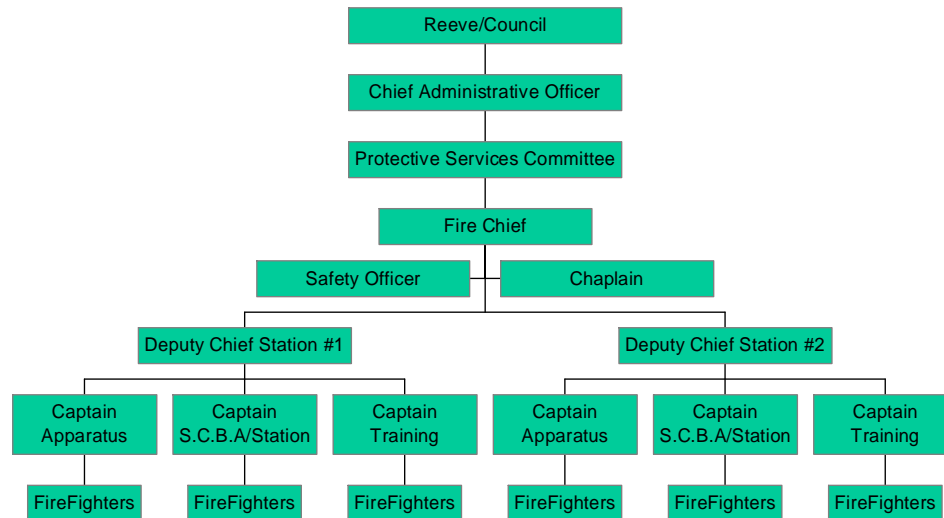


Springfield Fire & Rescue Service

Springfield Fire & Rescue Service
Organizational Chart
2004



Springfield Fire & Rescue Service
Mission Statement

The Springfield Fire and Rescue Service will provide to its community an efficient, well-trained team of firefighters to safely protect lives and property through Fire Prevention, Education, Fire Suppression, Rescue Services, Emergency Management and Emergency Medical Response.

Springfield Fire & Rescue Service

Rules of Conduct

The following list of directives along with the Springfield Fire and Rescue Service Mission statement and Standard Operating Procedures represents the philosophy and conduct standard for members of the service. The basis for these regulations is the following policy:

Every member of the Springfield Fire and Rescue Service is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way. Failure to do so may result in disciplinary action ranging from suspension to dismissal.

ALL MEMBERS WILL:

- Follow Operation Manuals (S.O.P's) and all written directives of both the Springfield Fire and Rescue Service and the Rural Municipality of Springfield.
- Use their training and capabilities to protect the public at all times, both while on and off duty.
- Work competently in their positions to cause all department programs to operate effectively.
- Act to further the service, its reputation and that of its members.
- Always conduct themselves to reflect credit on the Service.
- Supervisors will manage in an effective, considerate manner/subordinates will follow instructions in a positive, cooperative manner.
- Keep themselves informed to do their jobs effectively.

- Be respectful and treat all members in a considerate manner.
- Be concerned and protective of each member's welfare.
- Operate safely and use good judgment.
- Keep themselves physically fit.
- Obey the law.
- Be careful of Department equipment and property.
- Adhere to the Personal Health Information Act and maintain patient confidentiality without question.

MEMBERS WILL NOT:

- Engage in any activity that is detrimental to the Service, its members or established goals.
- Act in any manner to tarnish the reputation and good name of the service or its members.
- Speak externally against the service, its goals or its members but rather voice any concerns internally in a constructive manner and through the appropriate channels/chain of command.
- Engage in a conflict of interest to the service or use their position with the department for personal gain or influence.
- Fight.
- Steal.
- Use alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capacities while on duty.

FIRE CHIEF

Responsibilities and Authority

The Fire Chief under the direction of the C.A.O. and the Municipal Council plans, organizes, directs, and administers all operations of the fire department. The Chief is responsible for analyzing risks in the municipality, fire prevention programs, rescue, fire suppression, fire investigations, hazardous material response and other emergency services. The position of Chief Fire Administrator includes management of budget, public relations, fire personnel, enforcement of rules/regulations and policies and procedures, purchase of supplies and equipment, supervise maintenance of same as well as building structures. The Fire Chief consults with the C.A.O. on matters of policy and planning but works independently in supervising technical operations. The Fire Chief reports directly to the C.A.O. and Council.

