Be it enacted by the members of the **"North Shore Community Fire Company"** that the following amended Bylaws shall be the Bylaws of the Company.

1. **In these Bylaws:**

   (a) **"Company"** means North Shore Rural Community Fire Co., that is, members at large, fire fighters, Officers of the Fire Department, Directors of the Company, and Officers of the Company.
   (b) **"Member"** means any resident, or property owner, in the North Shore Community over the age of majority.
   (c) **"Resident"** means any individual over the age of majority who has maintained his/her principal residence in the North Shore community for six months preceding the annual meeting of the Company.
   (d) **"Property Owner"** means any individual over the age of majority who is listed on the Real Property Tax Rolls of the North Shore community.

2. Head Office:

The Head Office of the Company shall be located at the Fire Hall in West Covehead, P.E.I.

1.1. The affairs of the Company shall be managed by a board of seven directors, of whom four shall form a quorum.
1.2. Directors shall be elected by the members at the Annual Meeting of the Company. Members are required to register for each Annual Meeting and may be required to show proof of residency or property ownership prior to being granted membership.

Election may be by a show of hands, or by resolution, and need not be by ballot unless duly demanded.
There shall be two directors from each of the following areas:

Stanhope
West Covehead
Covehead Road

Each area will elect one Director for a two year term at each Annual Meeting to allow for continuity of Directors from year to year.
The seventh Director shall be the Chairperson of the North Shore Council, or a Council Member appointed by the Council Executive.

1.3. A Director may vacate his/her office at any given time by written resignation. Any such vacancy may be filled by appointment by the remaining Directors.
1.4. Directors meetings may be convened by the President or by any two Directors at any time on at least two days notice.
1.5. At meetings of the Board, each Director present shall have one vote on any question. The Fire Department shall have one vote on every question, to be cast by the Chief or a delegate. I case of a tie vote on any question the Chairperson of the meeting shall have a second vote.
1.6. Communities covered under contract may bring matters of concern to a meeting of the Board in the form of a motion. Such motions will become part of the business of that meeting.

3. OFFICERS OF THE COMPANY

There shall be a **President, Vice President,** a **Secretary** and a **Treasurer,** and such other officers as the Board of Directors may from time to time determine.
The President and Vice-President shall be elected from among the Directors at the first meeting of the Board following the Annual Meeting. A vacancy in any office may be filled at any time in a like manner. All other officers shall be appointed from time to time by the Board of Directors, and need not be Directors of the Company.

1.1. The **President** shall be Chief Executive Officer of the Company. When present, the President will preside over all meetings of the members at large and of the Directors. ($2000.00 Honorarium)
1.2. The **Vice-President** shall be vested with all the powers of the President in the absence, or refusal to act, of the President. The Vice-President shall also have such other powers and duties as may from time to time be assigned by the President of the Board.
1.3. The **Secretary** shall record, for the Company, the minutes of all meetings of the Directors and of the meetings of the members at large, and of such other proceedings as the Board may direct.
1.4. The **Treasurer** shall keep, or cause to be kept, the books and financial records of the Company, and shall have care and custody of all funds and securities in the name of the Company in such bank or banks, or with such depository or depositories as the Board of Directors may direct and shall keep, or cause to be kept, the books of account.($2500.00 Honorarium)
1.5. The Annual Meeting of the members shall be held during the month of January in such a place, on such a day as the Board of Directors shall determine.
1.6. Other special meetings of members may be convened by order of the President, Vice-President, or Board at any time and in any place. Notice of the time and place of any meeting of the members, and the general nature of the business to be transacted, shall be advertised in advance of the meeting.
1.7. The Chairperson may, with the consent of any meeting of the members, adjourn the same from time to time. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before, or dealt with at the original meeting.
1.8. A quorum for any meeting of members shall consist of not less than four.

4. FIRE PROTECTION AREA

4.1 Fire protection is limited to property within the boundaries of the North Shore community, and to other communities by contract, when duly approved at a special or Annual Meeting of the Company, except that:

(a)Personnel and equipment of the North Shore Rural Fire Company may respond to calls outside the North Shore boundaries when called upon for assistance by another fire company and when directed to provide such assistance by the Chief, Deputy Chief or other officer acting in their stead.

