

S.G.V.F.D Rules and Regulations

Rules and Regulations of the South Galiano Volunteer Fire Department

The elected Directors of the South Galiano Volunteer Fire Department Society enacts as follows:

SECTION 1

Definitions

1. In this regulation unless the context otherwise requires:

(a) "Board" means the Directors of the South Galiano Volunteer Fire Department Society.

(b) "Department" means the South Galiano Volunteer Fire Department.

(c) "Member(s)" includes all Fire Fighters who have successfully completed their initial probation upon joining the

Department.

(d) "Chief" means Chief of the Department.

(e) "O.G.L's." means Operating Guide Lines.

(f) "Operations Committee" means an advisory committee appointed by the Chief consisting of all Officers and

two Firefighters.

(g) "Emergency Response" means response to fires, auto extrication, rescue and certain medical emergencies

(First Responder)

SECTION 2

Set Up

1. The Board of Directors for the South Galiano Volunteer Fire Department Society is, through legal agreement, responsible to both the Capital Regional District and the Tax Payers of the South Galiano Island Local Service Area.
2. A department for the South Galiano Fire Protection District; to be known as the "South Galiano Island Local Service Area" has been established. The head of the Department shall be known as the "Chief of the Department".

SECTION 3

Chief of the Department

1. The Chief is responsible to the Board for proper administration and operation of the Department, and:
 - (a) Shall, unless he/she appoints otherwise, act as liaison between the Department and the Board of Directors for all Departmental Business.
 - (b) May make such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, provided that such rules and regulations do not conflict with the provisions of any rule or regulation of the Board.
 - (c) Shall develop, maintain and revise O.G.L's. for all areas of Department activity, specifically including Job descriptions for positions listed in section 4.
 - (d) Shall take all proper measures for the prevention, suppression, and investigation of fires and for the protection of life and property.
 - (e) Shall enforce all regional and local laws and ordinances respecting fire prevention and exercise the powers

and duties imposed on him by the Fire Services Act.

(t) Shall report all fires to the Fire Commissioner as required by the Fire Services Act.

(g) Shall submit to the Board for its approval, as required by the Board, the annual budget estimates for the

Department.

(h) Shall be responsible for the appointment of Members to positions within the Department. Any member

advancing to a new position shall be placed on probation for a standard period of time for that position;

determined in consultation with the Operations Committee. Conversely, shall ask a member to step down

from a position which they are not able to fulfill, based on its job description. Whether a member is voluntarily

stepping down or is asked to step down, seven days notice shall be required.

(i) Shall, when a decision has been made to discipline a member, do so within forty eight hours of such

decision ..

j) Shall, following the dismissal of any Member, report the dismissal and the reasons for the dismissal to the

Board.

(k) May approve a leave for any Member of such a length as seems appropriate in each case.

(I) Is responsible for the enforcement of the CRD by-law no.1958, mutual agreements with the North Galiano Fire

Dept, the Ministry of Forests and any general orders and department rules.

SECTION 4

Personnel

1. In addition to the Chief, Department personnel shall consist of a Deputy Chief, Training Officer, Safety Officer,

Fire Prevention Officer, Departmental Driving Instructor and such number of Captains, Regular Fire Fighters and

Auxiliary Fire Fighters as deemed necessary by the Chief.

2. In the absence of the Chief, the Deputy-Chief or designated Officer shall perform all the duties of the Chief.

3. Officers are expected to set examples for all Fire Fighters and will be expected to:

(a) Be responsible for the conduct and safety of Members of the Department during fires, training, or other

Department events.

(b) In addition to the training expected of Regular Fire Fighters, work towards completion of any training programs

recommended by the Chief.

(c) Be willing to instruct both theory and practical training.

(d) Recommend to the Chief and the Operations Committee, Members who deserve commendation or require

discipline.

(e) Be responsible for additional duties in the Department as requested by the Chief.