Essential Functions

- Directs and oversees the activities of the Fire Department
- Enforce the provisions of The Fire Prevention and Emergency Response Act, The Wildfires Act, The Workplace, Safety and Health Act, The Firefighters Code of Practice Act, The Employee Standards Act as well as The Rural Municipality Fire and Rescue Service Bylaw

Springfield Fire & Rescue Service
Administrative Procedure

- Plans, implements, and reviews departmental short and long-range goals
- Develops general policies for the administration of the department
- Evaluates needs and makes recommendations for construction of fire stations and the purchase of apparatus and equipment
- Prepares annual budgets and controls expenditures
- Establishes General Operating Guidelines for efficient and effective operation of the Fire Department
- Establishes Rules and Regulations for the conduct of the departments members
- Consults with the C.A.O. and Council on problems relating to fire fighting, emergency medical services, and other related services
- Develops recommendations for the protection of life and property in the municipality
- Directs administrative functions including planning, personnel administration, equipment purchasing, and the allocation of resources
- Responds to alarms and directs activities at the scene of larger fires or incidents
- Attend to victims immediate needs at various emergency scenes
- Demonstrates continuous effort to improve operations and work cooperatively and jointly to provide quality customer service

Springfield Fire & Rescue Service
Administrative Procedure

- Attends conferences and seminars on fire administration to keep abreast of developments in the field. These will include memberships to the Manitoba Fire Chief Association, Canadian Fire Chief Association and the National Fire Protection Agency
- Attend all meetings of the North East Mutual Aid District or ensures that a designate attends
- Submit to the municipality on a monthly basis, a record of attendance of members at all emergency responses, training sessions and meetings for the purpose of payroll preparation.
- Submit quarterly incident reports to the Municipality
- Submit to the C.A.O. on an annual basis personnel records for all members
- Develop job descriptions for Safety Officer, Deputy Chief, Captain, Emergency Services Instructor and Firefighter

The position requires a minimum of an average of 20 hours per workweek. Time cards must be submitted to the administration office on a by-weekly basis along with a prepared schedule of hours to be worked for the next pay period.

Appointment and Review

The Fire Chief is an officer of the Municipality and may have his appointment terminated at any time by Council for cause.

Springfield Fire & Rescue Service
Administrative Procedure

The initial term of office shall be a probationary period of one year with a performance evaluation conducted at the 6-month interim.

The position will be reviewed on an annual basis by the C.A.O.

DEPUTY FIRE CHIEF

Responsibilities and Authority

A Deputy Chief of the Springfield Fire & Rescue Service is an administrator and integral part of the chain of command of the service. The Deputy Chief shall report directly to the Fire Chief and possess primary responsibility for personnel management in his assigned station/area in addition to his/her operational command and assigned special duties (training or apparatus/equipment) as assigned by the Fire Chief.

The primary reasons for this job classification are:

- Ensuring the efficient and effective operation of the Springfield Fire and Rescue Service during times of absence of the Chief Officer
- To be responsible for all aspects of personnel management and leadership within their assigned station/area.
- Providing valuable managerial and administrative support to the Chief Officer in the areas of leadership, planning, budgeting, research and policy/procedure development
- Providing a positive example for the members of the service through his/her integrity, knowledge, work ethic and dedication
- It is imperative that the Deputy Chief leads by example enforcing the Code of Conduct and Standard Operating Procedures including the Rules and Regulations of the service in a positive manner.

Essential Functions

- Deploys and oversees Firefighting/Rescue operations until relieved by a superior officer.
- Seeks to maintain the highest level of firefighters safety at the Rescue/Fire scene using the Springfield Fire and Rescue Service Incident Command System.
- Works cooperatively with outside agencies such as the Office of the Fire Commissioner or local police agency.
- Assist the Chief Officer/Protective Services Committee with long range planning and budgeting.
- Assists the Chief Officer with the planning, implementation and review of department short and long-term goals.
- Assists the Chief Officer with the development of Standard Operating Procedures and general SFRS policy for the administration of the service.
- Evaluates needs, researches and makes recommendations to the Chief Officer for fire station construction and the purchase of apparatus and equipment.
- Supports the Chief Officer in representing the service alone or with the Chief Officer at meetings of the service, with municipal council or with outside services or agencies.

Deputy Fire Chief

- Creates and makes presentations both within the service and abroad to represent and further the interests of the service.
- Conducts comprehensive research in the areas of firefighting equipment, apparatus and technology to ensure the best interests of the service and its members.
- Supervises and works closely with the Captains of his station supporting them to fulfill their objectives.

- Oversees station maintenance in his assigned station.
- Produce written documents with clearly organized thoughts including SFRS Incident reports.

Special Duties

In addition to the functions already listed, each Deputy Chief shall be responsible for a specific area within the service.

A) Training

The Deputy assigned this function shall oversee and coordinate all training for the Springfield Fire & Rescue Service. He/she shall work with the station Training Officers to ensure all members of the service receive ongoing training in:

- Fire and emergency service operations
- SFRS policy and procedures
- New information and technology in the field

This administrator will develop long and short term training goals and objectives, communicate these to the Training Officers/members and ensure that all members receive the appropriate training to meet these goals.

B) Apparatus/Equipment

The Deputy assigned to this function shall oversee and coordinate all apparatus and equipment and its maintenance for the service as a whole. He/she shall communicate with the responsible Officers of each station to ensure that all apparatus and equipment is serviced, maintained, inventories kept up to date and that all equipment is operational ready at all times.

