

Appendix PS1-A
Volunteer Fire Chief Agreement

1. The Community Council of _____ resolution no. _____ dated _____ 20__, a copy of which is attached, hereby appoints _____ as the community volunteer fire chief.
2. This agreement shall come into effect on the date of signing and remains in full effect and force until rescinded by council resolution or resignation.
3. I agree to carry out the duties of the fire chief in accordance with the responsibilities and duties as outlined in Schedule A attached hereto and forming part of this agreement.

Dated at the Community of _____ this _____ day of _____, 20 __.

Signatures:

Mayor or Chairperson

Volunteer Fire Chief

Schedule A - Fire Chief Responsibilities and Duties

The fire chief of the volunteer fire department:

- assumes full responsibility for running the volunteer fire department
- volunteers his/her time for the benefit of the community even when he/she is not paid
- selects firefighters and presents names to the community council for approval
- provides leadership, training and direction to firefighters
- takes immediate appropriate action on all fires within the community boundary and directs fire fighting operations
- attends, participates in/delivers fire training which is based on five hours per month
- completes fire reports and submits to council within seven days of a fire
- completes a monthly incident and training report to submit to council
- prepares an annual operating and maintenance budget to submit to council
- prepares an annual inventory update report and submits to council
- ensures all fire equipment is in good repair, maintained and ready for use
- takes responsibility for the care, control and use of all fire equipment (fire equipment is only for use by the fire department for firefighting or training; not for general use in the community)
- assists the Office of the Fire Commissioner (OFC) as required
- co-operates with the RCMP and other fire departments, including fire protection officers
- accepts appointment of, and authority to, carry out duties and responsibilities of an honorary fire guardian as appointed by the fire commissioner under The Fires Prevention and Emergency Response Act