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Lacombe Regional Fire Service

Policy Manual



Lacombe Regional Fire Service  
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Lacombe Regional Fire Service

Mission Statement

The Lacombe Regional Fire Service will endeavour to reduce the frequency and severity of emergency incidents within the service area of Lacombe Regional Fire Service and minimize their negative impacts on individuals, families, organizations and the economy.



## Lacombe Regional Fire Service

### Policy – Establishment of Lacombe Regional Fire Service

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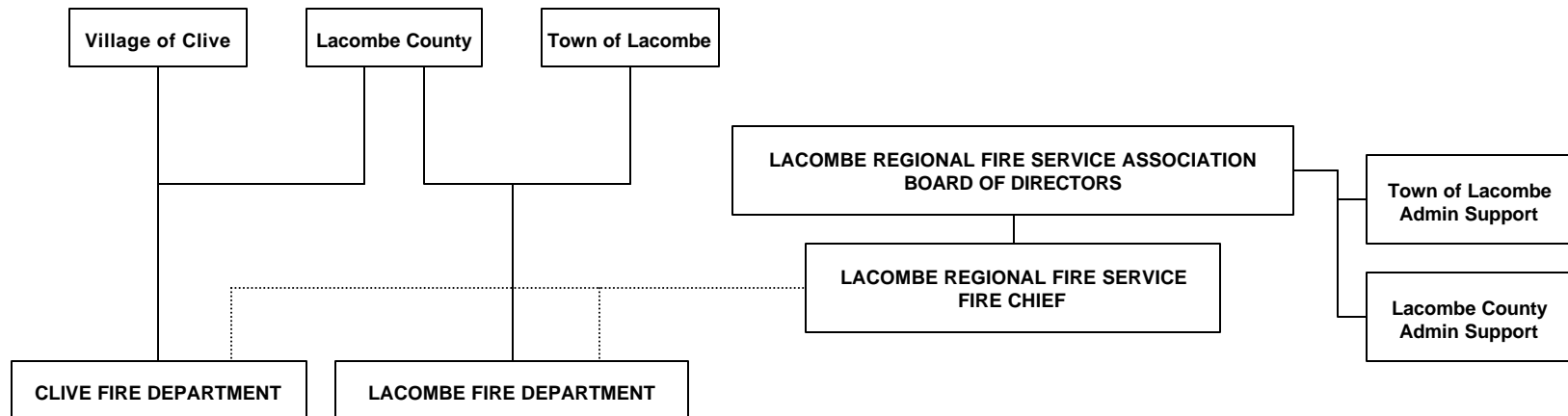
#### **Policy Statement:**

The Lacombe Regional Fire Service Association is established under *The Societies Act, R.S.A., 1980*.

#### **Procedure:**

1. The organization chart for the Association is published at the end of this policy.
2. A Board of Directors shall manage the affairs of the Association. Directors shall be appointed as follows:
  - a. Lacombe County and the Town of Lacombe shall each appoint two Directors to the Board; and
  - b. any other member of the Association shall appoint one Director.
3. The Councils of Lacombe County, the Town of Lacombe and any other municipality joining the Association shall appoint a Regional Fire Chief as head of the Lacombe Regional Fire Service. The Regional Fire Chief is the sole employee of the Association.

**ORGANIZATION CHART - JANUARY 2001**  
**LACOMBE REGIONAL FIRE SERVICE ASSOCIATION**





Lacombe Regional Fire Service

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Policy – Lacombe Regional Fire Service Association Bylaws

**Policy Statement:**

The Lacombe Regional Fire Service Association shall maintain bylaws pursuant to the requirements of *The Societies Act, R.S.A., 1980*.

**Procedure:**

The Secretary-Treasurer shall maintain the bylaws in the manner directed by the Board.



Lacombe Regional Fire Service

Policy – Officers of the Society

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**Policy Statement:**

Lacombe Regional Fire Service Association Officers shall conduct the affairs of the Association as set out in the Society's By Laws. The Society shall have the following Officers:

- a. Chairman;
- b. Vice Chairman;
- c. Secretary;
- d. Treasurer; or in the place of Secretary and Treasurer
- e. Secretary Treasurer.

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## **Duties of Chairman**

1. The Chairman shall, when present, preside as Chairman at all meetings of the Members of the Society and of the Board.
2. He shall appoint all officials and committees as directed by the Board.
3. The Chairman shall perform all other and such usual duties as are performed by the Chairman.
4. The Chairman shall be an ex-officio member of all committees.

## **Duties of Vice Chairman**

The Vice Chairman shall act and perform the duties of the Chairman in his absence in the conduct of his office.