Chain of Command

Each Deputy shall report directly to the Fire Chief in all areas of administration and operations. Each Deputy will be responsible for the supervision of all members and officers assigned to his/her station or area.

Each Captain shall report directly to his/her assigned Deputy in all aspects of operations and administration as well as communicating and reporting to the applicable Deputy regarding their assigned administrative responsibilities. Each Deputy is directly responsible for personnel management in his/her station/area.

Captain

Responsibilities and Authority

A Captain with the Springfield Fire and Rescue Service is an integral part of the Chain of Command who also serves as an administrator of the service as authorized by the Fire Chief. A Captain of the service will be authorized under the Fire Prevention and Emergency Response By-Law in the absence of a Senior Officer to carry out the duties as stipulated in the aforementioned By-Law.

Essential Functions:

The fundamental reason for this job classification is to ensure the efficient, safe and effective operation of all of the service's members during incidents using the Incident Command and Accountability Systems. It is essential that Captains lead by example and ensure that our Code of Conduct, Standard Operating Procedures, including Rules and Regulations, be enforced in a positive manner. Captains will assume the command position in times where a senior officer is not available or it is practical to do so. As well as maintaining smooth incident operations, Captains of the service will contribute to overall service administration through attendance at officer's meetings, contribution to administrative policy and budget development and most importantly by providing exemplary leadership to the all the firefighters of the service. It is essential that officers provide a first-class example of integrity, dedication, work ethic, teamwork, respect and loyalty to the service at all times. They will also be assigned administrative tasks within their assigned station as follows:

- Captain responsible for station apparatus and apparatus equipment
- Captain responsible for station maintenance and self contained breathing apparatus.
- Captain responsible for firefighter training and education

Captain (Apparatus)

- Maintains fire apparatus appearance.
- Maintains records of all apparatus repairs as well as apparatus monthly checklist.
- Ensures that all apparatus/equipment repairs are completed properly and by qualified individuals.
- Ensures that apparatus/equipment repairs are completed in a timely manner to ensure operational efficiency.
- Ensures inventory on a monthly basis of all apparatus.
- Maintains records for all equipment repairs.
- Maintains records for all apparatus repairs.
- Ensures annual Provincial Safety Inspections are completed of apparatus.
- Report to the applicable Deputy Chief all minor and major repairs, deficiencies and other matters pertaining to fire apparatus and equipment.

Captain (Training)

- Researches, develops and coordinates firefighting training to meet the needs, goals and objectives of the Fire and Rescue Service as deemed appropriate by the applicable Deputy Chief and the Fire Chief
- Maintains records of all training for all members.
- Make recommendations to the applicable Deputy Chief on matters pertaining to training objectives, budget requirements and firefighter performance.

Captain (Station/SCBA)

- Maintains appearance & cleanliness of Fire Station.
- Regularly inspects station for appearance, cleanliness and operations and ensures that all deficiencies are remedied in a timely manner.
- Ensures that station equipment and supplies are organized and properly inventoried.
- Ensures that all station supplies and equipment is kept in stock at all times. (Ex. cleaning supplies, station refreshments/condiments, washroom supplies, etc)
- Maintains monthly record of SCBA checks.
- Ensures that all SCBA deficiencies are remedied as soon as physically possible after being reported to ensure operational readiness and member safety.
- Ensures annual flow and face piece testing of SCBA.
- Reports to Fire Chief all minor and major repairs, deficiencies and other matters pertaining to station maintenance and SCBA

Operational Functions

- Deploys and oversees Firefighting/Rescue operations until relieved by a superior officer.
- Seeks to maintain the highest level of firefighter safety at the rescue/fire operation using the Incident Command and Accountability System and Standard Operating Procedures.
- Works cooperatively with outside agencies such as the RCMP, Office of the Fire Commissioner as well as other services.
- Produce written documents with clearly organized thoughts including SFRS incident reports.

Chain of Command

Each Captain shall report directly to the Deputy Chief of his assigned station. He/she is responsible to follow the direction of the Deputy and report to him/her on their assigned administrative duties and any other special tasks as assigned by the Deputy.

Each Captain must also communicate with the applicable SFRS Deputy Chief regarding their specific administrative responsibilities such as training or apparatus/equipment.

It is the responsibility of each Captain to inform their station/assigned Deputy Chief of any significant operational or administrative issues as they come to their attention.

It is also the responsibility of each Captain to inform the Deputy of any administrative or personnel issues handled/brought to their attention and to refer any significant such issues directly to the Deputy Chief.

Safety Officer

Responsibilities and Authority.

The Safety Officer is a member of the Springfield Fire and Rescue Service assigned and authorized by the Fire Chief as the principal Safety Officer assigned to perform the duties and responsibilities specified in NFPA 1521 titled Standard for Fire Safety Officer 1992 or latest edition. The Fire Safety Officer shall report directly to the Fire Chief or to the Fire Chief's designated representative. The Fire Safety Officer shall have no operational control of an Incident Scene other than specified in NFPA standard 1521 or as assigned by the Fire Chief or his designated representative.

