



**ROBERTS CREEK VOLUNTEER FIRE
DEPARTMENT
CONSTITUTION**

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Article I. Name and Headquarters

- a) The official name of the department will be the “Roberts Creek Volunteer Fire Department”, hereinafter referred to as the Department.
- b) The registered office of the Department will be at 1302 Roberts Creek Rd., Roberts Creek, BC.

Article II. Objectives

The objectives of the Department are:

- a) To protect and preserve life, property, the environment and the safety of its members.
- b) To provide training for all Department members to enable them to provide an adequate level of service in a safe and effective manner.
- c) To provide these emergency services within the fire protection district of Roberts Creek and on a mutual-aid basis to other communities on request from the fire departments serving those communities.

Article III. Authorization

The Department is established under Sunshine Coast Regional District Bylaw no. 354 and its subsequent amendments. The fire protection district is established under Sunshine Coast Regional District Bylaw no. 1014 and its subsequent amendments.

Article IV. Membership

- a) Eligible members of the Department are, residents of Roberts Creek, at least nineteen years of age, in good physical condition. They possess a valid BC driver’s license with no significant violation history and have no criminal record.
- b) Members must maintain their own transportation and have a telephone.
- c) Juniors will be sixteen to nineteen years of age, residents of Roberts Creek, in good physical condition and have the written consent of their parents or legal guardians.
- d) Application for membership shall be accompanied by a doctor’s letter of approval confirming the applicant is in a state of good health and capable of enduring the rigors of fire fighting. All members must provide a doctor’s letter of approval every five years reconfirming their good health.
- e) Application for membership shall be accompanied by Criminal Record Disclosure Consent and CPIC Sex Offense Disclosure forms completed by the RCMP and a National Safety Code Driver’s Abstract Request form completed by ICBC.

- f) Applications for membership will be reviewed for approval by the Executive Committee. Approved applicants will serve a probationary period of no less than six months during which time they will complete the Fire Fighter Basic Training Program. Applicants will not be issued a pager during the first three months of the probationary period. On completion of the probationary period and basic training the Executive Committee will submit its recommendations for a majority vote at a regular general meeting. The applicant will be advised in writing of the decision.
- g) Membership shall be limited to thirty (30) regular members and two (2) junior members.
- h) A member requesting a leave of absence shall do so in writing and shall be put on the "inactive list"; the maximum leave shall be six months. Granting of said leave is at the discretion of the Executive Committee.
- i) Honorary membership is restricted to retired fire fighters who have served ten years as an active member of the department. Such award is subject to a majority recommendation of the membership.
- j) Members in the Department shall consist of and be classified as follows:
 - i) Probationary Members.
 - ii) Active Members.
 - iii) Honorary Members.

Article V. Executive

The Executive Committee shall consist of the following:

Fire Chief	(1)
Assistant Chief	(1)
Training Officer	(1)
Captain	(1)
Lieutenants	(2)
Secretary/Treasurer	(1)

The Executive Committee will work together to formulate Department policy in regards to training, operations, safety, recruitment and retention and will make decisions on major purchases. The Executive will perform their duties for the term of their office or until they so choose to step down, are no longer performing their assigned duties or fail to follow the Department's bylaws, constitution, Occupational Safety and Health Program, rules policies or procedures.

Article VI. Duties of Members

a) Fire Chief:

The Fire Chief is the overall executive director of the Department and directly supervises the Department administration, operations and fire prevention and controls maintenance of the Department facilities, apparatus and equipment. The Fire Chief will chair Department general and executive meetings. (See Appendix “B” “Job Description – Fire Chief” attached hereto.) (See SCRD Bylaw 354 and its amendments.)

b) Assistant Chief:

The Assistant Chief will perform the duties of the Fire Chief in his or her absence and in the event of the resignation or death of the Fire Chief will perform these duties until such vacancy is filled by election at a special meeting of the Department. The Assistant Chief Directly supervises the Department officers and is responsible for the operations, safety and training of the Department. (See Appendix “C” “Job Description – Assistant Chief” attached hereto.)

c) Training Officer :

The Training Officer oversees the department training functions. He / she is accountable to the Assistant Chief and directly supervises the fire department probationary members. (See Appendix “D” “Job Description – Training Officer” attached hereto.)

d) Captain :

The Captain is accountable to the Assistant Chief and directly supervises the fire department Lieutenants and fire fighters. In addition he / she is in charge of apparatus maintenance and operational readiness, station maintenance and administers the Department driver training program. (See Appendix “E” “Job Description – Captain” attached hereto.)

