

SCHEDULE 'A' TO BYLAW #

**CORPORATION OF THE TOWN OF PELHAM
POLICY**

SECTION: FIRE SERVICES	PAGE 1 OF 2
POLICY: FULL STRENGTH OF THE PELHAM FIRE DEPARTMENT	POLICY NO. FD-001

PURPOSE: The full operational and active staffing of the Pelham Fire Department.

SCOPE: This policy is developed and used to detail the full active strength of the Pelham Fire Department.

Definitions:

- 1) District: means a predetermined geographic area of the municipality and/or automatic aid agreement areas which a single station responds within.
- 2) Officer means a firefighter appointed to a supervisory position within the department, which includes, District Chief, Captains and Lieutenants.
- 3) Firefighter means a staff member who is actively employed as an Emergency Responder in the Pelham Fire Department
- 4) Company means a predetermined group of Firefighters with a supervisory Captain assigned to duties within the Department
- 5) Company duties means assignment to one of the following duties, Rescue Company, Ladder Company or Pump Company.

The Pelham Fire Department shall be structured in the following manner:

District # 1 (Fonthill)	1 x District Fire Chief
	4 x Captains
	3 x Lieutenants
	27 x Firefighters
<u>Total</u>	<u>35</u>

District Companies	Company A
	Company B

Company C

SECTION: FIRE SERVICES	PAGE 2 OF 2
POLICY: FULL STRENGTH OF THE PELHAM FIRE DEPARTMENT	POLICY NO. FD-001

District # 2 (Fenwick) 1 x District Fire Chief
 4 x Captains
 3 x Lieutenants
 22 x Firefighters
 Total 30

District Companies Company D
 Company E
 Company F

District # 3 (Shorthills) 1 x District Fire Chief
 3 x Captains
 3 x Lieutenants
 14 x Firefighters
 Total 21

District Companies Company G
 Company H

Note: Staffing numbers and disposition of the individual Companies may be revised from time to time as the operational need develops. Changes in this schedule shall be considered and made as a housekeeping amendment to the by-law.

NEW _____ REVISED _____	APPROVAL_____
SUPERSEDES POLICY DATED:	DATE_____

CORPORATION OF THE TOWN OF PELHAM
POLICY
SCHEDULE "B" TO BY-LAW # (2007)

SECTION: FIRE DEPARTMENT	PAGE 1 OF 3
POLICY: RULES AND REGULATIONS FOR MEMBERS	POLICY NO: FD-002

PURPOSE:

To ensure that all members of the Pelham Fire Department represent the Department at all times in a manner that ensures a good public image.

SCOPE:

This policy is to be followed by all members of the Pelham Fire Department.

POLICY:

1. The word "Members" for the purpose of these rules and regulations shall mean all persons appointed to the Department up to and including the Chief.
2. Members shall show courtesy and respect at all times while on duty when dealing with the public.
3. Members shall not criticize the department nor any other member publicly or in the presence of a non-member
4. No member, directly or indirectly, shall solicit or accept from anyone gifts, money, or other articles as a reward for services rendered in the carrying out of his/her duties provided, however, the foregoing does not exclude donations made directly to the Firefighters Associations in appreciation of services rendered.
5. 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 while in uniform.
6. Members, when on duty, shall not leave the scene of an emergency unless permission is granted by a superior officer who is authorized to grant such permission.
7. Any member leaving town or knowing that due to illness, work schedule, or special circumstance he/she can not respond to calls or practices must inform the Chief or his/her designate in writing.