The Fire Safety Officer shall work in consultation with all designated officers and members to enhance the safety and well being of all members of the Springfield Fire and Rescue Service.

Essential Functions

Safety officers shall have the responsibility to identify and cause correction of safety and health hazards.

Safety officers shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.

At an emergency incident, where activities are judged by a safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.

Springfield Fire & Rescue Service
Administrative Procedure: Job Descriptions

An emergency incident where a safety officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the safety officer shall take appropriate action through the incident commander to mitigate or eliminate the unsafe condition, operation, or hazard.

Where no imminent hazards are identified, a safety officer shall develop actions to correct the situation within the administrative process of the fire department. The fire department safety officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction.

Firefighter

Responsibilities and Authority:

The firefighter under the direction of the Fire Chief, Deputy Fire Chief, Safety Officer, Captain or Senior Firefighter of the Springfield Fire and Rescue Service will function as part of a team to mitigate any emergency or other situation that is presented to him or her in a courteous and professional manner at all times. Firefighters will represent the Springfield Fire Service by participating and adopting the Core Values and Mission Statements of the Springfield Fire Service.

Essential Functions:

- Fire Fighters will be responsible to report directly to an Officer or Senior Firefighter at all calls for service. No fire fighter will engage in any activity on a call for service unless ordered by the commanding officer or who was first to arrive on the scene. Fire fighters are obligated to adhere to Incident Command Policy.
- Reports to, complies with, and assists all officers as directed.
- Reports directly to his/her applicable Deputy Chief for all administrative/personnel matters and personal issues/concerns
- Reports directly to the applicable Captain/Officer any operational deficiencies/concerns (Ex. Equipment issues, training concerns etc)
- Exercises safety in all Fire Department activities.
- Required to respond to a minimum 25% of calls for service throughout a calendar year.
- Reports to emergency fire calls in full protective clothing.
- Shall be responsible for and/or assists at all fire department emergencies and activities.
- Understands and adheres to all the general member requirements, standard operating procedures, rules/regulations and the Fire and Emergency Services By-law of the Rural Municipality of Springfield.

Springfield Fire & Rescue Service
Administrative Procedures: Job Description

- Completes a Level 1 fire-fighting course within the period designated by the Chief.
- Completes the First Responder certification course made available to him/her by the Fire Service or Regional Health Association.
- Maintains a valid Class 4 driver's license with Air Brake Endorsement within twelve (12) months of joining the service and prior to responding to any calls in a personnel vehicle designated as an emergency vehicle. Inspection of provincial licenses is mandatory therefore the member will produce at the request of the Fire Chief on an annual basis his or her drivers license for inspection and validation.
- Participates in a minimum of 50% of All Fire Department training programs.
- Ensures all reports are filled out accurately and signed after each incident.
- Attends regular and special meetings of Fire and Rescue Service activities.
- Carries out all designated duties as assigned.
- Ensures Body Substance Isolation (BSI) precautions are exercised at all times.
- Adheres to PHIA legislation.
- Maintains and cleans all First Responder equipment as required and re-stocks equipment on vehicles as required.

Probationary Firefighter

Definition:

Essentially, probationary firefighters has the same responsibilities and authority of those listed in the firefighters job description however, a new member of the Springfield Fire and Rescue Service will serve a probationary period of 18 months from the commencement of employment with the service. The probationary firefighter may be relieved of his/her duty at anytime during this probationary period for lack of performance or adherence to job specifications as listed in the following job description.

Responsibilities and Authority:

The firefighter under the direction of the Fire Chief, Deputy Fire Chief, Safety Officer, Captain or Senior Firefighter of the Springfield Fire and Rescue Service will function as part of a team to mitigate any emergency or other situation that is presented to him or her in a courteous and professional manner at all times. Firefighters will represent the Springfield Fire Department by participating and adopting the Core Values and Mission Statements of the Springfield Fire Service.

Essential Functions:

- Fire Fighters will be responsible to report directly to an Officer or Senior Firefighter at all calls for service. No fire fighter will engage in any activity on a call for service unless ordered by the commanding officer or who was first to arrive on the scene. Fire fighters are obligated to adhere to Incident Command Policy.
- Reports to, complies with, and assists all officers as directed.