e) Lieutenant :

The Lieutenant is accountable to the Captain and supervises the fire fighters at incidents and training evolutions. The Lieutenant oversees the maintenance and operational readiness of all fire fighting equipment. He / she will ensure that all equipment is replaced and in good working order after all incidents and training evolutions and make suggestions to the Executive Committee regarding the replacement of defective equipment and purchase of new equipment. (See Appendix “F” “Job Description – Lieutenant” attached hereto.)

f) Secretary/Treasurer:

The Secretary/Treasurer will keep a correct, full and impartial record of all Department general and executive meetings and keep attendance records. The Secretary/Treasurer will administer the finances of the member’s Fire Fighters Fund.

g) Fire Fighter:

The Fire Fighter's job description forms the minimum standard to which all members will conform. Fire Fighters are responsible for assisting with extinguishing and preventing fires, providing emergency medical care in a pre-hospital setting and providing manpower for Rescue/Hazmat Incidents. They will adhere to the Incident Command System while at emergency incidents. All members are expected to promptly follow any reasonable request, instructions or orders from the Incident Commander or from an officer or more senior officer during any fire department related activity particularly during emergency situations. They will drive fire apparatus, department vehicles and personal vehicles according to the BC Motor Vehicle Act. Fire Fighters are ultimately responsible for the operational readiness of the Department and to that end will insure that fire apparatus, department vehicles and all equipment be returned to the proper place, in good working order, ready for the next call. (See Appendix "G" "Job Description – Volunteer Fire Fighter" attached hereto.)

Article VII. Code of Conduct

- a) All members will adhere to the Department Code of Conduct. (See Appendix "A" – "Roberts Creek Volunteer Fire Department Code of Conduct" attached hereto.)
- b) All members will be familiar with the Department Operational Guidelines.

Article VIII. Remuneration and Reimbursement

Honorariums will be paid to members for attending regular meetings and extra training sessions. Extra training sessions are only those approved by the Executive Committee. In addition to training honorariums, officers will be paid a yearly honorarium. Per diems and reimbursements for training expenses, honorariums and schedules are laid out in Operational Guideline 5.02.05.

Article IX. Meetings

- a) Regular practices will be held every Wednesday evening at 19:00 except statutory holidays. Attendance shall be recorded no later than fifteen (15) minutes after the meeting commences.
- b) Regular general meetings will be held the first Wednesday of every month or the following Wednesday in the event of a holiday. The Executive shall meet monthly prior to the regular general meetings.
- c) Regular general meetings will commence at 20:00 following apparatus and equipment inspections which will commence at 19:00 with attendance recorded as in paragraph a).

- d) The chairperson must give any and all members requesting to be heard on a matter the opportunity to speak. Anyone wishing to speak shall first raise his or her hand and be acknowledged by the chair as having the floor.
- e) Any member may, at any time, put a motion on a matter on the floor. If the motion is seconded, any who wish may comment on the matter before it is put to a vote.
- f) A member who has made a motion may change or withdraw the motion with the permission of the seconder. If the seconder does not agree then the motion stands and shall be voted on.
- g) A quorum of 50% plus one of the voting members shall be necessary at all general meetings except for the Annual General Meeting (AGM) as outlined in Article XII a).
- h) Voting can be done by a show of hands unless a member requests a secret ballot in which case a secret ballot will be held.
- i) All active members shall have one vote for each motion raised at each meeting of the Department at which they are in attendance; there shall be no proxy votes.
- j) No other class of member shall be entitled to vote in departmental meetings.
- k) Motions shall be passed with a simple majority of those in attendance.

Article X. Special Meetings

- a) A special general meeting may be called at any time by the Chief, the Executive Committee or any ten (10) members. Prior notice of the meeting shall be delivered in writing to the active members seven (7) days in advance of such a meeting.

Article XI. Order of Business

At the opening of all meetings the Fire Chief will take the chair and will conduct business in the following order:

- i) Call to order.
- ii) Minutes of previous meeting read.
- iii) Matters arising from the minutes.
- iv) Treasurer's report.
- v) Correspondence.
- vi) Committee reports.
- vii) New business.
- viii) Adjournment.