5. ASSETS AND PROPERTY OF THE COMPANY

5.1 All funds raised in the name of the North Shore Rural Community Fire Company or the North Shore Fire Department are the property of the Company as are any equipment, goods or property purchased with such funds. Such equipment, goods and property cannot be disposed of without joint express written permission of the Directors of the Company and the Chief.

5.2 Equipment of the North Shore Rural Community Fire Company or Fire Department will not be taken outside the Company fire coverage area without the authorization of the Chief, Deputy Chief, or other acting in their stead.

5.3 The fiscal year of the company shall terminate on the last day of December of each year.

6. ORGANIZATION OF THE FIRE DEPARTMENT

1.1. The fire fighters shall organize into a Department and shall semi-annually elect a **Chief**, **Deputy Chief**, **Captains**, **Lieutenants**, a **Secretary**, and a **Treasurer.** The Chief is the general manager and chief administrator of the Fire Department and is responsible to the Board of Directors of the Fire Company.
1.2. The Chief shall see that the Fire Fighters are trained, kept in good practice and ensure that the fire-fighting equipment is kept in good repair. The Chief may delegate responsibility for all or any of these administrative functions. The Chief shall preside at all meetings of the Department and may only vote in the case of equality of votes.
1.3. The Chief shall prepare, for the Directors, an operating budge for each fiscal year, and may direct the fire fighters in fund raising campaigns for the purchase of fire equipment where and when the need exists.
1.4. The officers and fire fighters of the Department may, with cause and due procedure, be at any time removed, suspended or dismissed by the Directors and others appointed in their stead.
1.5. The Secretary of the Fire Department shall notify the directors in writing of the name of each Officer of the Department and shall also notify the Directors of any changes or vacancies as they occur.
1.6. The Fire Department may make, alter, repeal, re-enact and/or enforce bylaws pertaining to the administration, organization and discipline of the fire fighters, subject to the following restrictions and/or provisions:

6.6(a) The Secretary of the Department shall notify the directors in writing of any bylaw, which is by them made, altered, repealed, or re-enacted.

6.6(b) Matters of dispute among the fire fighters may be appealed to the Directors

BYLAWS OF THE FIRE DEPARTMENT

GENERAL: These bylaws may be amended at any time, at any special or annual meeting of the members, and no notice of such intent shall be required.

7 MEMBERSHIP:

7.1 The new members shall serve a one-year probationary period from approval of the application. At the end of this period the executive shall assess the candidate before being deemed a regular member with voting privileges. Members will be provided with a dress uniform upon completion of the probation period. Members who have not completed fifteen years of service will return the dress uniform on leaving the Fire Department.
7.2 All members must be residents of the North Shore community (or other serviced areas), unless otherwise approved by the Department.
7.3 Active membership will be limited to thirty-five active fire fighters. A list of applicants will be kept for openings.

8 OFFICERS

General: The Officers of the North Shore Fire Department shall consist of a Chief, Deputy Chief, Captains, and Lieutenant for each truck, with the exception of both tankers which will be combined to have only one Lieutenant.

QUALIFICATION FOR OFFICE

Chief:

(a) Minimum of seven years service and a Level 1 firefighter

(b) Obtain any relevant courses on an ongoing basis while in office, minimum of at least 1 course per year, while working towards achieving the fire service management level 1 or equivalent.
(c) Must reside in fire coverage district
(d) Must have held previous rank within the Department

Deputy Chief:

a) Minimum of five years service and a Level 1 firefighter
b) Obtain any relevant courses on an ongoing basis while in office, minimum of at least 1 course per year, while working towards achieving the fire service management level 1 or equivalent.
c) Must reside in fire coverage district
d) Must have held previous rank within the Department

Captains

a) Minimum five years service and a Level 1 firefighter.
b) Obtain any relevant courses on an ongoing basis while in office ,minimum of at least 1 course per year, while working towards achieving the fire service management level 1 or equivalent.
c) Must have held previous rank within the Department

Lieutenants:

a) Minimum of three years service and a Level 1 firefighter
b) Obtain any relevant courses on an ongoing basis while in office, minimum of at least 1 course per year, while working towards achieving the fire service management level 1 or equivalent.

