

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.

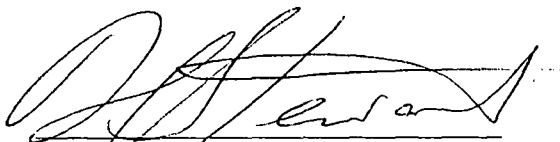
NOW THEREFORE BE IT ENACTED:

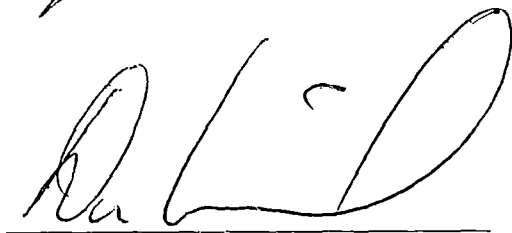
That the Village of Cobden add two job descriptions to the Cobden Fire Department as follows:

- 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 17th 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.