

Wheatland County
FIRE SERVICE POLICY SECTION

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PURPOSE

This Fire Services Policy provides guidance and support from Wheatland County Council and Administration to all Wheatland County Fire Departments. This policy will act to be inclusive of all aspects relating to fire services within Wheatland County, while also maintaining individuality and autonomy within individual fire departments.

POLICY

Wheatland County is committed to providing a transparent and inclusive fire service for all residents of Wheatland County. Consistent and effective fire services are paramount in our Towns, Villages, Hamlets and all communities in which we serve. Wheatland County Fire Services will strive to provide the best level of service possible within the resources available, and in accordance with Fire Services Bylaw (2019-06). It is the goal of Wheatland County to support, strengthen and maintain a unified and cohesive service environment throughout all fire departments in Wheatland County.

RESPONSIBILITIES

Wheatland County Fire Services Department

The Manager of Emergency and Fire Services, in conjunction with the Regional Deputy Fire Chief, shall report to the General Manager of Community and Development Services to ensure that all requirements of Fire Services Bylaw (2019-06) are being adhered to by all Wheatland County fire departments.

The Manager of Emergency and Fire Services shall establish and coordinate three operational Committees:

1. A Fire Capital Committee,
2. An Operational/Fire Chiefs Committee, and
3. A Training Committee.

These committees will act to ensure input and communication from all levels of Fire Services.

The Fire Capital Committee shall be comprised of 1 member from each Wheatland County fire department and will be chaired by the Manager of Emergency and Fire Services. All large capital purchases will be passed by resolution via the Fire Capital Committee and presented to Wheatland County Council for final budget approval. The

Fire Capital Committee will establish short and long term, sustainable capital plans for all fire departments throughout Wheatland County.

The Operational/Fire Chiefs Committee shall be comprised of the Fire Chief or their designate from each fire department and chaired by the Manager of Emergency and Fire Services. All long-term operational initiatives will be discussed and approved at the committee level. The Manager of Emergency and Fire Services will work closely and collaboratively with each Fire Chief to ensure the individual needs of each department are being met.

The Training Committee shall consist of one member from each fire department and will be chaired by the Regional Deputy Fire Chief. The Training Committee shall establish training programs and prepare training budgets in accordance with the needs of the Operational Committee, and approved minutes shall be circulated to all fire departments at the Operational/Chiefs Committee meeting following approval.

Wheatland County Fire Departments

All Wheatland County fire departments shall have approved Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs). Wheatland County Fire Services SOPs and SOGs will be approved by the Manager of Emergency and Fire Services prior to being permitted for use at a fire hall. All SOPs and SOGs will be reviewed every two years by the Operational/ Fire Chiefs Committee. Association fire departments will have the ability to approve their own SOPs and SOGs if they meet or exceed the SOPs and SOGs approved by the Manager of Fire and Emergency Services. If an individual Fire Department does not currently have an SOP or SOG for a particular task, approved Wheatland County SOPs and SOGs will take precedence.

All Wheatland County Firefighters will follow all applicable Human Resources Policies. Applicable Human Resource Policies shall be printed and readily available at each fire hall for reference. Association fire departments may adopt Wheatland County Human Resource Policies or approve Human Resources Policies of their own.

OCCUPATIONAL HEALTH AND SAFETY

Wheatland County operated fire departments will operate under the guidance of Wheatland County Safety Policy 10.1 – Safety Policy, and all associated Safety Administrative Directives for the purpose of occupational health and safety. The personal health and safety of each individual who volunteers for Wheatland County's Fire Services is an integral part of our operations and must be at the forefront of each decision made. Wheatland County will provide a physically, psychologically, and socially healthy and safe work environment for all Fire Services members.

Health and Safety is a shared responsibility. All Fire Services members are expected to comply with the Alberta Occupational Health and Safety Act, Regulations, and Code, as

well as with any other legislation applicable to their position, such as the Traffic Safety Act, and with Wheatland County's Policies and Administrative Directives.

Every task carried out by Wheatland County Fire Services must be performed with the utmost regard for safety; for our Fire Services members, our fellow colleagues, our contractors, our visitors, and for the communities in which we operate. Fire Chiefs must champion support for health and safety initiatives by actively promoting the values Wheatland County has developed, being accountable for Fire Services overall safety initiatives and their success, and being actively involved in striving for a safe and healthy workplace for all members.

REFERENCES

Legislation:

- Alberta Occupational Health and Safety Act, Regulations and Code
- Alberta Employment Standards Code

Bylaws:

- Fire Services Bylaw (2019-06)

Policies:

- Human Resource Policy

DOCUMENT OWNER

Fire Services