

**CORPORATION OF THE VILLAGE OF COBDEN**

**BY-LAW # 1996 - 11**

BEING A BY-LAW TO IMPLEMENT A VILLAGE OF COBDEN FIRE  
DEPARTMENT POLICY STATEMENT

WHEREAS the Village of Cobden Fire Department has long been in existence,

AND WHEREAS the Council of the Village of Cobden deems it advisable to create a fire  
department policy statement

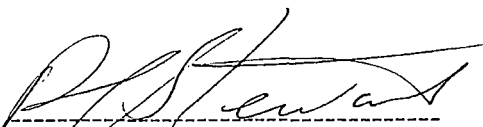
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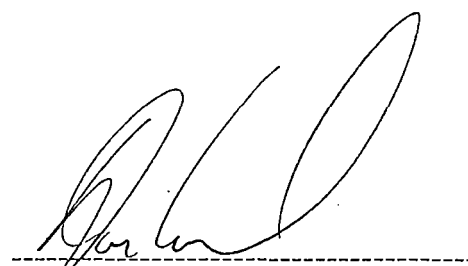
That the Village of Cobden implement a policy statement for the Cobden Fire Department  
which establishes:

- 1) Department Objectives
- 2) Job Descriptions - Fire Chief  
- Firefighters
- 3) Code of Ethics

That this By-Law shall come into force and take effect on the day of final passing thereof.

READ a first, second and finally passed upon the third reading this 13 day of August  
1996.

  
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REEVE

  
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CLERK-TREASURER

# **Village of Cobden Fire Department**

## **Policy Statement**

### **General Statement**

- i) The Village of Cobden will consist of an efficient well trained functioning Fire Department.
- ii) The Fire Chief will maintain close liaison with and report to the Cobden Fire Committee as per Council appointment.

### **Personnel**

a) The Cobden Fire Department will employ sufficient personnel as to meet all necessary duties, policies or agreements as per the Cobden Fire Committee's direction.

b) All Volunteers, including the Fire Chief will be governed by:

1) Schedule "A" Job Descriptions

2) Schedule "B" Code of Ethics.

c) Rates of pay of volunteers will be based on the yearly Village of Cobden salary bylaw

d) Retirement

The retiring age for volunteer firefighters shall generally be considered as 65 notwithstanding, however annual extensions may be given providing he/she is capable of performing his/her work satisfactorily, and providing he/she can produce proof that they are medically fit.

### **Training**

The Fire Chief along with his department will prepare and maintain a training plan which is deemed to be acceptable by the Council of the Village of Cobden.

# **SCHEDULE "A"**

## **Village of Cobden Fire Department**

### **Job Description**

#### **Fire Chief**

##### **PURPOSE OF THE POSITION**

The Fire Chief is responsible for the administrative and technical work in planning, organizing and directing the firefighting and fire prevention activities and other related duties of the municipality.

##### **MAJOR RESPONSIBILITIES**

The Fire Chief is responsible for staff, training, budgeting and all other administrative matters, and for the development and improvement of the department to keep abreast of changing local conditions and technological changes in firefighting and fire prevention.

The Fire Chief shall supervise the overall administration of the Fire Department including the work and discipline of staff, requisitioning of material and equipment, preparation of departmental budget and maintenance of records.

Organize and direct all firefighting activities at large fire or emergencies.

Direct the operation, maintenance and improvement of the fire alarm system.

Supervise and organize fire prevention, inspection and promotion.

Direct the maintenance, repair and replacement of firefighting equipment, fire stations and other properties of the department.

Direct the training of fire fighting personnel in methods of firefighting and use of equipment.

Prepare rules and regulations for the efficient operation of the department, and consult with Fire Committee of Council regarding major policy determinations.

Conduct conferences with staff, civic officials and industrial representatives.

Participate in civic programs, emergency measure activities, fire prevention and safety campaigns and attend meetings and address groups.

Prepare operating and capital budget proposals and discuss with Clerk-Treasurer and Fire Committee of Council prior to submission to Council for approval.

## **SKILL AND EFFORT**

### **KNOWLEDGE**

A broad knowledge of modern firefighting and fire prevention methods including the use of apparatus and equipment.

A thorough knowledge of rules and regulations governing the activities of the Fire Department.

A thorough knowledge of all Federal and Provincial Acts relative to the activities of the Fire Department.

Considerable knowledge of building construction and related Codes, Electric Power Codes and location of hazardous occupancies in the municipality.

