	MUNICIPAL DISTRICT OF PEACE NO. 135	
PREPARED BY: Lelia Sumner	ADOPTED BY:	NUMBER: FIRE - 5
REVISED BY:	COUNCIL	Page 1 of 2
TITLE: Fire Department Organizational Policy	Approved: February 23, 2021	

Purpose:

To identify the scope of service, responsibilities and structure of the Brownvale Volunteer Fire Department. The policy provides a framework and working parameters for the fire department and its firefighters to operate under.

Policy Objectives:

1. To ensure appropriate levels and scope of fire service to the MD of Peace and other jurisdictions it serves by agreement.
2. To recognize the volunteer firefighters as employees of the Municipality while they are training and providing fire service duties.
3. To recognize training requirements and scope within the Fire Department.


Definition of Fire Service:

The Brownvale Volunteer Fire Department (aka Fire Department) is a Municipal department organized and trained to provide service that:

- a. mitigates emergencies that threaten life and property
- b. delivers fire and life safety education

Levels and Scope of Service:

1. The level and scope of services provided by the Fire Department will be determined by Council by way of policy and is wholly dependant on the availability of trained and qualified personnel, and the annual budget.
2. The levels and scope of service provided by the Brownvale Volunteer Fire Department includes:
 - a. Fire Suppression
 - i. Exterior Structural Fire attack
 - ii. Vehicle Fires – Support Role Only
 - iii. Wildland and Urban Land Fires
 - b. Rescue
 - i. Vehicle Rescue – Support Role Only
 - c. Hazardous Materials Mitigation
 - i. Awareness Level Response with **emergency** mitigation only
 - d. Fire and Life Safety Education
 - i. Providing information and assisting the citizens of the MD with fire safety inquiries and concerns.
 - ii. Public education presentations and events.
 - iii. Community Service functions.

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- e. Fire Service Training
 - i. Provide training programs to Brownvale Firefighters.
 - ii. Provide an area for fire department training.

Operational Structure:

1. The Fire Department is an operational department of the MD of Peace No. 135. The Fire Chief, as appointed by Council, is responsible for the operation of the Fire Department, and reports to the Chief Administrative Officer as the department head. Officers and positions within the Fire Department are established in the Fire Department Standard Operating Guidelines.
2. Volunteer firefighters are recognized as employees of the MD of Peace No. 135 while performing fire service duties.

Standard Operating Guidelines:

The Fire Department will maintain Standard Operating Guidelines that guide the fire department in its operations. These guidelines will be updated regularly as needed to stay current with changes in scope of service, upgrades to equipment or changes in operational procedures, and in accordance with the budget approved by council. Approvals of these guidelines will be by the Chief Administrative Officer as recommended by the Fire Department.

Grant for Volunteer Services:

The MD will provide honorariums for dispatch responses to members of the approved roster of firefighters based on a Council approved budget. The total honorarium to be in accordance with Policy FIRE – 4. In addition, the Fire Department will be given an annual unconditional grant as per Policy FIRE – 4.

Training:

Subject to budget considerations, the MD will ensure members of the Fire Department are trained and qualified to provide the levels of service outlined by Council in this policy.