8A Elected Officers will receive a set amount paid yearly as follows: Chief $3000.00 Deputy Chief $1000.00, Captains $500.00 and Lieutenants $250.00.

8B Failure to comply with the requirements of your position will result in your ineligibility to reoffer in the next election with no exceptions. A list of current officers will be posted in mid-December prior to the election year with courses they attended in their term.

8C These qualifications for Officers are recognized by the North Shore Fire Department until they achieve the Fire Service Management Level 1 which may take longer than the term of office.

ELECTION OF THE OFFICERS

The executive of the North Shore Fire Department shall consist of the officers.

8.1The election of the officers shall take place on the last Monday in January semi-annually. (Extending the 2014 election until January 2017 with a prorated honorarium amount for officers by 4 months as a one-time occurrence.)

8.2 In order to become Chief or Deputy Chief, you must reside within the boundaries covered by the North Shore Fire Department.

8.3 A quorum for meeting shall consist of 50% plus one voting membership. No telephone votes are allowed.

8.4 Candidates for election to the executive may be nominated by a secret ballot from the floor. Only one name per position per ballot may be nominated. There is no limit to the number of nomination ballots a member may use. A list of nominations will be posted, on the Department notice board, 7 Days prior to the election. The Fire Company shall over see all ballot box nomination.

8.5 Their term of office shall run for two years unless the need arises to change or replace officers during the year.

8.6 A Director of the Fire Company will chair the election. Plus an additional member to assist in counting the ballots.

8.7 When two or more candidates are nominated for the same office, a vote shall be taken to determine the officer. In the event of a tie, a second ballot will be taken. If a tie still exists, then 13 members will be picked to break the tie.
8.7 a) Proxy nominations and proxy votes will be permitted in sealed envelopes to the chair of the Fire Company.
8.8 Tiebreakers will be picked by random selection by the Chairman of present members in attendance. Proxy votes will not be permitted.

8.9 The names of the executive members shall be submitted to the Fire Company, plus changes, vacancies or additions as they occur.

9. SECRETARY AND TREASURER

Duties of the Secretary and Treasurer

9.1 The **Secretary** shall attend all regular meetings or in his absence a member of the executive shall assume his duties and keep accurate record of these meetings. He/she shall, at the expiration of his term of office, deliver to his/her successor, all records and other North Shore Fire Department property in his/her possession.

9.2 The **Treasurer** shall attend all regular meetings of the Department and shall keep an accurate financial record of all monies received or dispersed by the Department. Prior to the Annual Meeting of the Fire Company, the Treasurer will provide the Treasurer of the Company with a statement of all funds received and dispersed in that fiscal year under review. At the expiration of his/her term of office he/she shall deliver up to his/her successor all monies, books, paper and other Department property in his/her possession.

10. SPECIAL MEMBERS

10.1 Honorary Member - An Honorary Member must have fifteen years of continuous service. Honorary Members may be voted on by membership due to extenuating circumstances.
10.1a) Members have up to 1 year from the date they leave to opt into this category.
10.1.1 Privileges: May come in any time firemen are present; They have no say or vote in the operation of the North Shore Fire Department; They may participate in parties and social activities of the North Shore Fire Department.

10.2 Auxiliary Members

10.2.1 Auxiliary Firefighter - The Company recognizes the vast knowledge and experience that our veteran members have acquired during their years of service to the North Shore Fire department. Some of our long service members have discussed retiring from the fire service to make room for new members. The Company hopes to keep some of these members involved within the department and propose some new guidelines to include the "Auxiliary Firefighter" position, as follows:

- Must have 15 years service in order to be eligible
- Must be approved by the majority of the executive
- Must attend a minimum 5 training and 5 fire calls a year
- Reviewed annually
- Free Driver license and Registration
- Workers Compensation coverage

- Invited to all Socials and Fire Hall events
- Text messaging (no pager) service – required to respond to hall if attending
- Standard honorarium for per call and training plus the $200 if they meet the attendance criteria.