4. Auxiliary Fire Fighters are members, who for reasons acceptable to the Chief in consultation with the Operations

Committee cannot fulfill all department duties but can still contribute to the needs of the department. Protective

gear, equipment and training for Auxiliary Fire Fighters shall reflect their assigned duties.

SECTION 5

Management

1. To assist in management of the Department and its daily operations, the Chief:

(a) Shall establish a committee of the Officers and two elected Regular Fire Fighters, called the Operations

Committee and act as this committee's chairperson. Beside the duties listed below, the Operations

Committee shall keep and post official minutes and on a regular basis communicate it's activities to the

Members at large, and allow for input from the members.

(b) In consultation with the Operations Committee, shall oversee the membership application process, and have

the right to reject applicants based on the rules set out in these "Rules and Regulations" and/or set out in the

"Membership Application Form." A person is qualified to apply to be a member of the Department for fire

fighting duties who:

I. resides within the South Galiano Fire District

II. has a valid BC drivers license

III. passes such aptitude and other tests as may be required by the Chief

V. will meet and maintain all requirements for fire fighters as per Workers Compensation Board standards.

(c) In consultation with the Operations Committee, the Chief shall place a successful applicant on probation for a

period of six months. This time can be reduced or extended as deemed necessary . If at the end of this period

of time, the applicant is not deemed suitable to be a member of the department, the Chief shall reject the

application.

(d) Will notify the Board of the appointment of any person as a member of the Department.

(e) In consultation with the Operations Committee, shall ensure that proper training of Members takes place on a

regular basis.

(f) In consultation with the Operations Committee, shall be responsible for the discipline of the Department's

Members, and may decide to verbally reprimand, or if necessary in writing, place on probation, suspend,

demote or dismiss any Member for, but not limited to the following:

I. theft

II. dishonesty

III. alcohol or substance abuse

IV. insubordination

V. inefficiency

VI. misconduct

VII. disruptive behaviour

VIII. willful damage of Department property

IX. dishonouring the Department

X. for non-compliance with any of the provisions in these "Rules and Regulations",
Application form information

or Department O.G.L's. However, this section in no way limits the authority of the Officers to require orderly

and disciplined conduct of Members during fires, training or other Department events.

(g) In consultation with the Operations Committee shall both implement and review safety and training

procedures within the Department.

(h) In consultation with the Operations Committee shall both develop and review job descriptions for all positions

in the Department.

(i) In consultation with the Operations Committee shall make rules, regulations and O.G.l's for the general

efficiency and well-being of the Department, provided that such rules and regulations do not conflict with the

provisions of any rule or regulation of the Board.

G) In consultation with the Operations Committee shall keep an active record of all Members including, but not

limited to, training achievements, commendations, personal equipment, and discipline received.

(k) In consultation with the Operations Committee shall review periodically the Rules, Regulations and O. G. L.'s

of the Department.

(l) In consultation with the Operations Committee shall appoint any additional Department committees

necessary for the carrying out of Department business. Any such committee shall consist of members from

the Department, be at least three persons in number, one of whom must be an Operations Committee

member, who will be responsible for making progress reports to the Operations Committee.

(m) Shall create a permanent standing committee called the Health and Safety Committee. This committee shall

assist the Safety Officer in matters of health and safety in regards to Worker's Compensation Board

Requirements. The Safety Officer shall act as Chairperson of this committee.

(n) Shall ensure, that during any meeting of the whole Department, where Department business is discussed,

minutes are kept of the meeting.

2. Notwithstanding the advice of the Operations Committee, the Chief makes the final decision.

SECTION 6

Membership

1. Members are expected to work in such a manner as to benefit the Department and its goals and specifically:

(a) Shall show interest and dedication by attending ali'practices and taking part in any theory, practical training, or

hall maintenance during practice hours. As well, be willing to take extra hours of training, maintenance and

certification exams as directed by the Chief.

(b) Shall act loyally towards the Department and fellow Members and obey the Officers in charge.