Article XII. Elections and Appointments

- a) Elections for Fire Chief will be held at the October general meeting. The quorum for such a meeting shall consist of 66% of all active members. The term of office for Fire Chief shall be two (2) years commencing Jan 1st of the following year.
- b) The Fire Chief shall appoint an Election Officer at least thirty (30) days prior to the October general meeting. This officer will receive, in confidence, the names of those persons nominated as Fire Chief by their fellow members. Only one nomination per each active member will be accepted.
- c) Notice of election shall be delivered in writing to the active members by the Election Officer at least seven (7) days in advance of such a meeting.
- d) The Fire Chief-elect will interview candidates and appoint the Assistant Chief and Training officer at the general meeting in November. The term of office for these positions shall be two (2) years commencing Jan 1st of the following year.
- e) The Fire Chief-elect, Assistant Chief-designate and Training Officer-designate will interview candidates and appoint the Captain, Lieutenants and Secretary/Treasurer at the December general meeting. The term of office for the Captain and Secretary/Treasurer positions shall be two (2) years commencing Jan 1st of the following year. The term of office for the Lieutenant positions shall be one (1) year commencing Jan 1st of the following year.
- f) Committees for specific purposes may be appointed by the Executive Committee at any time. The minimum for any committee shall be three (3).
- g) Standing committees shall be appointed by the general membership at the AGM in January. The term of office for these positions shall be one (1) year.
- h) The Chief shall appoint an officer in the interim to fill a vacancy before the next general meeting at which time a new officer shall be appointed as outlined in paragraphs d) and e) above.

Article XIII. Dismissal, Suspension, Removal

- a) Any member may be dismissed from the Department for the following reasons:
 - i) Infractions of one or more items contained in the Department Code of Conduct. (See Appendix “A” – “Roberts Creek Volunteer Fire Department Code of Conduct” attached hereto.)
 - ii) Being deemed unfit, for any reason, by 66% of the active membership, at a special meeting as outlined in Article X.
 - iii) Missing three (3) consecutive meetings, practices or training sessions without acceptable reasons. Membership shall be reviewed by the Executive Committee and recommendations regarding dismissal will be acted upon by the Chief.

- b) A member may be suspended in lieu of dismissal at the discretion of the Fire Chief. Suspension shall consist of the member being placed on probationary status and the removal of all “active-member” privileges. A suspended member may be barred from attending emergency incidents and required to return his or her pager for the interim of the suspension.
- c) An officer may be removed from his post by a vote at a special meeting as outlined in Article X. The quorum for such a meeting shall consist of 66% of all active members.

Article XIV. Bylaws

The Department may, by majority vote at general or special meetings, make bylaws as it deems advisable, provided they do not conflict with the constitution.

Article XV. Amendments

Amendments to the constitution may be made by a majority vote at any general meeting. The quorum for such a vote shall consist of 66% of all active members.

Article XVI. Appendices

- a) Code of Conduct
- b) Job Description – Fire Chief.
- c) Job Description – Assistant Chief.
- d) Job Description – Training Officer.
- e) Job Description – Captain.
- f) Job Description – Lieutenant.
- g) Job Description – Volunteer Fire Fighter
- h) Job Description – Junior Fire Fighter



ROBERTS CREEK VOLUNTEER FIRE

CODE OF CONDUCT

1. The Chief of the department is responsible to The Board of the Sunshine Coast Regional District for the proper administration and operation of the department, for the discipline of its members and in doing so may make such general orders and departmental policies and procedures as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided such general orders and rules do not conflict with the provisions of the constitution or any by-laws of the Roberts Creek Volunteer Fire Department.
2. Every member will comply with all general orders and department rules and regulations and will be familiar with the fire department Operational Guidelines.
3. Every member shall distinctly understand that they are entirely under the direction of the Incident Commander, Officer or senior member of the department designated as being in charge. While on duty at emergencies, in station, at training or while acting as a member of the department in any manner, that all orders given by said person must be immediately acted on and implicitly obeyed.
4. Every member will have and maintain a working telephone and will notify the Fire Chiefs' office within 24 hours of any change to their address or telephone number.
5. Every member will respond at once when summoned to an emergency by travelling directly to the fire station or scene as directed and placing him / her self under the command of the officer or senior member in charge.
6. Every suppression member will be capable of donning, wearing and operating a Self Contained Breathing Apparatus (SCBA). As such, the requirements of CSA Z94.4 current edition will be the benchmark. Every suppression member will refrain from having beards, goatees, heavy sideburns and untrimmed hair that interferes with the proper and safe wearing of the SCBA.
7. Every member who commits his / her self to an emergency is expected to perform all duties as required as their assigned role in the department in order to handle the various situations as presented.
8. No member will leave his / her duty without the permission of the member in charge while at the emergency scene or at training. If the member is not present to answer the roll call, the member shall not receive credit for attendance.

