / public in times of crisis.
  - 2.8 Rescue and evacuate people from hazardous environments
  - 2.9 Perform the duties of emergency responder, fire suppression, and public education as assigned.
  - 2.10 Learn the trades of emergency responder including different jobs such as hose and pump operator.
  - 2.11 Be cognizant of and adhere to department policies and operating procedures.
  - 2.12 Be familiar with streets and addresses, the maintenance and operation (including the function) of all equipment, firefighting skills, fire prevention procedures and other fire-related subjects.
  - 2.13 Provide pre-hospital care for patients.
  - 2.14 Be a community role model. Do their part to establish and maintain good public relations.
  - 2.15 Aid in the orientation and guidance of apprentice firefighters.
  - 2.16 Responsible for upgrading and maintaining skills/knowledge and physical requirements.
  - 2.17 Maintain fire station and the upkeep of firefighting equipment. Participate in station and department work details, including care and maintenance of stations, apparatus and equipment.
  - 2.18 Become a member of, and actively participate in, at least one standing department committee (i.e., Bylaws, Social, Planning, etc.) and department fundraising activities.

Policy Statement and Guidelines:
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>Performs other duties as may be directed by superior officers.</li> <li>Performs other duties as assigned by the Chief Administrative Officer.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>A Canadian class 5 Drivers License with Air Brakes or the ability of obtain Q indorsement.</li> <li>You must be a Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e., holder of a work visa).</li> <li>Be physically capable of performing duties as a firefighter.</li> <li>Be able to communicate clearly and precisely, including under stressful circumstances.</li> <li>Excellent physical condition (physical and medical questionnaire are required during screening process).</li> <li>Current Standard First Aid and Cardiopulmonary Resuscitation (CPR) Level C certificates, <i>an asset</i>.</li> <li>Other requirements Preferred (<i>training will be provided</i>):               <ul style="list-style-type: none"> <li>Trained to NFPA 1001 standard.</li> <li>Trained in Incident Command System (ICS) 100 and 200</li> <li>Flagging Training.</li> <li>WHMIS.</li> </ul> </li> <li>Able to operate fire fighting apparatus and equipment.</li> <li>Work in a fast-paced and ever-changing environment.</li> <li>Provide a clean criminal record check</li> </ul>
<p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>Takes oral, practical or written examinations as required for Training by the Fire Department's Training Policy on a yearly basis.</li> <li>Attend Workshops and Seminars as required.</li> </ul>
<p><b>PERFORMANCE EVALUATION</b></p> <ul style="list-style-type: none"> <li>By the Fire Chief – yearly.</li> </ul>
<p><b>SALARY RANGE</b></p> <ul style="list-style-type: none"> <li>As per in accordance with each respective <i>Municipal "Fire Department" Bylaw</i>.</li> </ul>

Carried.

1143-17: Cholak

That Smoky Lake County appoint Spencer Kotylak as the Smoky Lake County Deputy Fire Chief, effective October, 12, 2017.

Carried.

**Fire Chief's Report**

1144-17: Bobocel

That the report presented by the Fire Chief dated October 10, 2017, be accepted as presented and filed for information.

Carried.

**6. Correspondence:**

**Fort McMurray Fire Fighters Association**

1145-17: Cholak

That Smoky Lake County acknowledge receipt of the Certificate of Appreciate in recognition of Smoky Lake County Emergency Service's contribution during the Horse River Fire in May, 2016, received from Frank Rob Van Hecke, IAFF 2494 President of Fort McMurray Fire Fighters Association, dated May 3, 2017.



Carried.



Fire Chief Scott Franchuk sincerely thanked Council for all the hard work they have done together and their support; and Council replied by expressing gratitude and appreciation for all the work provided by the department.

**Next Meeting**

1146-17: Bobocel

That the next **Fire Protective Services Committee Meeting** be scheduled for Tuesday, **December 12, 2017** at **9:00 a.m.** to be held at the County Council Chambers.

Carried.

**ADJOURNMENT:**

1147-17: Lukinuk

That this meeting be adjourned, time 11:37 a.m.

Carried.

---

CHAIRMAN

S E A L

---

CHIEF ADMINISTRATIVE OFFICER