

# VILLAGE OF HAINES JUNCTION

## BYLAW 372-20

### A Bylaw to regulate the Operations of the Haines Junction Volunteer Fire Department.

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**WHEREAS** the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002, and amendments thereto, Section 256 provides that a Council of a municipality may regulate by Bylaw matters respecting the safety, health and welfare of people and protection of persons and property including fire protection and emergency services.

**NOW THEREFORE**, the Council of the Village of Haines Junction, in the Yukon, duly assembled, hereby enacts as follows:

#### **SHORT TITLE:**

This bylaw shall be cited as the **Volunteer Fire Department Bylaw**

#### **INTERPRETATION:**

In this Bylaw,

- a) Fire Chief means the highest-ranking member of the Village of Haines Junction Fire Department;
- b) Deputy Fire Chief means the second highest – ranking member of the Village of Haines Junction Fire Department;
- c) Council means the Council of the Village of Haines Junction;
- d) Department means the Haines Junction Volunteer Fire Department;
- e) Member means an individual who has been appointed by Council to be a volunteer member of the Haines Junction Volunteer Fire Department;
- f) Officer means the Fire Chief, Deputy Fire Chief(s), Captain, or Lieutenant;
- g) Honorarium means the semi-annual payment paid to each Member;
- h) Attendance Payment means the payment paid to the Fire Department based on the attendance of Members at training, drills and incidents;
- i) CAO means the Chief Administrative Officer of the Village of Haines Junction;
- j) Incident Commander is the Member who has been assigned the role of being the officer in charge of an incident; and,
- k) Incident or Call-out means a specific emergency operation of the Fire Department.

#### **GENERAL**

All matters pertaining to or affecting the Department must be submitted to the Fire Chief or designate before any action is taken.

#### **MEMBERS OF DEPARTMENT:**

The Department shall consist of a Fire Chief, Deputy Fire Chief, and other Members who shall be appointed by resolution of Council.

Appointments of the Deputy Fire Chief and Members shall be recommended to Council by the Fire Chief

Appointment of the Fire Chief shall be by recommendation to Council by the Members.

The number of Members will be capped at fifteen (15) Members.

The Fire Chief shall be the Executive Officer of the Department and will be subject to the direction of the Chief Administrative Officer or designate.

Members of the Department will be dismissed from the Department by Council on the recommendation of the Fire Chief or Chief Administrative Officer.

All Members of the department will be a minimum of eighteen (18) years of age.

**FIRE CHIEF:**

The Chief shall:

- a) Prepare or cause to prepare a semi-annual report to Council on the operations of the department including the number of calls attended and the number and the aggregate total hours of training sessions.
- b) Have full control and command over all personnel of the Department and shall assign duties as required.
- c) Prepare maintenance schedules that comply with the Yukon Occupational Health & Safety Act and Regulations for all equipment and apparatus and ensure that these schedules are duly performed.
- d) Have the power to issue General Instructions for the department provided that those Instructions do not conflict with the provisions of any Village of Haines Junction Bylaw or other government legislation or regulation.
- e) Determine the date, time, and length of regular monthly meetings and fire department drills.
- f) Perform duties as the Local Assistant to the Yukon Fire Marshal and shall investigate fires as required by the Fire Prevention Act.
- g) May appoint Members as Incident Commanders, Fire Prevention Officers, Captains, or Lieutenants.
- h) The Fire Chief may perform the duties of any member of the Fire Department.
- i) Subject to approval by the CAO attend one (1) conference on fire prevention related matters each year.

**DEPUTY CHIEF:**

The Deputy Fire Chief shall:

- a) In the absence or incapacity of the Fire Chief, the Deputy Fire Chief shall act as Fire Chief
- b) Subject to approval by the CAO may attend one (1) conference on fire prevention related matters each year.

**FIRE PREVENTION OFFICER:**

It shall be the duty of Fire Prevention Officers to follow the Fire Prevention Act and to report all current hazards to the Fire Marshall.

Fire Prevention Officers may inspect all public buildings and must keep records of such inspections.

Fire Prevention Officers shall ensure that all members know the hazard information of each premise.

### **INCIDENT COMMANDER:**

The Incident Commander at an incident shall normally be the senior officer at the incident or the member designated to be the Incident Commander by the senior officer.

The Incident Commander may turn over a premise to the owner, occupant, or RCMP Officer after the fire has been extinguished.

