

Volunteer Fire Department and Fire Chief Selection	Policy	PS1
	Effective Date	April 2002
	Revision Date	October 2020
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What is the policy?

This policy outlines the council's responsibility for the selection, hiring and supervision of a fire chief where a volunteer fire department has been established and for remuneration of the fire chief, deputy fire chief and firefighters. It also outlines the monthly reporting requirements of the fire department.

Community responsibilities

- The council must determine the type of person required and monitor performance. This can be done in consultation with the department.
- Advertisements for the position must be posted for a period determined by the council, normally not less than 14 days. The advertisement shall indicate how to apply and where to obtain further information.
- The council reviews applications and appoints by resolution the person best qualified for the position as fire chief.
- The council shall have a signed agreement with the successful candidate (see Appendix PS1-A). A copy of the signed agreement and resolution must be sent to the department.
- The council may, by resolution, cancel the appointment of the fire chief for unsatisfactory performance of duties. In the case of a resignation, a resolution shall be passed. In both instances, copies of the resolution must be sent to the department.
- The council will pay the fire chief a monthly honorarium provided the fire chief satisfactorily carries out the responsibilities and duties of a fire chief.
- The council shall establish by resolution the rates of remuneration (where an hourly rate for fire training is paid by council then department policy requires at least minimum wage be paid).
- Council must ensure a monthly training report is received by the fire chief and is forwarded to the department (see Appendix PS1-B for the report)
- Council must ensure an incident report is received by the fire chief and is forwarded to the department should the fire department attend an incident (see Appendix PS1-C).

Department responsibilities

- The department will reimburse communities invoicing for training costs incurred by a fire department attending department approved training courses outside the community. Reimbursement will cover meals, travel costs, accommodations and incidentals at current department rates. Payment of wages to trainees is at the discretion of the council and is not a recoverable cost.
- The department will provide guidelines and assistance in carrying out this policy.

Other information

- Appendix PS1-A Volunteer Fire Chief Agreement
- Appendix PS1-B Incident Report
- Appendix PS1-C Monthly Training Report