Springfield Fire & Rescue Service
Administrative Procedures: Job Description

- Exercises safety in all Fire Department activities.
- Required to respond to a minimum 25% of calls for service throughout a calendar year.
- Reports to emergency fire calls in full protective clothing.
- Shall be responsible for and/or assists at all fire department emergencies and activities.
- Understands and adheres to all the general member requirements, standard operating procedures, rules/regulations and the Fire and Emergency Services By-law of the Rural Municipality of Springfield.
- Completes a Level 1 fire-fighting course within the period designated by the Chief.
- Completes the First Responder certification course made available to him/her by the Fire Service or Regional Health Association.
- Maintains a valid Class 4 driver's license with Air Brake Endorsement within twelve (12) months of joining the service and prior to responding to any calls. Inspection of provincial licenses is mandatory therefore the member will produce at the request of the Fire Chief on an annual basis his or her drivers license for inspection and validation.
- Participates in a minimum of 50% of All Fire Department training programs.
- Ensures all reports are filled out accurately and signed after each incident.
- Attends regular and special meetings of Fire and Rescue Service activities.
- Carries out all designated duties as assigned.
- Ensures Body Substance Isolation (BSI) precautions are exercised at all times.
- Adheres to PHIA legislation.

Springfield Fire & Rescue Service
Administrative Procedures: Job Description

- Maintains and cleans all First Responder equipment as required and restocks equipment on vehicles as required.

Introduction

This guideline is to ensure that personal health information is protected so that individuals are not afraid to seek health or to disclose sensitive information to the Springfield Fire and Rescue Service (SFRS) firefighters, officers or communication operators.

Scope

To ensure that personal health information is protected during its collection, use, disclosure, storage, and destruction with the SFRS in accordance with provisions of The Personal Health Information Act (Manitoba) (“PHIA”) and in accordance with other prevailing enactments.

Policy

All SFRS employees and Persons Associated with the SFRS are responsible for protecting the security of all personal health information that is obtained, handled, learned, heard, or viewed in the course of their work or association with the SFRS.

Personal health information shall be protected during its collection, use, storage, and destruction within the SFRS.

Use or disclosure of personal health information is acceptable only in the discharge of one’s responsibilities and duties and is based on a need to know. Discussion regarding personal health information shall not take place in the presence of persons not entitled to such information or in public places.

Confidentiality of Personal Health Information (PHIA)

Springfield Fire & Rescue Service
Administrative Procedures

The execution of a Personal Health Information Pledge of Confidentiality is required as a condition of employment with the SFRS. All SFRS employees and persons associated with the SFRS shall sign the Confidentiality Pledge at the commencement of their relationship with the SFRS.

Unauthorized use or disclosure of confidential information may result in disciplinary response up to and including termination of employment. A person convicted of an offence under the PHIA may be required to pay a fine up to \$50,000.00.

INTRODUCTION

The Springfield Fire & Rescue Service shall provide a clear and sequential process with which to address any disciplinary action as deemed necessary by the Fire Chief or his designate. The Administration of the SFRS shall commit to a fair and consistent system of enforcement and education with regards to the standards of the SFRS.

SCOPE & RESPONSIBILITIES

Officer and members of the Springfield Fire & Rescue Service are expected to be knowledgeable of all Standard and Administrative Procedures particularly the following:

- **The SFRS Mission Statement**
- **The SFRS Rules of Conduct**
- **One's own Job Description**
- **All Standard Operating/Administrative Procedures including Safety Policies as documented in the S.O.P. binder.**

Members, who are in breach of to above, are subject to disciplinary action by the Fire Chief as outlined in this policy. Any and all investigations, enforcement and applications of disciplinary policy shall be initiated and managed in a fair and consistent manner by the administrators of the fire and rescue service.

The administrators of the service will do what is reasonable to educate our members with the content of the Standard Operating Procedures however; ultimately it is the responsibility of each individual firefighter to become familiar with the S.O.P's of the department. The procedure to be followed to maintain discipline and order within the service is described as follows.

Ensure all members are educated as to the content of the policy and their responsibilities as detailed within.

Any alleged incident involving insubordination, breach of duty, breach of regulations or criminal offence as well as others listed within this policy or any such action deemed a violation by the Fire Chief will fully investigate prior to any final action being taken. It is important to note that the Fire Chief has at his discretion, the right to suspend any member of the service during the investigation phase of allegations of wrongdoing.

Springfield Fire and Rescue Service:
Standard Operating Procedures

The Chief or his designate **shall**:

Interview all parties/witnesses involved

Ascertain all pertinent facts regarding the allegation are gathered and analyzed.

Judge whether the incident violates any of the sections as outlined previously.

Initiate disciplinary action if warranted according to the sequence illustrated below.

DISCIPLINARY SEQUENCE

STAGE I: VERBAL/PREVENTATIVE

An education and interview process for initial infractions that do not directly affect member or public safety. The Fire Chief or his designate shall meet with the member to advise them of the nature of the situation, educate them regarding the appropriate SFRS policies, counsel/coach them to correct the behavior and advise them of the process addressing additional or recurring violations.

STAGE II: WRITTEN (LETTER OF REPRIMAND)

At the discretion of the Fire Chief, an official letter of reprimand shall be presented to the member and placed in his/her file in the case of a recurring violation(s).

This letter shall consist of the following:

- Description of what transpired in Stage I.
- A description of the violation or unsatisfactory performance.
- A review of the policy that has been violated.
- A description of what actions/process may be undertaken if the behavior is not corrected.