## **Duties of Secretary Treasurer**

The Secretary Treasurer shall:

- a. receive and disburse all funds of the Society in accordance with the directions of the Board;
- b. keep detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Society;
- c. submit an account of all transactions of the Society to the Board at regular meetings or whenever required by the Board;
- d. keep all facts and minutes of all meetings;
- e. give notice of meetings to Members and Directors as required by the By Laws;
- f. keep the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society;
- g. deliver up all books, papers, records, correspondence, contracts and other documents when required or when authorized by the Board to such person authorized by the Board; and
- h. perform other duties as determined by the Board.



## **Job Description – Regional Fire Chief**

### **Summary of Position:**

The Regional Fire Chief is responsible to the Lacombe Regional Fire Service Association Board of Directors for the effective and efficient operations of the Lacombe Regional Fire Service and the Lacombe Fire Department. The Regional Fire Chief oversees the Department's Administration, Fire Suppression, Fire Fighter Training, Fire Prevention and Public Safety programs. He acts as Incident Commander at emergency incidents as necessary and acts in the capacity of Safety Codes Officer (Fire Discipline). The Regional Fire Chief provides specialist advice to Town and County Councils.

### **Principal Duties and Responsibilities**

1. Administers the Regional Fire Service by:
  - a. transitioning the present organisation from a volunteer led fire service to a service managed by a full-time chief;
  - b. ensuring the Department has adequate supplies and materials required for station and equipment maintenance and re-orders as necessary;
  - c. ensuring all vehicle deficiencies and problems are recorded and communicated to the appropriate maintenance support entity;
  - d. ensuring that the necessary communications from department administration are passed down to the appropriate personnel and appropriate concerns are passed on to administration;
  - e. attending all required meetings or nominating an appropriate replacement;
  - f. ensuring departmental activities are carried out in the safest possible manner;
  - g. providing budget input when requested;
  - h. providing expenditure records, i.e., invoices, purchase orders, etc;
  - i. recording and reporting any accidents;
  - j. ensuring recruitment process is in place to maintain adequate number of volunteer fire fighters at all times; and
  - l. promoting and increasing public awareness of departmental activities.

2. Is responsible for all emergency response activities in the respective municipalities by:
  - a. attending all emergencies as required or possible;
  - b. assuming command at emergencies and directing operations when necessary;
  - c. preparing required incident reports and submitting same to the necessary agencies in a timely manner;
  - d. preparing recommendations for the improved effectiveness and efficiency of the Department;
  - e. acting in the capacity of Safety Codes Officer (Fire Discipline);
  - f. submitting reports concerning emergency response activities in the respective municipalities; and
  - g. attending Central Area Fire Chief's meetings as necessary.
3. Is responsible for and participates in the training of personnel by:
  - a. ensuring the training is meaningful and in accordance with departmental policy;
  - b. identifying deficiencies in the performance capabilities of personnel and preparing recommendations to correct these deficiencies;
  - c. consulting with volunteer training officers and providing input into training programs;
  - d. reviewing training records and evaluations; and
  - e. attending officer training courses as offered.
4. Is responsible for and directs pre-fire planning and fire prevention by:
  - a. ensuring the pre-fire plans are compiled with copies forwarded to Administration;
  - b. ensuring serious Fire Code violations are reported to the proper authorities;

- c. directing and participating in fire prevention education programs; and
  - d. coordinating and administering all fire prevention services and providing fire inspections as necessary.
5. Ensuring levels and quality of service are in accordance with municipal policy by:
- a. developing and maintaining Standard Operating Guidelines;
  - b. ensuring appropriate levels of discipline are maintained;
  - c. participating in the recruiting process for volunteer personnel and approving nominees;
  - d. approving nominees for promotion to Captain, and providing recommendations to the Board on the Operations Officer and the Lacombe District Fire Chief; and
  - e. approving acceptance of new recruits.
6. Performs other duties as assigned by Administration.



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## Lacombe Regional Fire Service

### Policy – Terms of Office For Appointed Positions

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#### **Policy Statement:**

The Lacombe Regional Fire Service Association recognizes the importance of equal representation for members of the Association.

#### **Procedure:**

1. The Chairman and Vice Chairman shall be elected to a one year term by the Directors as a whole.
2. All appointments will normally alternate between Lacombe County, the Town of Lacombe and any other municipality that may join the Association. During no single year shall both the Chairman and Vice Chairman be Directors appointed by either Lacombe County or the Town of Lacombe.



Lacombe Regional Fire Service  
Policy – Performance Evaluation

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**Policy Statement:**

The Lacombe Regional Fire Service Association recognizes the importance of performance evaluation in maintaining effective job performance.