11. POLICY DOCUMENTS

11.1 **Policy Re: CHIEF DUTIES**:

General: Chief shall take command of the entire North Shore Fire Department. He/she shall preside at all meetings and shall vote only in the case of a tie. He/she shall report any deficiency in equipment to the Chairman of the Fire Company. He/she shall be responsible for the enforcement of rules and operational policies.

11.2 **Policy Re: DEPUTY CHIEF DUTIES**

General: The Deputy Chief shall carry out the duties listed below.

11.2 (a) The Deputy Chief is authorized to: (i) Assist the Chief in carrying out his/her duties; (ii) act as the Fire Chief in the Chief's absence and perform his/her duties and exercise his/her authority, (iii) Carry out all other duties as per Fire Department policies; (iv) Supervise training, ensuring it begins at 7:00 PM

11.2 (b) Where the Deputy Chief is unavailable for duty for any reason, he/she shall immediately inform the Chief and the most senior officer shall act in his/her position with the approval of the Chief.

12. Policy Re: CAPTAINS DUTIES

General: The Department shall have the number of Captains necessary to operate efficiently and those persons shall carry out the duties listed below.

12.1 The Captain is authorized to:

a.a) direct and control all Fire Department personnel and equipment assigned to him/her by the Chief;
a.b) direct all personnel assigned to him/her at the scene of a fire or other emergency;
a.c) direct proper procedures per department "Standard Operating Guidelines" at any fire or other emergency;
a.d) set up training and mock fire fighting exercises
a.e) where the Captain is unavailable for duty for any reason, he/she shall immediately inform his/her Chief and the next most senior officer, shall act as the Captain in his/her absence, with the approval of the Chief.

13. Policy Re: LIEUTENANT DUTIES

General: As described in the Amended Bylaws of the North Shore Fire Company the Department shall have the number of Lieutenants necessary to operate efficiently and those persons shall carry out the duties outlined in the bylaw.

13.1 The Lieutenant is authorized to:

a) assist the Captains in carrying out their duties as established by department policy
b) detail all personnel assigned to him/her at the scene of any fire or other emergency
c) direct proper procedures as per "Standard Operating Guidelines" at any fire or response to other emergencies
d) be responsible for maintenance of his/her equipment

13.2 Where a Lieutenant is unavailable for duty he/she shall inform his/her Chief and the next most senior officer or fire fighter, shall act as the Lieutenant in his/her absence, with the approval of the Chief.

13.3 SAFETY PERSON

a) Must have Incident Safety Officers Course
b) Will be appointed by first officer on scene if required or deemed necessary or that officer will assume the position themselves with or without certificate and be held liable for all incidents that occur.
c) May designate deputy safety on large scenes.

DUTIES

a) Will be sent with any mutual aid call requiring working fire fighters.
b) Directs safety issues through the ISC process unless IDHL then may suspend immediately.
c) Any safety concerns addressed by safety personnel are to be addressed as if the Chief or Deputy Chief have given the order.
d) Will wear green helmet off truck three.
e) Reports to only the Chief or Deputy Chief or designate
f) Will provide a written report to the chief after any incident that they were appoint to with recommendations for improvement.
g) Monitors all incidents and training exercises

14. Policy Re: FIREFIGHTERS DUTIES

General: As established by the Amended Bylaws of the North Shore Rural Community Fire Company the Fire Department shall have the number of fire fighters necessary to operate efficiently. The fire fighters shall:

a) perform duties as assigned by their superior officer;
b) be familiar with and follow all policies and Standard Operating Guidelines of the department and the section they are assigned to;
c) respond to duty upon receipt of an alarm and work under the direction of their superior officer;
d) if unavailable for duty inform his superior officer as per the Standard Operating Guidelines

15. Policy Re: DEPARTMENT MANAGEMENT TEAM

General: The Fire Department Management Team is a group of senior officers of the Fire Department established to develop administrative policies and standard operating guidelines for the Fire Department.

This policy establishes how this is to be accomplished and how the team is to function.