Thorough knowledge of the operation and location of watermains as applied to the Fire fighting activities of the Fire Department.

Thorough knowledge of modern techniques and methods as applied to the administration of firefighting and fire prevention activities and related Acts.

Ability to evaluate the effectiveness of the department and to correlate its development with changing conditions in the municipality.

Ability to plan, assign and direct the work of a number of subordinates.

Ability to maintain harmonious relationships with municipal officials and the general public.

Ability to initiate and develop public relation policies for the department.

Ability to provide leadership and make sound decisions in directing the operations of men and equipment under emergency conditions.

Above average mechanical aptitude and skill in the operation and maintenance of firefighting and rescue equipment.

Ability to prepare reports and carry out long-range plans and programs.

Ability to read building plans.

### **PHYSICAL SKILL AND EFFORT**

The position is administrative but does require physical skills including agility and strength as required.

Pass an annual examination by a licensed medical doctor that certifies physical fitness as required to carry out duties.

Ability to react quickly and remain calm under duress and strain.

### **DECISION MAKING AND JUDGEMENT**

Work is performed under the general direction of the Clerk-Treasurer and Fire Committee of Council. Access is available to the Fire Marshall's Office, provincial and federal legislation and mutual aid members. With the exception of major policy determination, the Fire Chief is given considerable independence of action in making administrative and technical decisions.

### **JUDGEMENT EXERCISED IN:**

Supervising the effective and efficient operation of the department.

Preparing budgets and monitoring same.

Enforcing statutes and by-laws.

Being vigilant for indications of crime and reporting same.

Directing response to fires and other emergency situations.

Dealing with members of fire department.

### **INTERPERSONAL SKILLS/CONTACT**

Excellent interpersonal skills to lead the fire department and to represent the department to the Public.

### **INTERNAL CONTACT RESPONSIBILITIES**

With the Clerk-Treasurer to receive administration policy direction, guidance and interpretation of Council policy.

To provide Council with policy and technical advice on the management of the fire department.

## **EXTERNAL**

With other fire departments, mutual aid, policy, Fire Marshall's Office.

With the public in matter of fire prevention and public safety.

With the media in fire related matters.

## **WORKING CONDITIONS**

### **ENVIRONMENT**

Occasionally exposed to physical hazards and poor weather conditions.

Works in dangerous and emotional situations.

### **CONTROL OVER WORK SCHEDULE**

Generally works on own flexible schedule, but must be able to respond around the clock to emergency calls.

# **SCHEDULE "A"**

## **Village of Cobden Fire Department**

### **Job Description**

#### **Firefighter**

##### **Summary of Duties**

A Firefighter is responsible for firefighting which entails combatting, extinguishing and preventing fires, and the saving of life and property.

A Firefighter is responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard.

A Firefighter's work includes routine duties in the maintenance of firefighting equipment and Fire Department property.

As a member of a firefighting force, and under the supervision of a fire officer, operates standard and specialized apparatus to combat fires; rescues occupants from burning structures; carries out routine maintenance of firefighting and rescue equipment; and performs related duties.

##### **Supervision**

Carrying out the specific orders and directions as received from an officer in the normal course of maintenance duties and in firefighting. Considerable independence of judgement and action is allowed in circumstances of extreme urgency where referral to an officer for instruction is not possible.

##### **Duties**

- 1) Participate in rotational stand-by response system according to Department policy.
- 2) Operate standard and specialized firefighting and salvage equipment to minimize material damage and property destruction, and to bring fire under control:
  - by unreeling and connecting hose,
  - by laying hose lines and directing water streams,
  - by serving as driver-operator and operating a pumper/tanker/crash rescue vehicle as required,
  - by erecting and climbing ladders; and
  - by performing related manual operations.

- 3) Rescue occupants of structures/vehicles/aircraft and assist in rescue operations as directed, to prevent loss of life:
  - by operating standard and specialized rescue equipment,
  - by entering burning structures and extricating occupants; and
  - by administering emergency first aid measures.
- 4) Assist in the routine maintenance of equipment and firehall quarters:
  - by checking, testing and cleaning equipment, vehicles and firehall quarters.
  - by loading hose and equipment on truck after use; and
  - by checking operating condition of hose and equipment.
- 5) Perform related duties such as conducting fire prevention inspections, attending and participating in fire and evacuation drills and training courses.