9. When required to do so, all members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise requested.
10. NO MEMBER:
 - while in uniform identifying the wearer as a member of the Roberts Creek Fire Department will enter any establishment whose primary business is the sale of alcoholic beverages for consumption on said premises except in the performance of fire department duties assigned.
 - shall consume beverages or drugs while on duty that will impair his / her ability to perform the duties required of them.
 - shall respond to an emergency, training session, assigned duty or any other department function or activity when his / her ability is impaired by any intoxicating beverages or drugs nor shall they be permitted to remain on duty if found to be impaired.
11. Every member is required to maintain the following attendance requirements to remain as a member of the department.
 - Regular scheduled training sessions and general meetings 70%
 - Station emergency responses 40%
12. Probationary members are required to maintain the following attendance requirements during their probation period.
 - Regular scheduled training sessions and general meetings 80%
 - Station emergency responses 40%
13. Every member required to attend regular training and who is absent from three consecutive training sessions shall be deemed to be Absent Without Leave. Prior to returning to active duty, the member shall meet with the Fire Chief to offer an explanation as to their absence prior to the member being allowed to return to active duty.
14. Every member shall understand that items of issue: helmet, turnout gear, boots, pager, portable radio, charger, ID card, license plate, badge, keys, uniform pieces, training manuals, text books, manuals etc. are the exclusive property of the Roberts Creek Volunteer Fire Department.
15. Every member shall be responsible for the loss or damage of any equipment or items issued to him / her. Fire fighters may be subject to disciplinary action as a result of a loss or damage due to negligence.
16. Every member who has been assigned one shall carry their pager with them at all times while on the Sunshine Coast and be ready for active duty. They shall ensure that it is properly charged and functioning. The pager shall be in close proximity while sleeping so as to reliably wake the fire fighter should an alarm be sounded.

17. Every member is prohibited from borrowing, lending or removing any fire fighting/rescue equipment without the expressed permission of the Fire Chief.
18. Every member shall conduct him / her self in a manner which is in keeping with the good reputation, order and discipline of the department. No member while on duty or representing the department shall use profane, immoral, indecent language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order and discipline of the department.
19. Any member charged with unseemly conduct to a fellow fire fighter or conduct otherwise unbecoming of a fire fighter, may if an investigation of the charges be substantiated, be dismissed.
20. Any member, who alleges unfair treatment or harassment, will follow the department Anti-harassment Policy.
21. Any member who is unable to perform the duties expected of him / her as outlined in the approved job description due to illness, injury, work, educational involvement or personal situations, must notify the Fire Chief as soon as practical in writing and provide details and / or documentation as requested. The Executive Committee for substantiated reasons may grant a leave of absence in accordance with the Constitution.
22. No member shall supply information relative to the department or operations unless authorized by the Fire Chief to any person and shall refer all requests for information to the Fire Chief.
23. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury as per the department Occupational Health and Safety Program.
24. Members shall not hold social events in the fire station without the previous authorization of the Fire Chief.
25. Every member shall obey all rules and regulations of the Motor Vehicle Act while on duty and while responding to emergencies.
26. Every member who finds valuables at an emergency scene will notify the Incident Commander who will secure the valuables and take the appropriate action with the proper authorities.
27. No member shall use his or her position in the fire department to secure unwarranted personal or financial gain for himself or herself, or for any other person or any organization.
28. No member shall use fire department property for personal or financial gain.

I have read and understand Roberts Creek Volunteer Fire Department Code of Conduct and further understand that non-compliance with any one or more of these codes may be cause for disciplinary action up to and including a recommendation for dismissal from the department. I further understand that it is my responsibility to review Roberts Creek Volunteer Fire Department Operational Guidelines as printed and posted from time to time in the fire station.

Fire Chief

Fire Fighter

Date



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: FIRE CHIEF	SUPERVISOR: SCRD GM COMMUNITY SERVICES
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- 1.1 The Fire Chief is directly responsible to the Sunshine Coast Regional District General Manager of Community Services. The Fire Chief is the overall executive director of the Fire Department and directly supervises those in charge of the following:
- Fire Department Operations.
 - Fire Department Administration.
 - Fire Prevention.
 - Control and maintenance of the Fire Department facilities, apparatus and equipment.