15.1 The Fire Department Management Team is made up of:

a) The Fire Chief
b) The Deputy Chief
c) The Captains
d) The Lieutenants

15.2 The Fire Department Management Team will:

a) Ensure that the Department is organized and run in an effective manner;
b) Ensure that the Department's requirements are presented to the Fire Committee;
c) Establish adequate fire protection, fire prevention and training programs;

d) Establish Department Policies and Standard Operating Guidelines;
e) Hear and determine the outcome of appeals under the Department Disciplinary Policy.

15.3 The Fire Department Management Team will meet on a regular basis and the Fire Chief will act as Chairperson of the meeting.

15.4 Proposals for Department policies and Guidelines will be forwarded to the fire fighters for input and comments before a policy or guidelines are approved by the Department Management Team

15.5 The Fire Chief shall be responsible for establishing and maintaining the Department's Policy and Standard Operating Guideline Manual.

16. Policy Re: RECRUITMENT OF VOLUNTEER FIRE FIGHTERS

General: The Chief shall maintain an up to date eligible list of candidates who wish to become members of the Department. This list shall be used to fill permanent or part-time positions as may be required:

16.1 The eligible list of candidates shall be reviewed on an annual basis and the candidates' information shall be updated as required.

16.2 The eligible list of candidates shall be filled every (5) five years or when necessary, by:
a) posting a bulletin on the bulletin board in the fire station stating that volunteer Firefighters are required;

and/or

b) placing at least two advertisements, not less than one week apart, in a local daily newspaper, stating that volunteer Firefighters are required

and/or

c) ensuring that the bulletins and advertisements indicate that application for the advertised positions must be in writing to the Chief

16.3 The Chief shall supply each person applying for the position of volunteer Firefighter with the following:

a) an application form;
b) an information package;
c) a medical examination form, criminal check and driver abstract request forms, (will reimbursed for financial cost that is incurred);

and

d) information on Honorariums and expectations

16.4 The applicant shall return to the Chief by the date indicated in the information package the following:

a) the completed application form
b) the completed medical examination form
c) a copy of his/her criminal record check; and
d) a copy of his/her driving record check

16.5 The chief and the Management Team shall interview each of the eligible candidates after reviewing the results of each candidate's application in 16.4

16.6 The candidate with the highest score in the interview shall fill the vacancy.

16.7 All the remaining candidates shall have their names included on the eligible list I the order of the highest scoring candidate to the lowest scoring candidate. This list shall be used to fill all further vacancies for positions for a period of one year from the time the list has been created.

16.8 The list of candidates may be used to fill any vacancies after the one year period as outlined in 16.7, provided that all the candidates' information required under 16.4 is up to date and the candidates from this list are interviewed by the Chief and/or designate. The candidate with the highest score following the interview shall fill the vacancy.

16.9 The successful candidate shall serve a one-year probation period. A performance review shall be carried out by the Management Team at the end of the one-year of service. Failure to obtain Level 1 Training within three (3) years of joining the Department will result in the Member being reviewed by the management team to determine actions taken

17 Policy Re: TRAINING AND EDUCATION

General: " The North Shore Fire Department will develop and maintain a training program for all members of the department so as to assure that the department is able to meet it's obligation to protect life and property."

17.1 The training schedule for each fire fighter shall be reviewed by the Chief on a regular basis throughout each year to insure that each person is able to complete the minimum % required.

17.2 The Chief shall maintain an accurate training record of each individual fire fighter. The Captains will provide to the Chief, when requested, the training records and hours of training for each fire fighter assigned to his/her section.

17.3 Each fire fighter will make every effort to obtain Level 1 firefighting training within *24* months following their 1 year probation period.

17.4 The Fire Department Management Team will serve as the training committee. The Department training team will recommend training standards and guidelines to implement a Department training strategy.

17.5 Eligibility for training courses or conferences will require a minimum of 60% combined training and fire attendance (calculated annually).

18. Policy Re: ATTENDANCE, HOLIDAYS AND SICK LEAVE

General: The effective operation of the Department depends to a very large extent on the dependable and productive efforts of all its members. The commitment of each and every member of the North Shore Fire Department to this effort is demonstrated in a very large part by attendance to fire, emergency alarms and training sessions. Members absent from alarms and training, inhibit the ability of the Department to meet its obligation to protect the citizens of our communities.
The Department also recognized the need for members to enjoy holiday time and to be absent from the area on occasions. The policy also addresses the need for sick leave and extended leave of absence.