### **Training Duties**

Participate in theoretical and practical training sessions required for the adequate performance of the firefighter duties under emergency conditions. Sessions include classroom and practical training in such subjects as (fire department apparatus and equipment, firefighting tactics for different types of fires, fire prevention, building construction and hazards, building and fire codes, water supply, chemicals and liquids, pump operations, rescue operations, salvage operations, first aid, resuscitation practices, hose line evolution, use of ladders, ropes, radio procedures, communications and alarm systems, arson detection and investigations.

### **Knowledge, Abilities and Skills**

- 1) Thorough knowledge of the operation of all apparatus and equipment as assigned and methods used in combatting, and preventing fires and in rescue work.
- 2) Be in possession of a valid Class D License with Z endorsement would be an asset. Be willing to obtain this license if directed by Chief.
- 3) Pass an annual examination by a licensed medical doctor that certifies physical fitness as required to carry out duties.
- 4) Adequate knowledge of first aid and resuscitation practices.
- 5) Considerable knowledge of the maintenance of equipment.
- 6) Knowledge of water systems and water mains.
- 7) Ability and strength to do prolonged and arduous work under adverse conditions.



- 8) Ability to react quickly and remain calm under duress and strain.
- 9) Ability to understand and follow oral and written instructions.
- 10) Skill in the operation of all firefighting and rescue equipment including motor vehicles as assigned.

\_\_\_\_\_  
Firefighter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

**SCHEDULE "B"**  
**CODE OF ETHICS FOR**  
**VOLUNTEER FIRE FIGHTERS**

I fully realize and accept the responsibility of being a volunteer fire fighter, and shall perform the duties assigned to me.

I shall respond promptly to all alarms of fire.

I will obey the orders of the officer in charge.

I shall do my share of the work that is required in loading hose, cleaning apparatus, equipment and vehicles.

I shall report to the fire hall immediately after each call in order to help put the equipment, vehicles and apparatus in shape for the next call.

I shall do my work at fires and drills in a quick, orderly manner.

I shall refrain from using profane or immoral language while working at fires and in and around the fire hall.

I shall report for drills, practices earnestly and do my part in making our fire department an efficient fire-fighting organization.

I shall be loyal to my officers and my department and shall conduct myself at all times in a manner that is keeping with the responsibilities of a fire fighter.

I shall remember that I am in the eyes of the public on duty and shall conduct myself accordingly.

If at any time I feel that I cannot comply with the rules and regulations of the department, I shall voluntarily resign.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT

**CORPORATION OF THE VILLAGE OF COBDEN**

**BY-LAW # 1998-5**

BEING A BY-LAW TO IMPLEMENT A VILLAGE OF COBDEN FIRE DEPARTMENT  
POLICY STATEMENT

WHEREAS the Village of Cobden Fire Department has long been in existence.

AND WHEREAS The Council of the Village of Cobden deems it advisable to create a fire  
department policy statement.

AND WHEREAS the Council of the Village of Cobden deems it necessary to add two further job  
description to By-la 1996-11.

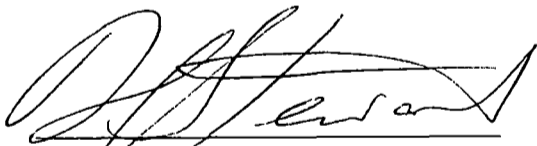
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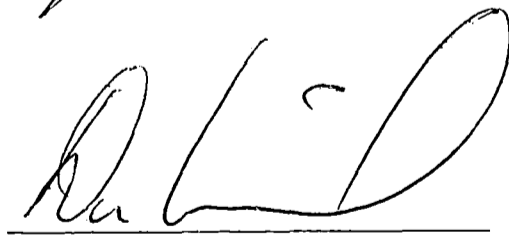
That the Village of Cobden add two job descriptions to the Cobden Fire Department as follows:

- 1) Job Descriptions - Deputy Fire Chief  
- Captain

That this By-Law shall come into force and take effect on the day of final passing thereof.

READ a first, second and finally passed upon the third reading this 17<sup>th</sup> Day of February  
1998.

  
REEVE

  
CLERK-TREASURER

## **SCHEDULE "A"**

### **VILLAGE OF COBDEN FIRE DEPARTMENT**

#### **JOB DESCRIPTION**

#### **CAPTAIN**

##### **PURPOSE OF POSITION:**

Has responsible charge of an assigned fire company and does the related work as required.