2.0 MAJOR DUTIES

- 2.1 The Fire Chief has the following duties and responsibilities:
- Overall administration of all Fire Department operations and functions including:
 - Incident control.
 - Emergency medical services.
 - Fire investigation.
 - Fire prevention.
 - Building inspections.
 - Public education.
 - Public service.
 - Overall administration of the Fire Department support activities including:
 - Department personnel functions.
 - Staffing both volunteer and salaried.
 - Training.
 - Maintenance.
 - Supply.
 - Budgeting.
 - The protection of lives and property of citizens due to fire, misadventure, disaster, panic and other related incidents.
 - Coordinates with other department heads within the Sunshine Coast Regional District.
 - Coordinates with other Fire Chiefs locally, provincially and federally.

- f) Is a member of the Sunshine Coast Emergency Program Planning Committee and thus may be enlisted to a staff / support position in the Sunshine Coast Emergency Operations Centre should it be established.
- g) Coordinates with E-Comm in regards to Fire Department dispatching issues.
- h) Chairs Fire Department general and executive meetings.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Fire Chief may assume command at any emergency incident.
- 3.2 The Fire Chief may from time to time make rules and regulations for the proper and efficient administration and operation of the Fire Department and for the discipline of its members, and may vary, alter, or repeal such rules or regulations as he / she shall from time to time deem fit or necessary.
- 3.3 The Fire Chief shall, by October 31 of each year, submit the annual requirements of the Fire Department to the SCRD General Manager Community Services for approval and submission to the Regional Board for inclusion in the annual budget.
- 3.4 The Fire Chief shall stay abreast of new trends, innovations, standards and guidelines in the fields of fire suppression and prevention, first response emergency medical services, disaster preparedness and hazardous material mitigation.
- 3.5 The Fire Chief will be a member in good standing of the Fire Chief's Association of BC and will attend their annual Convention.
- 3.6 The Fire Chief must assure the timely investigation and resolution of any department member, employee or subcontractor job-related concerns.

4.0 KNOWLEDGE SKILLS AND ABILITIES

- 4.1 The Fire Chief shall possess a good understanding of the following topics:
 - a) Advanced knowledge, education and experience in the prevention, control and suppression of fire and in the provision of emergency medical services.
 - b) Principles and practices of personnel management and leadership.
 - c) Conflict Resolution.
 - d) Incident command system.
 - e) Emergency scene management.
 - f) Emergency Operations Centre.
 - g) Current technological and communications equipment, modern office practices and equipment including the use of a PC and applicable software.

5.0 REQUISITES

- 5.1 A combination of experience and training should include but not be limited to the following:
- a) Five years of increasingly responsible fire suppression and prevention experience including at least three years of responsible management and supervisory experience.
 - b) ICS-200 (minimum).
 - c) F120-Emergency Scene Management I (minimum).
 - d) Fire Service Instructor I (minimum).
 - e) NFPA 1001 Fire Fighter I (minimum).



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: ASSISTANT CHIEF	SUPERVISOR: FIRE CHIEF
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- a) The Assistant Chief is directly responsible to the Fire Chief and directly supervises the fire department operations.

2.0 MAJOR DUTIES

- 2.1 The Assistant Chief's duties and responsibilities may include but not be limited to the following:
 - a) Assume the duties of the Chief in his / her absence.
 - b) Supervision of Fire Department operations and functions including:
 - 1) Incident control.
 - 2) Emergency medical services.
 - 3) General department safety.
 - 4) Operational readiness of the department.
 - c) Overall supervision of the Fire Department support activities including:
 - 1) Department personnel functions.
 - 2) Recruitment and retention.
 - 3) Training.
 - d) Chairs Fire Department Safety Committee meetings.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Assistant Chief may assume command at any emergency incident.
- 3.2 The Assistant Chief is the supervisor of the department Safety Program. He / she will be the default incident safety officer until one is designated by the incident commander.
- 3.3 The Assistant Chief, as supervisor of the Training Officer, will oversee the training of the fire fighters.
- 3.4 The Assistant Chief shall stay abreast of new trends, innovations, standards and guidelines in the fields of fire suppression and prevention, first response emergency medical services and hazardous material mitigation.
- 3.5 The Assistant Chief must assure the timely investigation and resolution of department member's job-related concerns.
- 3.6 The Assistant Chief will ensure that the need for critical incident stress debriefing of fire fighters and officers following stressful and traumatic situations is addressed.