**Procedure:**

1. The Regional Fire Chief will undergo a performance evaluation annually during the fourth quarter.
2. The following positions or people will provide input to the Regional Fire Chief's evaluation:
  - a. all voting Board Members;
  - b. for Administration:
    - (1) Lacombe County Commissioner or his designate, and the
    - (2) Town of Lacombe Chief Administrative Officer or his designate;
  - c. District Fire Chiefs; and the
  - d. Secretary Treasurer.
3. The Secretary Treasurer will compile the input data into the evaluation form at the rear of this policy for the approval of the Board.
4. The Regional Fire Chief's performance evaluation interview will be conducted by the:
  - a. Chairman;
  - b. Vice Chairman; and
  - c. Secretary Treasurer.



Lacombe Regional Fire Service

Performance Evaluation

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NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### Rating Scale

- 4 Excellent – does outstanding work – well above standard
  - 3 Good – consistently performs above standard
  - 2 Satisfactory – performs adequate; may need some improvements but not critical
  - 1 Less than Satisfactory – performs below acceptable standards and needs considerable improvement
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Criteria	Rating	Comments
1. Judgment ability, quality of decisions and recommendations		

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
2. Personal initiative and enthusiasm.		
3. Accepts responsibility and is dependable.		
4. Organizes own time, plans ahead and establishes long term objectives.		

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
5. Ability to function under pressure.		
6. Ability to understand direction, organize and implement.		
7. Communicates clearly and effectively		
8. Recognizes and responds to changing needs and expectations.		



<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
9. Courtesy to the public and generation of a positive image.		
10. Maintains good relations with other employees		
11. Seeks advice and involves other employees in decision making.		
12. Accepts and responds to direction.		

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
13. Supports management.		
14. Participates in professional development opportunities.		
15. Appropriate dress and grooming.		
16. Job Knowledge		

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
17. Quality of Work		
18. Attendance		
19. Punctuality		

<b>Criteria</b>	<b>Rating</b>	<b>Comments</b>
20. Attitude		
21. Overall performance of job description duties.		



**Policy Statement:**

The Lacombe Regional Fire Service Association acknowledges the importance of recognizing donors within the local community for their contributions towards equipping member Departments with the equipment or training necessary to fulfil their roles.

**Procedure:**

1. The Board may, as it deems fit, fund raise for member departments in the following manner:
  - a. request support from provincial grant organizations, local businesses, service clubs or community groups to obtain equipment, services or training; or
  - b. accept unsolicited donations of services, goods or money from individuals, clubs, groups or organizations.
2. The Board will approve the manner in which the donation is acknowledged if the donor wishes their support to be identified. The manner of recognition will be determined by but not limited to:
  - a. size or type of the donation;
  - b. type of donor; and
  - c. the donor recognizing that their donation becomes the property of the member fire departments to be used in a manner deemed appropriate by the respective departments.
3. The Board will approve the size and location of donor logos on vehicles with the aim of not confusing the public as to the purpose of the vehicle, i.e. it is an operational emergency vehicle and not a concept or display vehicle.
4. In all cases, the Regional Fire Chief shall ensure donors are recognized in print media such as the Lacombe Globe, the County News, Town or Village newsletters, etc.



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## Lacombe Regional Fire Service

### Policy – Use of Drugs and Alcohol

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#### **Policy Statement:**

The Lacombe Regional Fire Service Association recognizes the need to limit the intake of alcohol or drugs by its operational employees.

#### **Procedure:**

1. Emergency responders cannot afford to have their physical or mental capabilities impaired by drugs or alcohol because they have effects that often go unnoticed. Drugs may impair motor skills or judgement and cause drowsiness or dizziness. Alcohol is a depressant that affects motor skills and judgement. Using drugs or alcohol by themselves or in combination can be fatal. All members must be cognizant of the dangers and severe penalties for driving or conducting emergency operations under the influence of alcohol or drugs.
2. Employees who fail to follow this policy may be subject to immediate dismissal.
3. Any employee on prescribed drug(s) that may affect his ability to respond safely will inform his supervisor. The member shall not drive or operate any emergency vehicle; operate any motorized auxiliary equipment; or be a member of an attack or rescue team while on these drug(s).
5. Employees shall not drive or operate emergency vehicles if they have consumed alcohol within the past eight hours.
6. Any employee using non-prescribed drugs or drugs controlled under the Narcotics Control Act may be subject to immediate dismissal.



Lacombe Regional Fire Service

Policy – Incident Command System

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**Policy Statement:**

The Lacombe Regional Fire Service recognizes that fires or disasters overwhelming local emergency forces must always be considered. The Incident Command System (ICS) enables the Incident Commander to manage available personnel and equipment to achieve maximum results, depending on the situation, associated conditions and resources available.

**Procedure:**

In the event of an incident or emergency the Lacombe Regional Fire Service shall follow the Emergency Response Plan of:

- a. the Town of Lacombe if the event is in Town jurisdiction;
- b. Lacombe County if the event is in County jurisdiction; and
- c. any other municipality that joins the Association if the event is in their jurisdiction.