##### **DISTINGUISHING FEATURES OF THE RANK:**

This is supervisory work involving responsibility for directing the activity of a fire company at an emergency scene or around the fire station. The work is done in accordance with established policies and requires the exercise of good judgement in emergency situations. The captain responds to emergency calls assigned to his/her company and assumes command until relieved by a senior officer.

##### **MAJOR RESPONSIBILITIES**

Responds to alarms assigned to his/her company.

Assigns personnel to lay out and connect hose lines and nozzles, turn water on and off, direct hose streams, raise ladders, ventilate buildings, perform salvage, perform rescue operations, stabilize hazardous materials scenes and any other life and property saving functions which the department may be involved in.

Inspects the fire scene to prevent re-ignition.

Supervises the cleaning, checking and replacement of tools and equipment after an emergency.

Supervises the work of the fire fighters to ensure that it is done safely and in accordance with established procedures.

Inspects equipment, grounds and station to insure proper order and condition.

Reports deficiencies to the deputy fire chief.

Maintains discipline.

Trains and drills fire fighters

Maintains a record of training activities.

Meets on a regular basis with the Fire Chief and Deputy Chief to discuss the overall operation of the department.

Any other duties as assigned by Fire Chief.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

Good knowledge of modern fire fighting and fire prevention methods.

Good knowledge of the municipality and surrounding areas protected by agreement.

Good knowledge of the type of buildings in his/her assigned area.

Good knowledge of rescue and first aid procedures.

Good knowledge of safety procedures, rules and equipment.

Must have the ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.

**EXPERIENCE AND TRAINING:**

Should have at least five years satisfactory experience as a fire fighter and have received additional training at regional fire schools or educational seminars.

**WORKING CONDITIONS:**

The captain will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

# **SCHEDULE "A"**

## **VILLAGE OF COBDEN FIRE DEPARTMENT**

### **JOB DESCRIPTION**

#### **DEPUTY FIRE CHIEF**

##### **PURPOSE OF THE POSITION:**

The deputy fire chief is in charge of fire fighting and training in a supervisory role under the direction of the fire chief.

##### **DISTINGUISHING FEATURES OF THE RANK:**

This rank holds the responsibility for co-ordinating and directing the activities of the fire fighting units of the municipality. This person is also responsible to oversee the training and is to maintain discipline within the fire department ranks. The above work is performed under the direction of the fire chief and all policy matters are referred to the fire chief. The deputy chief relieves the fire chief during sick leave, time off, vacations, seminars, conventions, etc. A high degree of responsibility for the protection of lives and property is involved.

##### **MAJOR RESPONSIBILITIES**

Responds to all alarms of emergency and assumes command of the scene until relieved by the Fire Chief.

Supervises the fire ground to ensure that the officers and fire fighters operate in a manner consistent with established procedures and accepted fire fighting methods.

Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.

Advises the Fire Chief of any changes in procedures or methods necessary to maintain or increase the fire fighting efficiency.

Advises the Fire Chief of any repairs necessary to maintain the vehicles, equipment and stations.

Maintains discipline in the fire fighting ranks.

Maintains a performance appraisal system, conducts regular reviews of all staff and recommends personnel for promotion.

Meets regularly with the officers and fire chief to assist in developing and maintaining a progressive and efficient training program.

Assumes command of the fire department in the absence of the Fire Chief as outlined in the establishing and regulating by-law of the department.

Any other duties as assigned by Fire Chief.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

Good knowledge of modern fire fighting and fire prevention methods.

Good knowledge of the municipality and surrounding areas protected by agreement.

Good knowledge of the type of buildings in the municipality.

Good knowledge of rescue and first aid procedures.

Good knowledge of safety procedures, rules and equipment.

Must have the ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.

**EXPERIENCE AND TRAINING:**

Should have at least five years satisfactory experience as an officer and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

**WORKING CONDITIONS:**

The deputy fire chief will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

**CORPORATION OF THE VILLAGE OF COBDEN**

**BY-LAW # 1998-5**

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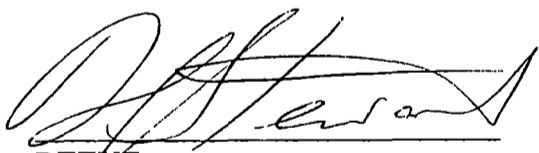
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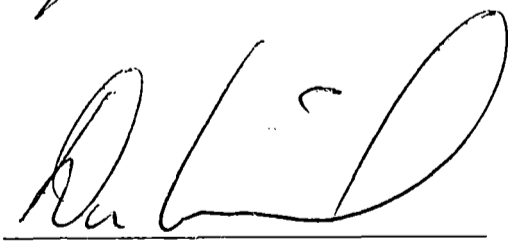
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- 1) Job Descriptions - Deputy Fire Chief  
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REEVE

  
CLERK-TREASURER



## **SCHEDULE "A"**

### **VILLAGE OF COBDEN FIRE DEPARTMENT**

#### **JOB DESCRIPTION**

#### **CAPTAIN**

##### **PURPOSE OF POSITION:**

Has responsible charge of an assigned fire company and does the related work as required.