8. Every member shall notify the Chief of the Department of any change in his/her address or telephone number within 24 hours of such changes.
9. Members shall not hold social events or meetings in the Fire Hall without previously obtaining permission from the association of the individual station.
10. No member shall report to a training session or respond to an emergency call while intoxicated.
11. No member shall conduct themselves in a manner which may be prejudicial to the good reputation, order and discipline of the Department.
12. All purchases, contractual agreements, etc. made on behalf of the Department must be authorized by the Chief.
13. Department personnel who are responding to the Fire Hall during an emergency or to the scene of an emergency in their own vehicle must observe all normal traffic laws. Under the law, no such vehicle has any special rights.
14. At no time shall a department member respond to an emergency on the highway with his/her private vehicle without prior approval of the Chief or his/her designate.
15. All information regarding emergency calls or situations, investigations, inspections is confidential and restricted to members of the Department, Office of the Fire Marshal and the Police. No member may discuss or reveal any facts, opinions or theories regarding said information with ANYONE except members of the Department, Office of the Fire Marshal and/or Police.
16. Only the Fire Chief or his/her designate may represent the Department regarding media and public information releases.
17. When valuable (money, jewellery, etc.) are found during an emergency, members shall inform the Chief or his/her designate.
18. Every member is responsible for any damage to or the destruction and/or replacement loss of his uniform or any equipment issued to him/her due to his/her negligence.
19. Telephones of the Department shall not be used for other than departmental business. Any long distance calls must be recorded as to who was called, why and by whom.
20. Every member injured while on duty shall immediately report the injury to the Chief of the Department or the Officer in charge.

21. Every member involved in a accident while on duty shall immediately report the accident to the Chief of the Department or the Officer in charge.
22. No member of the Department shall refuse a direct order from a superior officer.
23. All members shall obey all Policies and Operating Guidelines as included in the Town of Pelham Policy/Guideline Manual.
24. All members shall maintain a minimum of 40% attendance in training and emergency response.

THIS POLICY SHALL TAKE EFFECT IMMEDIATLEY AND SHALL REMAIN IN EFFECT UNTIL SUPERSEDED.

NEW	REVISED	APPROVAL: _____
SUPERSEDES	GUIDELINE DATED: _____	DATE: _____

SCHEDULE 'C' TO BYLAW # (2007)

CORPORATION OF THE TOWN OF PELHAM

POLICY

SECTION: FIRE SERVICES	PAGE 1 OF 2
POLICY: REMUNERATION/HONORARIUM POLICY	POLICY NO. FD-002

PURPOSE: Pelham Fire Department remuneration/honorarium system

SCOPE: This policy is developed and used to remunerate the members of the Pelham Fire Department for services rendered.

POLICY:

- 1) Honorariums: Officers
- | | | | |
|----------------|---|------------|-----------|
| District Chief | @ | \$3,876.54 | per annum |
| Captain | @ | \$1,938.27 | per annum |

2) Points/hourly remuneration

Definitions: A flat rate of two (2) points shall be awarded for all responding officers and firefighters for each incident. Each responder shall receive one (1) additional point for each ½ hour period or part thereof that he/she is involved in the incident after the first one (1) hour period.

Stand-by points shall be awarded to personnel remaining at the fire hall, a flat rate of two (2) shall be awarded for personnel only if they remain until all apparatus are returned to service. *Personnel providing standby shall not receive any additional points after the first hour of the incident, unless called to the scene by the incident commander.*

Personnel who are awarded standby points shall remain at the fire hall, dressed in full turn-out gear, until relieved by the incident commander.

Point Value \$ 10.80

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3) Wage Replacement

Definitions: Wage replacement shall mean a per-diem award to replace wages lost from their regular employment, due to attending Ontario Fire College, Regional Fire Schools, Seminars, and/or any educational event which would improve the service or delivery of service of the Pelham Fire Department. A per-diem shall only be awarded if the course exceeds 4 hrs.

Wage replacement shall only be awarded in the following cases:

- a) Course attendance is pre-approved by the Fire Chief.
- b) Documentation is provided, which indicates the successful completion of the course.
- c) A report is prepared and submitted, outlining the content of the course and the applicant is prepared to deliver a lecture and/or a demonstration of the learned skills.

Wage Replacement value: \$100.00 per day

Note: *Remunerations' shall be increased, based on increases for the remainder of the Town of Pelham's full-time or part-time staff, as per existing policy.*

4) Mileage:

Mileage shall be reimbursed as per the Corporation of the Town of Pelham Mileage Policy.

NEW _____ REVISED _____	APPROVAL_____
SUPERSEDES POLICY DATED:	DATE_____