3.7 The Assistant Chief shall take an active roll in public education activities.

4.0 KNOWLEDGE SKILLS AND ABILITIES

- 4.1 The Assistant Chief shall possess a good understanding of the following topics:
- a) Advanced knowledge, education and experience in the prevention, control and suppression of fire and in the provision of emergency medical services.
 - b) Fire Department Operational Guidelines.
 - c) Principals and practices of personnel management and leadership.
 - d) Conflict Resolution.
 - e) Incident command system.
 - f) Emergency scene management.
 - g) Emergency Operations Centre.
 - h) Current technological and communications equipment, modern office practices and equipment including the use of a PC and applicable software.

5.0 REQUISITES

- 5.1 A combination of experience and training should include but not be limited to the following:
- a) Four years of increasingly responsible fire suppression and prevention experience including at least two years of responsible management and supervisory experience.
 - b) ICS-200 (minimum).
 - c) F120-Emergency Scene Management I (minimum).
 - d) Incident Safety Officer.
 - e) Fire Service Instructor I (minimum).
 - f) NFPA 1001 Fire Fighter I (minimum).



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: TRAINING OFFICER	SUPERVISOR: ASSISTANT CHIEF
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- a) The Training Officer oversees the department training functions. He / she is directly responsible to the Assistant Chief and directly supervises the fire department new recruits.

2.0 MAJOR DUTIES

- 2.1 The Training Officer's duties and responsibilities may include but not be limited to the following:
 - a) Supervision of Fire Department training functions including:
 - 1) New recruit training to department standards.
 - 2) Ongoing training / retraining of fire fighters and upgrading of certifications.
 - 3) First Responder training.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Training Officer will develop the fire department's training program and scheduling and will maintain training records according to good practices.
- 3.2 The Training Officer will work with the fire department Executive Committee to develop a set of standards to which all members will be trained.
- 3.3 The Training Officer will foster and maintain good working relationships with training agencies including but not limited to the Justice Institute of BC and will coordinate with these agencies with regard to training of fire fighters and new recruits.
- 3.4 The Training Officer will be a member in good standing of the BC Fire Training Officers Association and will attend their annual Educational Workshop.
- 3.5 The Training Officer shall stay abreast of new trends, innovations, standards and guidelines in the fields of fire suppression and prevention, first response emergency medical services and hazardous material mitigation.

4.0 KNOWLEDGE SKILLS AND ABILITIES

- 4.1 The Training Officer shall possess a good understanding of the following topics:
- a) Advanced knowledge, education and experience in the prevention, control and suppression of fire and in the provision of emergency medical services.
 - b) Fire Department Operational Guidelines.
 - c) Principals and practices of fire service instruction and evaluation.
 - d) Incident command system.
 - e) Workers Compensation Board of BC regulations pertinent to fire department / rescue operations and training.
 - f) Current technological and communications equipment, modern office practices and equipment including the use of a PC and applicable software.

5.0 REQUISITES

- 5.1 A combination of experience and training should include but not be limited to the following:
- a) Three years of increasingly responsible fire suppression and prevention experience.
 - b) ICS-100 (minimum).
 - c) Fire Service Instructor II (minimum).
 - d) NFPA 1001 Fire Fighter I (minimum).



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: CAPTAIN	SUPERVISOR: ASSISTANT CHIEF
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- a) The Captain is directly responsible to the Assistant Chief and directly supervises the fire department Lieutenants and fire fighters.

2.0 MAJOR DUTIES

- 2.1 The Captain's duties and responsibilities may include but not be limited to the following:
 - a) Assume the duties of the Assistant Chief in his / her absence.
 - b) Supervision of Fire Department operations and functions including:
 - 1) Incident control.
 - 2) Apparatus maintenance and operational readiness.
 - 3) Facilities maintenance.
 - 4) The Driver Training Program.
 - c) Is a member of the Fire Department Safety Committee.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Captain may assume command at any emergency incident.
- 3.2 The Captain will oversee the setup, continuation and records keeping of all driver training.
- 3.3 The Captain oversees the maintenance and operational readiness of all fire apparatus. He / she will insure that after-incident and after-practice truck checks are completed and that any noted irregularities are mitigated. All apparatus sign-off sheets shall be in turn signed off by the Captain.
- 3.4 The Captain will be the chair of any committee struck for the design or purchase of new apparatus or the alteration of existing apparatus.
- 3.5 The Captain shall stay abreast of new trends, innovations, standards and guidelines in the fields of fire suppression and prevention, first response emergency medical services and hazardous material mitigation.

