

# SCHEDULE

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## STANDARD OPERATING PROCEDURES PELHAM FIRE DEPARTMENT

### JOB DESCRIPTION - FIRE FIGHTER (FIRST CLASS) -

#### SUMMARY OF DUTIES -

The Fire Fighter is responsible for firefighting entailing the combatting, extinguishing and preventing of fires, and the saving of life and property. A Fire Fighter is responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard.

The Fire Fighters work includes routine duties in the maintenance of firefighting equipment and Fire Department property.

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

The constant review of the work as carried out by a superior to maintain and improve the efficiency of the Fire Department as a whole.

#### WORK PERFORMED -

As a member responds to fire alarms, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines and other equipment.

Ventilates fire to release heat and smoke, place salvage covers to prevent water damage and prevents fire from rekindling.

As assigned, drives and operates motor driven firefighting equipment.

Performs various maintenance tasks on apparatus and equipment.

When assigned to fire prevention work under direction of a superior, performs inspections and clerical duties as required.

Performs related work as required.

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REQUIRED KNOWLEDGES, ABILITIES AND SKILLS -

Thorough knowledge of the operation of all apparatus and equipment and methods used in combatting, extinguishing and preventing fires and in rescue work.

Thorough knowledge of first aid and inhalator practices.

Considerable knowledge of rules and regulations of the Fire Department.

Considerable knowledge of the maintenance of equipment.

Considerable knowledge of building construction, hydraulics and the location of hazardous occupancies in the municipality.

Considerable mechanical aptitude.

Considerable knowledge of water systems and watermains.

Agility and strength to do prolonged and arduous work under adverse conditions.

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

Ability to understand and follow oral and written instructions.

Skill in the operation of all firefighting and rescue equipment including motor vehicles.

Interest and willingness to assist in Fire Department efforts throughout the municipality.

DESIRABLE TRAINING AND EXPERIENCE -

Graduation from a standard senior high school or technical school or any equivalent combination of experience and training sufficient to indicate ability to do the work.

JOB DESCRIPTION - FIRE CAPTAIN -

SUMMARY OF DUTIES -

The Fire Captain is responsible for firefighting entailing the

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command of apparatus, equipment and the personnel in the combatting, extinguishing and preventing of fires and the saving of life and property. The Fire Captain is responsible for the discipline of his men and the proper maintenance of apparatus and equipment in accordance with standing orders and other regulations. At a fire, unless working under a superior officer, he is responsible for effectively extinguishing the fire.

While subject to the requirements of written orders and regulations and the verbal directions of a superior, the Fire Captain exercises great independence of judgement and action while in command at fires and rescues. The work is evaluated in terms of the example set for the men, their respect for him, level of morale and discipline in the platoon and the effectiveness of his leadership in firefighting.

WORK PERFORMED -

The Fire Captain shall supervise the cleaning of quarters, equipment and apparatus.

Conduct roll call, organize watches, inspect personnel.

Maintain discipline.

Read communications received and transmit orders and information to his men, whether written or oral.

Respond to alarms and direct the route to be taken to the fire.

Make decisions as to the best methods of extinguishing the fire and the saving of lives unless relieved of command by a superior officer.

Supervise the laying of hose lines, direction of water streams, required pressure of streams, the placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing of salvage covers.

Direct the overhauling and cleaning up of premises after the fire has been extinguished.

Supervise the return of all apparatus and equipment to their proper places in the fire hall.

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WORK PERFORMED -

Be responsible for training personnel by conducting classes and instructing them in drill evolutions.

Compile and keep varied records and records as required.

Perform supervisory duties in the inspection of residential, commercial and industrial property relative to fire prevention, when required.

Perform related work as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS -

Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combatting, extinguishing and preventing fire and in rescue work.

Thorough knowledge of rules and regulations governing the Fire Department and of standing orders of the department.

Thorough knowledge of the principles and practices involved in training personnel.

Considerable knowledge of hydraulics as applied to firefighting and location of hazardous occupancies in the municipality.

Considerable mechanical aptitude.

Agility and strength to do prolonged and arduous work under adverse conditions.

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

Ability to lead men effectively, maintain discipline, promote harmony, exercise sound judgement, and to co-operate with other officials.

Ability to prepare clear and concise reports.

Skill in the operation and maintenance of firefighting and rescue equipment.

DESIRABLE TRAINING AND EXPERIENCE -

Under normal circumstances, three years (plus the one year probationary period) as a firefighter.

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Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

JOB DESCRIPTION - DISTRICT CHIEF -

SUMMARY OF DUTIES -

The District Fire Chief is responsible for firefighting entailing the command of the personnel, equipment and apparatus within an assigned district in the combatting, extinguishing and the preventing of fires and saving of life and property.