STAGE III: SUSPENSION

Term to be mandated in a fair and representative manner by the Fire Chief.

STAGE IV: DEMOTION

If the member possesses any advanced rank or additional responsibilities he/she may be demoted at the discretion of the Fire Chief.

STAGE V: TERMINATION

Serious offenses including but not limited to those listed below can/may bypass portions of the sequence moving directly to Stages 3, 4 or 5 at the discretion of the Fire Chief.

- Gross negligence
- Theft, assault or other criminal code violations
- Serious transgressions of a respectful workplace
- Insubordination that has or could have led to a safety concern

APPEALS

Any member may initiate an appeal of actions taken within stages one through five via the following process.

i. Verbal appeal to the Fire Chief in a schedule meeting attended by the member, the Fire Chief, one or more officers of the service and a member witness as chosen by the member charged.

ii. Written appeal to the C.A.O. of the Rural Municipality of Springfield *for actions taken in sections three, four or five*. The member must present his/her appeal in a written letter to the C.A.O as well as a copy provided to the Fire Chief within seven days of the suspension or termination.

Introduction

Department vehicles must be driven safely and in compliance with the Highway Traffic Act (HTA) at all times. Response either emergency or none emergency does not absolve the driver of the responsibility to drive with due caution.

The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle [106\(8\) HTA](#). These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicles presence.

Emergency vehicle drivers must make every reasonable effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected and/or inappropriate actions of others.

Scope

This policy establishing guidelines for driving a Fire and Rescue Service vehicle including private vehicle driven by members of the service while responding to a call for service. Officers of the service are responsible for ensuring compliance with the procedures and the safe operation of the vehicles at all times, but it is the responsibility of the driver to drive safely and prudently at all times [106\(4\) HTA](#).

- All drivers of the SFRS emergency vehicles and those members operating their private vehicles displaying the red dash or roof light shall possess a current/valid Class 4 Manitoba Driver's License.

Member's, who lose their Manitoba Driver's License, or Class 4 status, shall immediately report the change to the Chief Officer and shall refrain from driving any department vehicles.

When Leaving the Station

Drivers must ensure that;

- Station overhead doors are fully open.
- Compartment and vehicle doors are closed.
- Personnel are on board and properly attired.
- All personnel are seated and wearing seat belts.

Seat belts, where provided, must be worn in the approved manner at all times in all department vehicles while the vehicle is in motion.

Alarm Response

SFRS vehicle are authorized to exceed the posted speed limits only when responding in emergency response mode, under favorable conditions **106(1) HTA**. This applies only to light traffic, good roads, and good visibility and dry pavement. Under these conditions a maximum of 20 kph over the posted speed limit is authorized. Under less favorable conditions, the speed limit should be appropriate to the conditions and should not exceed the posted speed limit.

When encountering a red light or stop sign during emergency response, the driver may not enter the intersection until it is safe to do so **106(4) HTA**. If a stop is required it will be made before the first lane of traffic (once the safety of any pedestrians is assured). Prior to entering the intersection, every lane must be accounted for.

Oncoming traffic lanes are to be used only when absolutely necessary. Maximum speeds in oncoming traffic should be no more than 30 kph. A full stop may be necessary at all intersections, regardless of the color of the traffic light. Drivers must be aware that other motorists will not expect to find the vehicle in these oncoming lanes, and adjust their driving accordingly.

Use of Lights and Sirens

During emergency response all emergency warning lights must be activated on SFRS apparatus. Siren usage should reflect driving and traffic conditions. When approaching or moving through a controlled intersection or exceeding the speed limit and other vehicles are in the vicinity, audible warning devices may not be necessary and the HTA does not require their use under such circumstances **106(3) HTA**.

Use of Roof/Dash Lights on Private Vehicles

Members of the SFRS who respond in their private vehicle to emergency incidents will display a red dash or roof light to request right of way from other users of the road. **38.1 (4) Lamp on roof of vehicles not ordinarily used for**

Springfield Fire & Rescue Service
Standard Operating Procedure

emergency purposes states, “An emergency vehicle that is a vehicle not ordinarily used for emergency purposes that is driven by a volunteer, part-time or on-call firefighter or emergency medical responder and is responding to a fire, medical or other emergency is permitted to be equipped with a red rotating, oscillating, pulsating or flashing lamp on the roof only when the vehicle is being used to respond to the emergency.” 38.1(5) Lamp on the dash of vehicle not ordinarily used for emergency purposes states “ An emergency vehicle that is a vehicle not ordinarily used for emergency purposes that is driven by a volunteer, part-time or on call firefighter or emergency medical responder for the purposes of responding to a fire, medical or other emergency may be equipped with a red rotating, oscillating, pulsating or flashing lamp on the dash. 38.1 (6) When a vehicle described in subsection (5) is equipped with a red rotating, oscillating, pulsating or flashing lamp on the dash, the lamp shall be covered so as to obscure it except when the vehicle is driven by a volunteer, part-time or on-call firefighter or emergency medical responder while responding to a fire, medical or other emergency.

