VILLAGE OF FROBISHER

BYLAW NO. 08-2024

A BYLAW TO ESTABLISH A VOLUNTEER FIRE DEPARTMENT

The Council of the Village of Frobisher in the Province of Saskatchewan enacts as follows:

1) TITLE
This Bylaw shall be cited as "Volunteer Fire Department Bylaw."

2) AUTHORITY
The authority for this Bylaw is clause 8(1)(b) of *The Municipalities Act*.

3) PURPOSE
The purpose of this Bylaw is to establish standards for the operation of the Village of Frobisher Volunteer Fire Department and the correspondence between Council and the Department.

4) DEFINITIONS
"Council" means the Council of the Village of Frobisher;

"Department" means the Village of Frobisher Volunteer Fire Department established pursuant to this bylaw;

"Equipment" means the fire trucks(s), pumps, hoses, fire suits, and any and all other firefighting equipment or lifesaving equipment for the use of the Department in the prevention and control of fires;

"Fire Fighter" means any person listed as a volunteer authorized to respond with municipal Equipment; or any other person who is conscripted by a member responding with municipal Equipment to assist in firefighting and emergency response;

"Fire Hall" means the premises owned by the Municipality used for housing the fire truck and all other equipment;

"Member" means a volunteer fire fighter on the Village of Frobisher Volunteer Fire Department; and

"Municipality" means the Village of Frobisher.

5) SCOPE OF THE BYLAW
Council shall by resolution appoint fire department personnel for the following purposes:

a) To operate fire equipment for the prevention and extinguishing of fires within the Municipality;
b) To supervise and manage the premises known as the Fire Hall and all Equipment contained therein;
c) To ensure the Council's satisfaction that adequate fire protection be provided for the safety and welfare of the Municipality;
d) To support other emergency personnel (ambulance & police) in emergency response, as requested;
e) To promote and encourage preventative fire measures in the Municipality;
f) To regulate the conduct and assistance of persons present at fires;
g) To maintain and operate the Equipment in extinguishing fires outside the Municipality where a request for such services is made by another municipality in which a mutual aid ag has been entered into;

h) Advise Council on projects to improve or extend the useful life of the Fire Hall; and

i) Raise funds for Department use, Fire Hall and Equipment upgrades, as required.

6) COMPOSITION OF THE FIRE DEPARTMENT

a) The Department shall be composed of a Fire Chief, Deputy Fire Chief, and a minimum of eight (8) volunteer firefighters;

b) Council and the Department shall work together to ensure the minimum number of Members is achieved;

c) The Department shall appoint by resolution of active members:

   i) a Chief;

   ii) a Deputy Fire Chief; and

   iii) a Secretary-Treasurer for the Department;

d) Department Members shall reside in the Municipality or the immediate surrounding area;

e) Anyone interested in joining the Department shall be allowed to do so;

f) All members responding with Municipal Equipment shall be appointed by the Fire Chief and shall sit at the discretion of the Fire Chief. The Fire Chief shall accept recommendations for such appointments from existing Members;

g) The position of a Member of the Department shall become vacant upon receipt of a written notice of resignation provided to the Fire Chief or Secretary-Treasurer; and

h) A Member shall be able to serve on the Department as long as they wish, unless Council, at the discretion of the Fire Chief, determines otherwise.

7) MEETINGS

a) Regular meetings of the Department shall be held at least four (4) times in a calendar year. The time and place of such regular meetings shall be determined by the Department as required;

b) The Fire Chief or designate shall preside at all meetings;

c) All members of the Department present shall vote on each question;

d) All actions of the Department shall be entered in the minute book, to be kept for that purpose by the Secretary-Treasurer and signed by the Secretary-Treasurer and the presiding officer;

e) Copies of the approved minutes and all financial statements shall be provided to the Administrator within one week of the meeting date for review and acknowledgement at the next meeting of Council;

f) A majority of appointed members shall constitute a quorum at any meeting; and

g) Conflicts of Interest

   i) All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of *The Municipalities Act*; and

   ii) If a conflict of interest is declared, that member shall not sit or vote on the item before the Department.

8) POWERS, DUTIES, AND RESPONSIBILITIES

a) The Members shall meet for an instruction and/or training session at least once per calendar year;

b) The Department shall provide fire-fighting and live-saving training to all Volunteers within the budgetary allowances approved by Council;

c) The Fire Chief shall try to maintain a current list of volunteers who may be called upo

Department for assistance should additional people be required in the extinguishing of fires, fire prevention campaigns, fire education, etc.;

d) The Fire Chief or their designate shall report all call-outs to the Administrator as soon as possible following the incident. The Administrator shall then issue an invoice for the call-out as soon as enough information is gathered to do so;

e) The Department shall establish annual goals and objectives and share them with Council prior to January 31st of each year;

f) By December 31st of each year, the Fire chief shall prepare an inventory of all fire equipment and shall indicate on such inventory the working condition of each piece of equipment. A copy of this list shall be provided to the Administrator for filing in the Municipal Office;

g) The Fire Chief shall, upon completion of the annual inventory, prepare a list of items that the Department wishes to purchase in the upcoming year;

h) The Fire Department may, by fundraising campaigns, assist the Municipality in the purchase of additional equipment as listed on the list of items presented by the Fire Chief and deemed necessary in the opinion of Council;

i) The financial year of the Department shall be the calendar year;

j) The Department shall keep detailed records of the expenditures and revenues that were generated by the Department during the year and provide annual reports to the Council detailing the same.

k) The Department shall, within its budgetary allotment, manage, initiate, and complete the projects and improvements at the Department or on Equipment;

l) All volunteers working with the Department shall be considered agents of the Municipality and follow all bylaws and policies set forth by the Municipality;

m) Signing authority on the Department fundraising bank account shall be any two of the Fire Chief, Deputy Fire Chief, or Secretary-Treasurer to sign together;

n) Spending of Department funds must be approved by resolution of the Department and recorded in the meeting minutes prior to the expenditure taking place;

o) Neither the Department nor any Member thereof shall have power to pledge the credit of the Municipality in connection with any matters whatsoever, nor shall the Department or any Member thereof have any power to authorize any expenditure to be charged against the Municipality unless authorized in the Municipality's Purchasing Policy;

p) The Department shall not enter into any contracts or lease agreements for service to another municipality. All contracts or lease agreements must be approved by Council;

q) The Department shall ensure the Fire Hall and grounds are kept clean and orderly;

r) No Member of the Department shall issue any order, direction, or instruction to any member of the Municipalities staff;

s) Failure to comply with the regulations of this bylaw shall make any or all members of the Department liable to be dismissed from the Department entirely at the discretion of Council;

t) Upon dissolution of the Department, all facilities, equipment, and assets will remain the sole possession of the Municipality; and

u) Village Council shall ensure that adequate personal injury, death, and liability insurance be maintained for the Department, such coverage to be provided out of the Municipalities budget for fire protection.

9) REPEAL

Bylaw 4/93, Volunteer Fire Department Bylaw, is hereby repealed.

Read a third time and adopted this 26th day of November, 2024.

VILLAGE OF FROBISHER Seal

[SEAL]

_____
Mayor

_____
Administrator