4.0 KNOWLEDGE SKILLS AND ABILITIES

- 4.1 The Captain shall possess a good understanding of the following topics:
- a) Advanced knowledge, education and experience in the prevention, control and suppression of fire and in the provision of emergency medical services.
 - b) Fire Department Operational Guidelines.
 - c) Principals and practices of personnel management and leadership.
 - d) Incident command system.
 - e) Emergency scene management.
 - f) Emergency vehicle driver training techniques and regulations.

5.0 REQUISITES

- 5.1 A combination of experience and training should include but not be limited to the following:
- a) Three years of increasingly responsible fire suppression and prevention experience including at least one year of responsible management and supervisory experience.
 - b) ICS-100 (minimum).
 - c) Fire/Rescue Company Officer (minimum).
 - d) Fire Service Instructor I (minimum).
 - e) NFPA 1001 Fire Fighter I (minimum).
 - f) Pumps and Pumping - Special (minimum).



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: LIEUTENANT	SUPERVISOR: CAPTAIN
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- a) The Lieutenant is directly responsible to the Captain and supervises the fire fighters at incidents and training evolutions.

2.0 MAJOR DUTIES

- 2.1 The Lieutenant's duties and responsibilities may include but not be limited to the following:
 - a) Supervision of Fire Department operations and functions including:
 - 1) Incident control.
 - 2) Equipment maintenance and operational readiness.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Lieutenant may assume command at any emergency incident.
- 3.2 The Lieutenant oversees the maintenance and operational readiness of all fire fighting equipment. He / she will ensure that all equipment is replaced and in good working order after all incidents and training evolutions and make suggestions to the Executive Committee regarding the replacement of defective equipment and purchase of new equipment.
- 3.3 The Lieutenant shall stay abreast of new trends, innovations, standards and guidelines in the fields of fire suppression and prevention, first response emergency medical services and hazardous material mitigation.

4.0 KNOWLEDGE SKILLS AND ABILITIES

- 4.1 The Lieutenant shall possess a good understanding of the following topics:
 - a) Advanced knowledge, education and experience in the prevention, control and suppression of fire and in the provision of emergency medical services.
 - b) Fire Department Operational Guidelines.
 - c) Principals and practices of personnel management and leadership.
 - d) Incident command system.
 - e) Emergency scene management.

5.0 REQUISITES

- 5.1 A combination of experience and training should include but not be limited to the following:
- a) Two years of increasingly responsible fire suppression and prevention experience.
 - b) ICS-100 (minimum).
 - c) Fire/Rescue Company Officer (minimum).
 - d) Fire Service Instructor I (minimum).
 - e) NFPA 1001 Fire Fighter I (minimum).



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: VOLUNTEER FIRE FIGHTER	SUPERVISOR: COMPANY OFFICER
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- 1.1 Under the direction of an officer or senior member, the volunteer is responsible for assisting with:
- a) Extinguishing and preventing fires.
 - b) Providing emergency medical care in a pre-hospital setting.
 - c) Providing manpower for Rescue/Hazmat Incidents.
 - d) Performing all duties in accordance with operational guidelines and other department regulations.

2.0 MAJOR DUTIES

- 2.1 Performs duties:
- a) By responding to emergency incidents.
 - b) By adhering to the Incident Command System while at emergency incidents.
 - c) By driving fire apparatus, department vehicles and personal vehicles with discretion and according to the BC Motor Vehicle Act during emergencies.
 - d) By applying proper fire fighting techniques needed to control and/or extinguish fires.
 - e) By STAYING AWAY from any Fire Department operations while under the influence of alcohol and/or drugs which may cause impairment.
 - f) By assisting in cleanup and returning equipment to service after an emergency and practice/training session.
 - g) By keeping the equipment issued in good working condition.
 - h) By causing the return of Fire Department apparatus, vehicles and equipment to their proper places in the Fire Hall.
 - i) By turning out regularly for fire practice (minimum 70% attendance required).
 - j) By assisting with investigation to determine the origin of fires causing loss of property or life.
 - k) By following orders and cooperating with the RCMP and BCAS (ambulance service).
 - l) By refraining from giving out information to the news media, or other persons, about emergency incidents without authorization from the Fire Chief.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Volunteer Fire Fighter must have the ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation might be.

