



## BYLAW NUMBER 274



A Bylaw of the Municipal Corporation of the Hamlet of Fort Liard in the Northwest Territories to provide for the appointment of a Fire Chief pursuant to the provisions of the Hamlets Act, R.S.N.W.T., 2003, c. 22, s.44(1) and the Fire Prevention Act c. F-6 s.5(1).

WHEREAS, the Hamlet of Fort Liard desires to protect people and property,

WHEREAS, the Hamlet of Fort Liard finds it necessary to define the responsibilities and appoint a Fire Chief;

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF FORT LIARD, at a duly assembled meeting, enacts as follows:

### SHORT TITLE

1. This by-law may be cited as the "**Fire Chief Appointment**".

### INTERPRETATION

2. In this By-law:

"Council"	means the council of the Hamlet;
"Fire Chief"	means the person appointed by the Council as the Fire Chief of the Fort Liard Volunteer Fire Department;
"Fire Marshall"	means the Fire Marshall appointed under the Fire Prevention Act s. 2(1)(a);
"Local Assistant"	means a local assistant to the Fire Marshall;
"Hamlet"	means the Hamlet of Fort Liard, Northwest Territories;
"Mayor"	means the Mayor of the Hamlet: and,
"S.A.O."	means the Senior Administrative Officer of the Hamlet.

### APPOINTMENT

3. That *Charlotte (Evelyn) Wilson* is appointed as Fire Chief for the Hamlet.
4. That the Fire Chief has the authority to issue written or spoken orders to ensure compliance with bylaws and regulations of the Hamlet.
5. That this appointment will be effective unless otherwise rescinded by a motion of council.

6. That the Fire Chief will assume responsibilities as Assistant to the Fire Marshall.
7. That the Fire Chief will be responsible for the administration and, maintenance of the Hamlet Emergency Response Plan.
8. That the Fire Chief will represent the Hamlet on Aerodrome Emergency Response Team.

#### DUTIES AND RESPONSIBILITIES

9. That the general nature, level of work, and the responsibilities of the Fire Chief will be as defined Schedule "A", attached to and forming part of, this bylaw.

#### INDEMNITIES AND ALLOWANCES

10. Indemnities and allowances for expenses shall be paid to the Fire Chief in accordance with rates annually and approved by a motion of council.

#### EFFECTIVE DATE

11. This bylaw is effective upon third and final reading.

#### REPEAL

12. That bylaw 155 is repealed
13. The appointment of Arthur Lowe as Fire Chief is repealed.

READ a First time this 21st day of November 2019.

READ a Second time this 21st day of November 2019.

READ a Third time and finally passed this 26th day of November 2019.

This bylaw has been made in accordance with the requirements of the Hamlets Act Section 77(1)(d), and the bylaws of the Hamlet of Fort Liard.

A certified copy may be obtained from the Hamlet Office during normal business hours.

## APPENDIX "A"

### PURPOSE OF THE POSITION

The Fire Chief is responsible for organization and direction of the volunteer Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

### SCOPE

The Fire Chief reports to Council through the Senior Administrative Officer. He/she is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. He/she will develop all policies and procedures concerning firefighting in accordance with the municipal bylaw, federal and territorial legislation and policies and in accordance with the Office of the Fire Marshall.

### RESPONSIBILITIES

1. Develop, review and implement all firefighting policies and procedures in accordance with the municipal by-law, federal and territorial legislation and the Office of the Fire Marshall

#### Main Activities

- Establish appropriate firefighting techniques
- Plan firefighting strategies
- Liaise with the Emergency Response Committee
- Ensure firefighting policies and procedures are strictly adhered to
- Make recommendations on changes to the firefighting by-law

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire

#### Main Activities

- Recruit and orient volunteer fire fighters
- Ensure a high level of morale among fire fighters
- Facilitate the training of volunteer fire fighters
- Evaluate the performance of fire fighters
- Discipline and/or dismiss fire fighters if necessary

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required

#### Main Activities

- Inspect the fire truck on a regular basis
- Inspect firefighting equipment and apparatus on a regular basis
- Make recommendations on the replacement and/or repair of equipment
- Make inspections of places of business to ensure compliance with regulations

4. Takes sole command in the event of a fire in order to ensure a safe, effective and controlled response

**Main Activities**

- Ensure effective command and control techniques are in place at the scene of the fire
- Make all decisions concerning the appropriate response to and method fighting a fire
- Direct all activities at the scene of the fire
- Ensure that fire fighters are responding in a safe and appropriate manner
- Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required

**Main Activities**

- Maintain records on incidence of fire, injuries and loss of property
- Prepare reports on all areas of firefighting
- Monitor the firefighting budget
- Implement fire prevention education and awareness programs

6. Perform other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**

The Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Firefighting Training combined with several years of related firefighting and supervisory experience in emergency and command and control situations.

The incumbent must possess a valid NWT Driver's License appropriate to the class of vehicle being operated.

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of firefighting techniques and methods
- ✓ knowledge of command and control techniques
- ✓ knowledge of investigation and evidence gathering techniques
- ✓ knowledge of firefighting training programs including firearm safety, etc.
- ✓ knowledge of training techniques and methods
- ✓ knowledge of firefighting public education and awareness programs concerning protective services
- ✓ knowledge of public safety theories and methods
- ✓ knowledge of emergency response techniques
- ✓ knowledge of crowd control techniques
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR
- ✓ knowledge of volunteer training, development and recognition

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ leadership skills including the ability to take full command at the scene of a fire
- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ ability to deal effectively with people in difficult situations
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

## **WORKING CONDITIONS**

### **Physical Demands**

The Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief will regularly be exposed to water in extreme weather conditions and must deal with resulting ice buildup in winter months.

### **Environmental Conditions**

The Fire Chief will be exposed to noxious smoke and fumes as a result of fire. The Fire Chief will have to manage several people and projects at one time and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Fire Chief will require extreme levels of concentration during a firefighting situation.

### **Mental Demands**

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.