The District Fire Chief is responsible for the discipline of his/her personnel and for the proper maintenance of apparatus and equipment, in accordance with standing orders and other regulations. At a fire, unless working under a superior officer, he/she is responsible for effectively extinguishing the fire. The District Chief carries out routine administrative tasks and related clerical duties, referring all policy matters to the Fire Chief. The work is evaluated in terms of the example set for the personnel of the department, their respect for him/her, the general level of discipline, the effectiveness of his/her leadership in firefighting and emergencies and the completeness of and accuracy of the departmental records.

The District Chief shall report to the Chief of the Department on the activities of his/her responsibility and carry out the orders of the Chief, and in the absence of the Chief, has all the powers, and shall perform all the duties of the Chief.

WORK PERFORMED -

The District Fire Chief shall organize the firefighters, assign and supervise the maintenance of the schedules within an assigned district.

Enforce discipline within an assigned district.

Receive and transmit orders and information to the personnel whether written or oral.

Requisition supplies and keep related records.

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Record gas, oil and maintenance costs for trucks and car in his/her assigned district.

Supervise the testing and care of hose and keep related records of his/her assigned district.

Respond to fire alarms and supervise the laying of hose ines, direction of waterstreams, required pressure of streams, the placing of ladders, ventilation of buildings, rescuing persons, administering first aid and placing of salvage covers.

Supervise the overhauling and cleaning up of premises after a fire has been extinguished.

Supervise the return of all apparatus and equipment to the fire hall within his assigned district.

Supervise the training of personnel in drill evolutions.

Compile and keep varied records and records as required in his/her assigned district.

Supervise the Inspection of residential, commercial and industrial property relative to fire prevention, when required, within an assigned district .

Perform related works as required.

Assist with budget and specifications for the purchase of apparatus and equipment in his/her assigned district.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS -

Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combatting, extinguishing and preventing fires and in rescue work.

Thorough knowledge of rules and regulations governing the Fire Department and of standing orders of the department.

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

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Thorough knowledge of the principles and practices involved in training personnel.

Considerable knowledge of hydraulics as applied to firefighting, building construction and related Codes, Electric Power Codes and location of hazardous occupancies in the municipality.

Considerable mechanical aptitude.

Agility and strength to do prolonged and arduous work under adverse conditions.

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

Ability to lead men effectively, maintain discipline, promote harmony, exercise sound judgement, and to co-operate with other officials.

Ability to prepare clear and concise reports.

Skill in the operation and maintenance of firefighting and rescue equipment.

Ability to read building plans.

A working knowledge of the operation, size and location of watermains as applied to the fire fighting activities of the Fire Department.

DESIRABLE TRAINING AND EXPERIENCE -

Under normal circumstances three years of satisfactory service as a Captain. Graduation from a standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

AGE REGULATIONS -

The following age limits have been established for members of the Pelham Fire Department.

Recruits will be taken on over the age of 18, with a probationary period of one year.

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Retirement will be at age 60, except for senior officers at 65.

After age 55 each member will be required to pass a yearly medical examination to remain active.

Revised December, 1984.

USE OF BUILDINGS -

In order to have proper control over equipment and buildings belonging to or rented by the Pelham Fire Department, we have found it necessary to review past rules and invoke new ones to cover conditions at the present time.

- (1) Keys to the Fire Halls shall be given to Active Members, Exempt Members and Honourary Members only.
- (2) No unauthorized person shall be given keys to the fire halls.
- (3) The doors to the halls must be kept locked at all times and inner doors kept closed where applicable to ensure proper heating and fire protection.
- (4) Visitors must be accompanied by a Member and should not be left alone in the halls.
- (5) No drunkenness or disorderly conduct will be allowed.
- (6) All lights must be turned out when leaving the halls.
- (7) No noise or other actions of annoyance to neighbours will be allowed.
- (8) It will be the responsibility of the Association Officers and Members to police these rules and to see that the halls are left in good condition at all times.
- (9) Association Members will be held responsible for any damage to trucks, equipment or buildings during their use of same.

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- (10) In the event of any violations of the above rules, canteen privileges will be curtailed.

POINT SYSTEM -

The following rules have been established in order to have a uniform system for awarding points:

- (1) One point will be given for all general alarms whether it be by siren, monitor, telephone or a combination of these, false or otherwise. Another point will be given when the equipment and hall are returned to service.

Deviation from (1) - After a fire is under control or manpower is sufficient, a firefighter may be relieved of duty, by reporting to the fire officer in charge, and to the hall, where the time must be recorded. It will be up to that fire officers discretion whether a second point will be given.

- (2) One point will be given at the first roll call of each regular practice, another point will be given at the final roll call of each regular practice.

- (3) Points will be given if a member is absent at the time of a fire call attending a Niagara District Fire Fighters' Association, The Fire Fighters' Association of Ontario or any other fire service meetings authorized by the Chief.

- (4) Points will be given if a member is absent at the time of a fire call attending any parade authorized by the Chief.  
NOTE: Only two points each person will be given for No. 3 or No. 4 above.