The Incident Commander may designate a Member to stay at the incident until an RCMP Officer arrives.

### **ARSON:**

Where there is suspicion of arson, the Incident Commander will immediately notify the Yukon Fire Marshall and local RCMP

Members will refrain from disturbing materials at the scene of the fire as much as possible and leave conditions as found.

Members should refrain from using excessive water in an attempt to preserve all possible evidence

Members will refrain from discussing the fire and the attendant circumstances with anyone not connected to the Fire Department.

### **MEMBERS**

All Members shall be provided with personal protection clothing and equipment that complies with the Yukon Occupational Health and Safety Act and Regulation compliant.

Every Member, working at a fire, shall wear the full issue of protective clothing and equipment applicable to the situation.

All Members appointed or detailed to act in the capacity of an Officer shall be obeyed.

No Member shall leave the fire grounds unless permission is granted by the Incident Commander.

No Member shall, during the course of their duties, be under the influence of intoxicants or drugs whether it be caused by medical prescription or otherwise. Any member found in contravention of this section shall be subject to immediate dismissal.

All Members shall, when prudent, report to the senior officer any accident or injury to themselves or their equipment whether the same be slight or serious.

All Members who drive Fire Department apparatus must have the appropriate current valid drivers license.

Every Member who drives Fire Department apparatus shall strictly adhere to all traffic legislation and regulation in effect in the Yukon.

Every Member attending an Incident in their own vehicle shall strictly adhere to all traffic legislation and regulation in effect in the Yukon.

All Members shall ensure that all equipment and apparatus be cleaned and serviced upon return to the Fire Station

The first Member at an incident shall exercise command and control until the Incident Commander is present.

The Fire Chief and Deputy Fire Chief shall ensure that all Acts, Regulations, Bylaws and Policies enacted for the prevention of fire and safety of occupants and any other Acts, Regulations, Bylaws or Policies pertaining to the Fire Department are made available to the Members and the Members will familiarize themselves with these documents.

**RESPONSE AREA:**

The Village of Haines Junction has several agreements with other entities regarding the provision of firefighting and emergency assistance. The Village will respond to incidents outside the municipality only when manpower and equipment is available to ensure that the Village will not be without sufficient resources to respond to an incident within the municipality.

**CONSIDERATION:**

Payments to Members and the Department are defined in the attached Schedule "A". The values on Schedule "A" will be updated effective January 1<sup>st</sup> of the current year by increasing the values by the change in the Yukon Consumer Price Index for the previous year.

Honorariums are semi-annual payment made to each member of the department depending on their length of service in the current year.

The Attendance Payment is an annual payment to the Fire Department that is calculated on the attendance of members at practices, drills, call-outs, etc..

The Village will pay for an Accidental Death and Disability Insurance Policy for Members which has a maximum paralysis benefit of \$200,000 and death benefit of \$100,000. The obligation of the Village is solely to pay the annual premium.

**EQUIPMENT**

All equipment, including uniforms, helmets, badges, and insignia issued to a Member, is the property of the Fire Department

All equipment must be returned to the Fire Department on the effective date when a person is no longer a Member of the Department.

**REPEAL:**

The following bylaws are repealed:

Bylaw No. 78 – 94 Volunteer Fire Department Bylaw  
Bylaw No. 264 -10 A Bylaw to Amend Schedule "A" of Bylaw No. 78 – 94 Which Establishes Rates of Pay for the Village of Haines Junction Volunteer Fire Department.

**ENACTMENT**

This Bylaw shall come into full force and effect upon the final passage thereof.

Read a first time this the 22<sup>nd</sup> day of July, 2020.

Read a second time this the 22<sup>nd</sup> day of July, 2020.

Read a third time and finally passed this the 12<sup>th</sup> day of August, 2020

  
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Thomas Eckervogt, Mayor

  
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Dan Rodin, CAO

**APPENDIX "A"**

**FIREFIGHTER CONSIDERATION**

<b>Monthly Honourium</b>	
<b>Fire Chief</b>	<b>351.48</b>
<b>Deputy Chief</b>	<b>175.74</b>
<b>Firefighters</b>	<b>87.87</b>

<b>Attendance Payment per Hour</b>	
<b>Fire Chief</b>	<b>29.29</b>
<b>Deputy Chief</b>	<b>29.29</b>
<b>Firefighters</b>	<b>23.43</b>