18.1 ATTENDANCE

All members of the Department shall annually attend sixty percent of the combined total of fire and emergency calls, as well as training sessions approved by the Chief.

18.2 Roll Call
All members responding to fire, emergency alarms or attending a training session approved by the Chief shall personally sign the roll call form provided by the Department. The Chief or his/her designee shall collect the form following each call or training session, maintain a copy for their records.

18.3 ATTENDANCE RECORD

The Chief shall maintain a record and shall tabulate and calculate the roll call on a quarterly basis. The completed record will be presented at each monthly meeting of the Department Management Team. The Chief shall review the record of attendance and a copy of each individual member's attendance shall be posted on a quarterly basis.
Following the review of the attendance records by the Chief, a list of any members who have failed to achieve the required sixty percent attendance shall be created. Following each quarterly report the Chief will contact and advise the member of their failure to achieve the required sixty percent attendance using the following format.

1st Occurrence: The Chief and 1 management team member shall meet with the member and review his/her attendance records. If in the opinion of the Chief disciplinary action is required it shall be in the form of a written warning.

2nd Occurrence: The Chief and 1 management team member shall meet with the member and review his/her attendance records. If in the opinion of the Chief disciplinary action is required it shall be in the form of a minimum (2) two month suspension.

3rd Occurrence: Chief shall carry out the procedures as outlined in section 24 of the Department "Disciplinary Policy".

19. Policy Re: Honorarium Payments

19.1 **Honorariums:** An Honorarium as approved by the members and in the annual budget of the Company will be paid to all members of the Department. A $200.00 flat rate will be paid to all members achieving the 60% attendance requirement. Members under the 60% attendance requirement will not be eligible for his flat rate. Five dollars per meeting and fifteen dollars per fire call will be paid to the members each year.

19.2 Members attending Fire School Training will receive fifty dollars for day courses and $500.00 dollars for Level 1 completion and $350.00 for Level 2 completion.

19.3 The honorarium will be paid out at Christmas.

19.4 All members in good standing will receive one hundred dollars for each year of service on retiring. The Fire Company shall set aside such funds to pay this gratuity on retirement from revenues separately held from the normal operating funds.

20. Holidays: Each member is entitled to a maximum of 3 weeks (21days) holidays on an annual basis (which will not reflect on attendance). Those members requiring more than their allotted holidays shall request a leave of absence from active duty. There will be no carry over of holidays from year to year.

Each member shall submit to the Chief a request for holiday form at least 48 hours before the date the holidays are to commence

21. Leave of Absence: A member may request a leave of absence from the Department. All requests for a leave of absence are to be submitted to the Chief in writing and approved by the management team. No Reasonable request will be denied.

Members who receive approval for a leave of absence may return to service with all rights and privileges and will maintain their years of service. Members are to turn in their keys and pagers while on a leave of absence. Members who receive approval for a leave of absence will not receive an Honorarium for the time they are on a leave of absence. While on leave members will not participate in any Fire Department activities unless approved by the management team.

22. **Sick or Bereavement Leave:** A member who is injured or becomes ill as the result of a line of duty accident or illness shall receive their full Honorarium for one year from the date of the illness or accident and may be extend with proper documents and approved by the management team.
23. A member who has a serious illness lasting longer than ten days may, with a doctor's note, be entitled to up to a maximum of 1 year and may be extended on sick leave and shall be entitled to full honorarium with approval of the management team.

23. Policy Re: ALCOHOLIC BEVERAGES AND DRUGS

General: The purpose of this policy is to control the use of alcohol and drugs by any member of the Fire Department at fire or emergency scenes.

23.1 No member of the department shall report for duty while under the influence of any amount of alcohol or drugs.

23.2 No member is to make him/herself present at any fire scene or other emergency while under the influence of alcohol or drugs.

23.3 No member is to carry out official fire department business or drive or operate a fire department vehicle while under the influence of any amount of alcohol, illegal drugs or drugs that may cause impairment.