- (5) Points may be given for general clean-ups or other necessary events, at the discretion of the Chief, but all members must be notified by telephone of such an event.

At least a 40% average (fire and practices) must be maintained by all members. Anyone below this at the year end will be dropped from roll and will have to re-apply for membership.

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- (6) Points for alarms will only be given if you report to the fire hall.
- (7) Points will not be given for tests when announced by radio at the time of activation.

RULES -

- (1) Every member shall report for duty at the prescribed time on his duty days and remain on duty until relieved.
- (2) Members shall show courtesy and respect at all times in dealing with the public.
- (3) Members shall act with respect and courtesy and address superior officers by their departmental rank. Abbreviations shall not be used.
- (4) When a member alleges unfair treatment he/she may make a written complaint against a superior officer to the Chief of the Department.
- (5) Immediately following the roll call of the members reporting for duty, the Officer-in-charge shall read all general orders received, after which all detailed maintenance work of the station shall be carried out.
- (6) Members shall remain with the company at the scene of a fire unless they are assigned to special duty by a superior officer.
- (7) Members when on duty shall not leave their fire station unless permission is granted by a superior officer who is authorized to grant such permission.
- (8) Telephones of the Department shall not be used for other than departmental business.
- (9) Private cars of members shall not be used for fire service purposes without specific authorization from the Chief of the Department.

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- (10) No member, directly or indirectly, shall solicit or accept from anyone gifts, money or other articles as a reward for services rendered in carrying out his duties.
- (11) No member, without the permission of the Chief of the Department, shall sell tickets or solicit advertising subscriptions, gifts, or contributions for any purpose whatsoever.
- (12) Every member shall notify the Officer-in-charge of any change in his address or telephone number within 24 hours of such change.
- (13) No member shall loiter at the approaches of the station or in the vicinity during service hours.
- (14) Members shall not hold special events or meetings in the fire station without previously obtaining permission from the Chief of the Department.
- (15) With the exception of drivers or mechanics duly authorized and designated to fulfil this duty, no member shall start, repair or put into action any apparatus of the Department.
- (16) No member shall smoke on the apparatus or while in uniform in public.
- (17) No member shall supply information relative to the Department or operations thereof unless authorized by the Chief of the Department.
- (18) When valuable (money, jewellery, etc.) are found during a fire, members shall hand them over to the Officer-in-charge of operations who shall submit a detailed report to the Chief of the Department.
- (19) No member shall use profane, immoral or indecent language or be guilty of conduct which may be prejudicial to the good reputation, order and discipline of the Department.

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- (20) All verbal and written communications and reports shall be transmitted by a member to his immediate superior who shall deal with such communications in the manner prescribed by the Departmental rules.
- (21) Every member is responsible for any damage to or the destruction or loss of his/her uniform or any equipment issued to him/her due to his/her negligence.
- (22) All traffic laws applicable to vehicles of the Department shall be obeyed and extreme caution shall be exercised at all times.
- (23) All apparatus and equipment shall be tested in accordance with the general orders issued for that purpose.
- (24) Every member injured while on duty shall immediately report the injury to the Officer-in-charge who shall forthwith submit a written report thereof to the Chief of the Department.
- (25)
  - (1) Every member involved in an accident while on duty shall immediately report the accident to the Officer-in-charge who shall submit a written report thereof to the Chief of the Department.
  - (2) Where apparatus is involved in an accident, the driver shall immediately report the accident to the Officer-in-charge who shall submit a written report to the Chief of the Department.
- (26) Every member exposed to radio active material, hazardous materials or polychlorinated biphenyls shall have this fact entered on his/her medical record, including the name of the radio active material, hazardous materials or polychlorinated biphenyls and the nature and duration of his/her possible exposure.
- (27) Members on duty, while going to, returning from riding fire department vehicles or while working at fires, shall wear the full issue of protective clothing, including fire fighter's helmet and waterproof coat, belt, rubber boots and gloves.

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- (28) Members must be in possession of an Ontario Class "A", "B", "C" or "D" licence to drive department vehicles.
- (29) All members must be clean shaven where the facepiece of protective breathing apparatus seals to the skin. Beards, goatees or gross sideburns will not be permitted.
- (30) No one other than Fire Department personnel shall ride on or in Department vehicles.
- (31) Private owned vehicles must not be stored or repaired in any Department building.
- (32) No person shall put to any use, not authorized by an Officer, any apparatus, equipment or supplies belonging to the Department for his/her personal use.
- (33) Any firefighter suffering from any type of physical or mental disability shall immediately notify the Fire Chief so that necessary reports can be completed and the municipality and the Firefighter will be protected against any future legal or disciplinary action.
- (34) When a report is completed, the Firefighter will be required to have a Doctor or other medical practitioner certify that he/she is fit to return to active duty.
- (35) Failure to report such disability will result in suspension and/or dismissal.