##### **DISTINGUISHING FEATURES OF THE RANK:**

This is supervisory work involving responsibility for directing the activity of a fire company at an emergency scene or around the fire station. The work is done in accordance with established policies and requires the exercise of good judgement in emergency situations. The captain responds to emergency calls assigned to his/her company and assumes command until relieved by a senior officer.

##### **MAJOR RESPONSIBILITIES**

Responds to alarms assigned to his/her company.

Assigns personnel to lay out and connect hose lines and nozzles, turn water on and off, direct hose streams, raise ladders, ventilate buildings, perform salvage, perform rescue operations, stabilize hazardous materials scenes and any other life and property saving functions which the department may be involved in.

Inspects the fire scene to prevent re-ignition.

Supervises the cleaning, checking and replacement of tools and equipment after an emergency.

Supervises the work of the fire fighters to ensure that it is done safely and in accordance with established procedures.

Inspects equipment, grounds and station to insure proper order and condition.

Reports deficiencies to the deputy fire chief.

Maintains discipline.

Trains and drills fire fighters

Maintains a record of training activities.

Meets on a regular basis with the Fire Chief and Deputy Chief to discuss the overall operation of the department.

Any other duties as assigned by Fire Chief.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

Good knowledge of modern fire fighting and fire prevention methods.

Good knowledge of the municipality and surrounding areas protected by agreement.

Good knowledge of the type of buildings in his/her assigned area.

Good knowledge of rescue and first aid procedures.

Good knowledge of safety procedures, rules and equipment.

Must have the ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.

**EXPERIENCE AND TRAINING:**

Should have at least five years satisfactory experience as a fire fighter and have received additional training at regional fire schools or educational seminars.

**WORKING CONDITIONS:**

The captain will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

# **SCHEDULE "A"**

## **VILLAGE OF COBDEN FIRE DEPARTMENT**

### **JOB DESCRIPTION**

#### **DEPUTY FIRE CHIEF**

##### **PURPOSE OF THE POSITION:**

The deputy fire chief is in charge of fire fighting and training in a supervisory role under the direction of the fire chief.

##### **DISTINGUISHING FEATURES OF THE RANK:**

This rank holds the responsibility for co-ordinating and directing the activities of the fire fighting units of the municipality. This person is also responsible to oversee the training and is to maintain discipline within the fire department ranks. The above work is performed under the direction of the fire chief and all policy matters are referred to the fire chief. The deputy chief relieves the fire chief during sick leave, time off, vacations, seminars, conventions, etc. A high degree of responsibility for the protection of lives and property is involved.

##### **MAJOR RESPONSIBILITIES**

Responds to all alarms of emergency and assumes command of the scene until relieved by the Fire Chief.

Supervises the fire ground to ensure that the officers and fire fighters operate in a manner consistent with established procedures and accepted fire fighting methods.

Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.

Advises the Fire Chief of any changes in procedures or methods necessary to maintain or increase the fire fighting efficiency.

Advises the Fire Chief of any repairs necessary to maintain the vehicles, equipment and stations.

Maintains discipline in the fire fighting ranks.

Maintains a performance appraisal system, conducts regular reviews of all staff and recommends personnel for promotion.

Meets regularly with the officers and fire chief to assist in developing and maintaining a progressive and efficient training program.

Assumes command of the fire department in the absence of the Fire Chief as outlined in the establishing and regulating by-law of the department.

Any other duties as assigned by Fire Chief.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

Good knowledge of modern fire fighting and fire prevention methods.

Good knowledge of the municipality and surrounding areas protected by agreement.

Good knowledge of the type of buildings in the municipality.

Good knowledge of rescue and first aid procedures.

Good knowledge of safety procedures, rules and equipment.

Must have the ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.

**EXPERIENCE AND TRAINING:**

Should have at least five years satisfactory experience as an officer and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

**WORKING CONDITIONS:**

The deputy fire chief will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.