1.4. If any member should be found to be in conflict with the provisions of this policy the course of action shall be:

a) First offense: written warning and a minimum of two week suspension.
b) Second offense: written notice and a minimum of *a* three-month suspension.
c) Third offense: dismissal from the department.

All disciplinary actions are to be conducted as per Policy Re: Disciplinary Procedure.

24: Policy Re: DISCIPLINARY POLICY

General: The objective of the North Shore Fire Department is that when accepting an individual as a member of the department it is on the basis of establishing a long term relationship. Given this approach, then our primary goal is to provide an environment through training, team work and strong leadership which will allow both the member and the Department to fulfill its purpose of providing a high standard of excellence through the service we offer to the citizens of the fire coverage area. It is through an ongoing process of education and dialogue that we can achieve these goals together. Recognizing that there are, on occasion, members who fail to meet these goals, the Department has established a fair and constructive Disciplinary Policy which will allow for rehabilitation rather than punishment.

24.1 While it is important to take disciplinary action when required, it is just as important to all members that they have the opportunity to "wipe the slate clean". If a member improves performance and solves the problem that causes the disciplinary action to be taken, the member is likely to maintain good performance level if given an opportunity for a fresh start.

If a member's performance improves after disciplinary action the following time frames are appropriate for "wiping the slate clean".
1st offense- all record of the offense becomes inactive after 1 year
2nd offense- all record of the offense becomes inactive after 2 years

24.2 The authority and responsibility to discipline a member of the department shall be entrusted to the Chief and Deputy Chief and the two Captains or their designate. Discipline is intended to be constructive in correcting a member's unacceptable conduct or work performance.

24.3 Prior to undertaking of the formal discipline procedure the Chief or Deputy Chief and the two Captains or their designate will ensure that the member has been advised of the procedures of this policy and is aware of the actions, which may be taken.

24.4 Under normal circumstances, discipline will be in the form of a documented verbal warning, followed by a written warning that could lead to a suspension or other actions outlined by policy in this manual. Failure of a member to respond to any disciplinary action may result in discharge from the Department.

24.5 All incidents of disciplinary action shall be properly documented on the appropriate forms, by the Chief and or Deputy Chief and the two Captains or their designate taking the action. A copy of each completed form shall be forwarded to the Company.

24.6 The extent of which various steps in the discipline procedure are followed will depend upon the nature of the problem. On occasions where a Chief or Deputy Chief and the two Captains or their designate may have doubt about the proper course of disciplinary action, he/she should first discuss the matter with the Executive.

24.7 Offenses of a minor nature are to be dealt with by the Chief or Deputy Chief and the two Captains or their designate on a one on one basis with the member. Subsequent offenses of a minor nature where a verbal warning did not bring about correction should be documented in writing and given to the member, with a copy filed in the member's official personnel file. Such written warnings should impress upon the member the importance of the matter in question.

24.8 If the offense is not corrected following the issuance of a written warning the member shall appear before the "Management Team" at a time and place to be established by the Chief or Deputy Chief. The "Management Team" shall review the facts of the offense and decide if any further disciplinary measures are found to be necessary, such further action may include the member being suspended for an established period of time.

24.9 The suspension of a member from duty may occur as a result of a number of incidents and not necessarily be based on a repeat of the same misconduct or nonobservance of the department policies and/or guidelines.

24.10 Where repeated efforts to correct a member's conduct fail, discharge from the department may follow. Several incidents of a minor nature or a first offense of a serious nature may also result in the dismissal of a member of the department.

24.11 Conduct considered sufficiently serious for the dismissal of a member from the department includes but are not limited to:

a) willful misconduct, disobedience or insubordination;
b) willful neglect of duty or gross violation of the department policies and/or guidelines; abuse of department apparatus or equipment; intoxication or impairment by alcoholic beverages, illegal drugs or medications;
c) unethical or criminal actions, including theft from the department, it's members or the general public;
d) failure to maintain the required attendance at fire and emergency calls;
e) failure to maintain the required training time;
f) violation of the Provincial Human Rights Act.