Drivers of private vehicles will display a red warning light complying with the HTA when responding to emergency incidents. A valid Manitoba Class 4 License and the appropriate insurance are required to respond as an emergency vehicle. Members will adhere to all rules set out in the driving policy. No member shall race to the station or to an incident if the above criterion is not adhered to. The use of four way flashers to warn other drivers of the road as well as red dash roof lights does not absolve members involved in a collision.

Springfield Firefighters will adhere to the following MPI/DDLV policy when responding in a private vehicle as an *emergency vehicle*.

Springfield firefighters will produce for the Chief Officer a current drivers license and vehicle registration on an annual basis to verify appropriate license and registration is valid for the protection of the firefighter and municipality. In order to respond as an emergency vehicle a passenger vehicle registered in Territory 2 (southern Manitoba outside Winnipeg) and used to travel to and from work or school Territory 1 (Winnipeg and area) must be insured as a **Commuter All-Purpose Passenger Vehicle**. A light truck registered in Territory 2 (southern Manitoba outside Winnipeg) and used to travel to and from work or school Territory 1 (Winnipeg and area) must be insured as a **Commuter All-Purpose**. Farm insurance meets the criteria for insurance purposes.

Alarm Response Nothing Showing.

When the first-in unit arrives on-scene and reports nothing showing, all additional apparatus shall continue in emergency response until it is determined that

apparatus is not required by first in personnel. Apparatus will proceed to the incident not exceeding the posted speed limit.

Passing other Emergency Vehicles.

During an emergency response, department vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communication with the lead vehicle.

School Bus

The Highway Traffic Act requires all vehicle drivers to comply with the warning lights and devices on school buses at all times. **There are no exceptions.**

Collision involving SFRS Apparatus during Emergency Response

If involved in a collision, while responding to an incident, where there are no injuries and the vehicle is operational, the company officer/senior member will:

- Exchange the necessary basic information with the driver of the other vehicle involved,
- Proceed to the alarm, or
- Contact the communications center (911) for an alternate vehicle dispatch. (Mutual Aid)

If there are injuries or suspected injuries the company officer/senior member will:

- Contact the communication center (911) immediately to request an alternate vehicle be dispatched to the original alarm.
- Assist anyone in need of assistance.
- Request other resources as needed. (Paramedics)
- Request the RCMP.

Department personnel should not comment about the accident, but should direct the other involved driver to contact their insurer regarding the claim procedure.

Railway Crossings.

While responding to an alarm and encountering railway gates, the officer/senior member at his discretion may contact the 911 centre to dispatch an alternate

vehicle if it appears that SFRS apparatus will be delayed for a prolonged period of time. Do not attempt to drive around railway gates. When approaching uncontrolled railway crossings, drivers must ensure that there is no rail traffic approaching, particularly at night when trains are difficult to see.

On Scene and Movement of Vehicles.

Drivers must consider the dangers their moving vehicle poses to personnel and spectators who may be preoccupied with the emergency and may inadvertently step in front of, or behind a moving vehicle.

When stopped at the scene of an accident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. Headlights, wigwags and other traveling lights must be turned off or redirected to avoid temporary blinding of drivers in the vicinity of the incident. At night, vehicle mounted floodlights, and any other lighting available, shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear appropriate personal protective equipment.

Backing up.

Drivers of SFRS vehicles should avoid backing up whenever possible, and where it is unavoidable, guides should be used. The driver and the guide will communicate with each other prior to the backing up procedure taking place. At night, all backup/flood lights will be illuminated on the vehicle backing up and the guide shall carry a flashlight or illuminate his helmet light or both.

Where no personnel are available to assist, the driver must get out of the vehicle and make a complete 360-degree survey of the area around the vehicle to determine if there are any overhead or lower obstructions.

Springfield Fire & Rescue Service Administrative Procedure

Scope

As a member of the Springfield Fire and Rescue Service, you are entitled to remuneration for attending to calls for service, drill sessions, maintenance drills and other duties as assigned by the Fire Chief. It is important for all members to understand how they are remunerated, rank structure and other costs borne by the Fire and Rescue Service. It is also important to understand that in recent years, the fire service has recruited members in close proximity to the local fire stations giving the fire service an adequate response to minor incidents such as an automobile fire. Members are expected to use good judgment and common sense when deciding to respond to a report of a minor incident when they are miles away from an incident. Members should also be cognizant of the standard operating procedures under special circumstances that have been put in place to protect vulnerable areas of our response protocol.