(c) Shall carry out Department activities in accordance with Department O.G.L's.

(d) Shall understand the chain of command in the Department as follows:

CHIEF

DEPUTY CHIEF

SAFETY OFFICER

TRAINING OFFICER

CAPTAINS or LIEUTENANTS

FIRE PREVENTION / SAFETY EDUCATION

FIRE/RESCUE PERSONNEL

(e) Shall not respond to fire department call-outs, attend training practices or carry out Department business if they

have taken performance-affecting substances or alcohol.

(f) Shall, if unable to perform as a fire fighter, respond to fires, attend practices or meet other commitments of the

Department, report this directly to the Chief, or the person placed in command during the Chief's absence.

(g) Shall not allow outside troubles to affect their friendly and cooperative manner with Department Members at

fires, training practices or on Department business or property.

(h) Shall when meeting the public at any type of incident, training practice, on Department business or property, or

while wearing Department gear, as a representative of the Department, behave politely and use appropriate

language.

(i) Shall use caution when asked questions by the general public, media or an owner, either about an incident or

about Department procedures and never discuss cause of fire, location of bodies, suspicious fires, loss

estimates, location of valuables or fire ground operations in public. In the case of a fire, give only the location,

owners name, and the type of fire (i.e. chimney fire, brush fire, house fire). Any other questions from the

owner or public shall be referred to the Chief or Officer in command.

o) Shall use gear and equipment provided by the Department only for emergency response, fire-fighting and

training, or with special permission of the Chief.

(k) Shall help in all duties of fire fighting including all clean-up and maintenance of equipment in preparation for

the next call-out.

(l) Shall, if re-applying for membership after a dismissal or resignation, be regarded as a new applicant.

SECTION 7

Conflict Resolution

1. As conflicts from time to time may arise in the operation of this Department, the following process shall be used

to settle all Department conflicts:

(a) Any Regular Fire Fighter, who has a conflict, shall inform one of his/her elected Regular Fire Fighter

representatives on the Operations Committee. If the conflict involves his/her elected representative, he may

inform an officer instead. If the Regular Fire fighter feels his/her conflict will not be handled fairly by anyone on

the Operation Committee, he/she may represent herself/himself at an Operation Committee meeting. After

hearing a recommendation from the Operations Committee, the Chief will make the final decision.

(b) Any Officer, who has a conflict, shall bring the matter up before the Operations Committee. The conflict will

then be settled by the Chief.

(c) All parties in a conflict shall be given written notice seven days before any official meetings are held to settle

such a Conflict

(d) All conflicts shall be settled within the department..

(e) After first following the procedures in (a), (b) and (c) above, any member who still feels unsatisfied with the way

a conflict has been settled, can request that the Chief call a meeting of the whole Department to discuss the

conflict. However, any decision on the conflict arrived at from this meeting, shall not override requirements or

authority laid out in Sections Four, Five and Six of these "Rules and Regulations".

(f) Any member shall have the right to appeal any discipline received from the Chief, and in the case of dismissal

can appeal to the Board. In all cases written application for appeal must be received from the Member within

seven days of the disciplinary action taken.

SECTION 8

Fire District

1. The Department shall not respond to a fire or an emergency outside the South Galiano Island Local Service Area

except with respect to a fire or an emergency;

(a) That in the opinion of the Chief, threatens life or property within the South Galiano Local Service Area.

(b) That is a response to a mutual aid agreement with another fire department.

SECTION 9

Department Property

1. Buildings, fire equipment and recreation equipment owned or controlled by the South Galiano Volunteer

Fire Department may from time to time be used for other than regular Department uses by members or

non members as authorized by the Chief.

SECTION 10

Regulation Approval

1. This regulation comes into effect on the day it is passed by the Board.

Passed this 18th day of January 1998.

President: Michael Hoebel

Secretary of Board: David Hutton

Rules And Regulations