24.12 The following steps shall be used if it becomes apparent that a member is not performing satisfactorily or is not meeting the requirements of the department policies or guidelines:

a) the Chief or Deputy Chief shall gather all pertinent facts and verify their accuracy;
b) inform the member that discipline may be applied;
c) inform the member of the details of the incidents;

d) discuss the problem with the member concerned, in private and record in writing that the above steps have been carried out.

24. 13 The following steps shall be used if a serious incident should occur or if efforts to correct a member's conduct have failed:

a) The Chief or Deputy Chief shall gather all pertinent facts and verify their accuracy:
Exception: In the event that the Chief or Deputy Chief are directly involved in the incident they shall remove themselves from the next steps and have the next ranking officer conduct the following actions:

b) Inform the member of the time and place he/she is to appear before the "Management Team";
c) Inform the member of the details of the incident, along with a copy of the "Member's Disciplinary Incident Report".
d) Inform the "Management Team" of the information outlined in the above incident;
e) The "Management Team" shall hear the circumstances of the incident and shall determine what the course of action shall be taken. The "Management Team" shall present its findings in writing to the member.

25. Policy Re: UNIFORMS

General: Upon completion of a recruit's probation period he/she is entitled to be issued a Department dress uniform.

25.1 Dress uniforms shall be as per the Canadian Association of Fire Chief's Uniform Standards Specifications. The single breasted style shall be used for both officers and fire fighters.

25.2 Department dress uniform will be worn by all members at department or station functions or at times when any member is representing the department.

25.3 All members of the department when in uniform and in a public place, shall display a clean neat appearance with all buttons engaged and with uniform cap worn at all times.

25.4 The Chief may make variations to section 3 of this policy.

25.5 Only regalia, crest, badges and insignia issued by the Department may be worn or attached to a dress uniform.

25.6 Exemplary Service Medals, Provincial Service Medals and Military Service Medals may be worn or attached to a dress uniform.

25.7 Medals described in section 25.6 shall be worn on the left side of the tunic.

25.8 The uniforms are the property of the NSFD for 15 years from purchase. Thereafter the uniform becomes the property of the member.

26. Policy Re: RESPONSE TO ALL CALLS

General: In order to insure an effective and timely response of department emergency vehicles to alarms, as well as reducing the possibility of vehicle accidents while responding to emergencies, the following policy will establish alarm response protocol.

26.1 All emergency vehicles shall be operated in accordance with Department Policy "Apparatus Response to Incidents"

26.2 All Alarms shall be dispatched in accordance with Department Policy "Dispatch and Communications´

26.3 All emergency vehicles shall respond in accordance with the Department's Standard Operating Guidelines (SOG's) for alarm assignments and Mutual Aid.

26.4 All emergency vehicles shall respond with all emergency warning equipment operating when responding to reported structure fires, auto accidents or other life threatening emergencies.

26.5 Only the first responding emergency vehicle shall respond with emergency warning equipment when responding to Automatic Alarm System calls. All secondary responding apparatus shall respond with/without warning equipment at the posted speed limits obeying all traffic regulations.

27. Policy Re: PERSONAL VEHICLE FIRE RESPONSE LIGHTING

General: Members displaying flashing red lights must obtain a permit from the Chief and follow the conditions related to the use of the lights.

a) The flashing red light will be a approved by the Chief ;
b) The light will be kept concealed when not in use. The light is to be removed from the dash (or any other location in the vehicle) that would allow the light to be seen by the public. Removal will not be necessary if the light is completely sealed by a cover.
c) Failure to use the lights in an acceptable manner will result in denial of use of the lights by the Chief.
d) Members will be reimbursed up to $75.00 once for the purchase of a red light. Purchase Receipt required to receive refund.

28. Policy Re: REMOVAL OF EQUIPMENT

General: Fire fighting equipment shall not leave the Fire Hall except for fire calls without the authorization of the Chief or an Officer acting in the Chief's stead.

29. EQUIPMENT PURCHASE

General: Purchase of equipment for fire fighting is to be discussed at an executive meeting before a purchase is made. (Purchases require a minimum of two quotations.)

30. Policy Re: BORROWED EQUIPMENT

General: Anything borrowed from the department is to be returned within the day.