Remuneration (Operational)

Members of the service will receive an automatic two (2) hour callout on the receipt of an emergency page and based on the following criteria:

- Must have responded to an emergency page arriving at the fire station or incident location not exceeding 20 minutes from the initial page. For those incidents that have been cancelled during the response phase, members must make contact in person or by telephone/radio (prior to the incident being terminated) with the commanding officer to confirm that they responded. The officer will ensure that the member's name is recorded on the incident report.

- Must have complete set of appropriate turn out gear if responding in a private vehicle directly to the incident or have made contact with the responding apparatus to ensure that turn out gear is enroute with responding apparatus. If turnout gear is not available, the member will not attend to any emergency scene but shall attend to the closest fire station making contact with the commanding officer to receive instructions.

- Calls that extend beyond the two-hour period shall be paid at a continuing hourly rate. Calls for service that are received while members are already on a call or returning from an incident will not be entitled to the automatic two hour callout. Example: Returning from a grass fire and another call is received, members will continue at their hourly rate of pay.

- Incidents that extend beyond the two hour time period will be paid an extra ½ hour from the time they exit the incident scene or fire station returning to the place they had originally responded from. This will ensure that members are compensated for travel and clean up time. In the event that a subsequent call for service is received while a member

Springfield Fire & Rescue Service
Administrative Procedure

is in the travel or cleanup phase, he or she will not be entitled to the two hour call out rule and will continue to receive remuneration at the hourly rate of pay. Only after those 30- minutes has expired will the automatic two-hour call out be implemented.

-Calls for service received during a training or maintenance session will not be entitled to the minimum callout or mileage remuneration unless the incident exceeds the time paid for attending to such training/maintenance session. Members who do attend to incidents under these circumstances in which the incident exceeds the normal rate of pay for such session will be paid as being on the clock of continuing pay as well as receiving the ½ hour remuneration for cleanup. No mileage entitlement. Members who have attended to the station to perform training/maintenance who have not responded to an incident that was received during such a scenario will not receive any extra pay. Officers are encouraged to be fair and equitable when assigning members of the training/maintenance team for response to incidents during such time. It is imperative that an officer be a member of the response team in such situations.

Remuneration (Maintenance and Practice Drills)

Members will be compensated at their regular hourly rate of pay of 2 hours for attending to any maintenance or practice drills. There will be no extra remuneration for those sessions that extend beyond a two-hour period unless there have been extenuating circumstances where for example a minor repair to apparatus or the fire station has turned into a major event. The Fire Chief will review each case on an individual basis.

-Members who attend to fire training or other business approved by the Fire Chief outside of the municipality will be compensated at a rate of fifty dollars for half day/evening sessions and one hundred dollars for full day training activities including mileage allowance.

Members will be compensated at their hourly rate of pay for conducting fire inspections, public education or other duties as assigned by the Fire Chief.

In the event that a call for service is cancelled before the second set of pages, no member will be entitled to remuneration. Members are reminded to consult with the Standard Operating Procedures on cancellation procedures.

Springfield Fire & Rescue Service Administrative Procedure

Mileage

Mileage allowance will commence at the municipal boundary and will be paid to the nearest fire station or incident location. Members of the fire service will be compensated at a rate of **42** cents a kilometer for the use of their vehicle when responding on a call for service. **Under no circumstances will any member pass a fire station while attending to a call for service unless he or she has ensured that all apparatus has left the fire station confirming with the Incident Commander that they are in fact required to attend to the call for service.** Members who respond from outside the communities of Oakbank and Anola will make every effort to go out of their way to attend to the appropriate fire station prior to attending the incident location unless they are absolutely positive that all equipment is on the road particularly for reports of major fires.

Overtime

Consistent with Employee Standards, overtime rate of 1.5 will be paid for the following statutory holidays:

New Years Day

Good Friday

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Christmas Day

Included in the overtime provisions, are overtime rates to be paid for those hours worked beyond a continuous 8-hour period per day.

Holiday Pay

Consistent with Employee Standards, employees of this service will receive holiday pay using the following formula.

Employees with less than 5 years of continuous service will receive 4% of gross salary paid on a regular monthly basis.

Employees with 5 or more years of continuous service will receive 6% of gross salary paid on a regular monthly basis.

Background

From time to time firefighter's will find or come across valuables such as money, jewellery or other articles of value during emergency responses. In an attempt to protect the reputation of the fire and rescue service as well as its individual members from scandal the following procedures shall be observed.

Scope

While at an emergency response any firefighter finding any easily transportable valuable such as money, jewellery or other article, shall not handle the article but immediately notify a department officer including the incident commander. The officer accompanied by the fire fighter shall jointly inspect and document taking possession of the article(s). The article(s) shall remain in the possession of the officer until he/she is able to turn it over to a member of the local police authority.

When turning over the article it is preferable for the officer to be accompanied by the original finder of the article. A complete inventory of the valuables shall be kept by the fire service officer in a personal notebook and documented on the incident call report. Including a report to both the incident commander and the fire chief of the service.

Under no circumstance shall the articles found be turned over to any other persons, including the owner, until the local police authority is present at the incident.