- 3.2 The Volunteer Fire Fighter must be able to cope with a high level of stress and perform all duties efficiently in an emergency situation.
- 3.3 The Volunteer Fire Fighter must be able to speak in a clear and articulate manner.
- 3.4 The Volunteer Fire Fighter shall participate in other Fire Department activities including public assistance, fire prevention, public education and pre-fire planning.
- 3.5 The Volunteer Fire Fighter must have a valid driver's license and a vehicle in order to attend emergency incidents.
- 3.6 The volunteer Fire Fighter must have at minimum a valid BC Class 5 driver's license with air brake endorsement and be a full member of the Fire Department in order to drive fire apparatus.
- 3.7 The Volunteer Fire Fighter must have a current CPR certificate.
- 3.8 The Volunteer Fire Fighter should have a valid First Responder Level III certificate (minimum requirement).
- 3.9 All members will be thoroughly familiar with the geographical area served by the Department including the condition of the routes of travel and the locations of suitable seasonal water supplies.
- 3.10 **Recommendations and Input into Department Operations** – The Volunteer Fire Fighter may make recommendations to any Department Officer regarding operational procedures and equipment maintenance.
- 3.11 **Directives, Manuals, Regulations** – The Volunteer Fire Fighter will use and follow Fire Department Policies, Operational Guidelines and written memos located in the following areas:
 - a) *Operational Guidelines* binder – Main Office – bookshelf.
 - b) *First Aid Log* – Main Office filing – cabinet.
- 3.12 **Assignment of Work:**
 - a) During training or an emergency response the Volunteer Fire Fighter will follow all orders of the Incident Commander or a superior ranking Officer and will follow the directives of Senior Fire Fighters.
 - b) Other specific tasks within the job description may be given by written memo or verbally.

I, _____ have read and understand this job description. I understand that this is a general description of the duties, responsibilities and qualifications required of my position.

Volunteers Signature

Date

Fire Chief's Signature

Date



ROBERTS CREEK VOLUNTEER FIRE

JOB DESCRIPTION

POSITION: JUNIOR FIRE FIGHTER	SUPERVISOR: TRAINING OFFICER
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- 1.1 Under the direction of an officer or senior member, the Junior Fire Fighter is responsible for:
- a) Attending regularly scheduled practices.
 - b) Maintaining the truck bay & department in a clean and safe order.
 - c) Assisting members in the maintenance of apparatus & equipment.

2.0 MAJOR DUTIES

- 2.1 Performs duties:
- a) By turning out regularly for fire practice (minimum 80% attendance required).
 - b) By adhering to the Incident Command System and remaining under supervision while at emergency incidents.
 - c) By STAYING AWAY from any Fire Department activities while under the influence of alcohol and/or drugs which may cause impairment.
 - d) By assisting in cleanup and returning equipment to service after an emergency and practice/training session.
 - e) By keeping the equipment issued in good working condition.
 - f) By following orders and cooperating with the RCMP and BCAS (ambulance service).
 - g) By refraining from giving out information to the news media, social media (including but not limited to Facebook, Twitter, YouTube) or other persons, about emergency incidents without authorization from the Fire Chief.

3.0 FURTHER DETAILS OF DUTIES:

- 3.1 The Junior Fire Fighter must have the ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation might be.
- 3.2 The Junior Fire Fighter must be able to cope with a high level of stress and perform all duties efficiently in an emergency or training situation.
- 3.3 The Junior Fire Fighter must be able to speak in a clear and articulate manner.
- 3.4 The Junior Fire Fighter may participate in other Fire Department activities including public assistance, fire prevention, public education and pre-fire planning.

3.5 **Directives, Manuals, Regulations** – The Junior Fire Fighter will use and follow Fire Department Policies, Operational Guidelines and written memos located in the following areas:

- a) *Operational Guidelines* binder – Main Office – bookshelf.
- b) *First Aid Log* – Main Office filing – cabinet.

3.6 **Assignment of Work:**

- a) During training or an emergency response the Junior Fire Fighter will follow all orders of the Incident Commander or Officer and will follow the directives of Senior Fire Fighters.
- b) Other specific tasks within the job description may be given by written memo or verbally.

3.7 **Emergency Events/Response:**

- a) Junior Fire Fighters will not attend emergency incidents unless under direct invitation from an Officer.
- b) If attending an emergency incident, the Junior Fire Fighter will remain under supervision at all times.

I, _____ have read and understand this job description. I understand that this is a general description of the duties, responsibilities and qualifications required of my position. I am also aware that firefighting poses risks and is inherently dangerous. Although every effort will be made to ensure my safety, injuries may occur at practice or during a callout.

Junior's Signature

Date

Parent/Guardian's Signature

Date

Fire Chief's Signature

Date