

By-Law B-1-2023

A By-Law Respecting the Fire Department

Pursuant to subsection 10(2) of the Local Governance Act, SNB 2017, c. 1 8, amendments thereto and regulations adopted thereunder, the Council of the Rural Community of Fundy Shores hereby enacts as follows:

1. TITLE

This By-Law may be cited as the "Fire By-Law."

2. DEFINITIONS

In this by-law:

"Act" refers to the Fire Prevention Act, RSNB 1973, c F-13 and the regulations thereunder.

"CAO" refers to the Chief Administrative Officer for the Rural Community of Fundy Shores.

"Council" refers to the Council of the Rural Community of Fundy Shores.

"Department" or "Fire Department" refers to the Musquash Fire – Rescue Department.

"Firefighter" refers to any volunteer firefighter, male or female, of any rank or title.

"Fire Chief"- refers to the Chief Officer of the Fire Department responsible for all administrative and operational functions of the Fire Department and is in overall command as per the Department's chain of command and operating procedures.

"Fire Prevention Officer" refers to a member appointed pursuant to this by-law. and includes the Fire Chief.

"Fire Protection" refers to all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, public education and information, training or other staff development and advising.

"Fundy Shores" refers to the Rural Community of Fundy Shores.

"Hot Zone" refers to the precise area in which the emergency or operation is being conducted and to where all personnel working in said area must wear proper PPE and or SCBA to complete all tasks assigned in a safe manner.

"Incident Commander" refers to any officer in charge of a scene.

"Mutual Aid" refers to two-way assistance by Fire Departments of two or more communities giving aid to the other in emergencies, without monetary compensation.

"Non-Related Fire Rescue" refers to the following activities only: off-road rescue, water & ice rescue, heavy rescue, high angle rescue, confined space rescue and trench rescue.

"Officer" refers to the Chief, Deputy Chief, Assistant Deputy, Captain or Lieutenant.

"Office of the Fire Marshall" refers to the office that carries out the provisions of the Fire Prevention Act, delivers fire prevention and protection programs, and works with fire departments, municipalities and partner organizations to promote fire safety.

"Treasurer" refers to the Fundy Shores Chief Administrative Officer (CAO)

3. FIRE PROTECTION

3.1 General

- 3.1.1 The Rural Community of Fundy Shores referred to as "Fundy Shores" shall have a Fire Department, the operation and management of which is under the control of the Fire Chief.
- 3.1.2 A department for the Rural Community of Fundy Shores to be known as the Musquash Fire – Rescue Department is hereby established and the head of the Department shall be known as the Chief of the Department.
- 3.1.3 In addition to the Chief of the Department, the Department personnel shall consist of members identified in this by-law.
- 3.1.4 A person appointed by the Fire Chief as a member of the Department for fire fighting duties shall do so on a volunteer basis and will be encouraged to take such special training and examinations as may be required by the Chief of the Department and WorkSafe NB.
- 3.1.5 The Fire Chief is responsible to the Fundy Shores Council, through the Chief Administrative Officer, referred to as the "CAO", for the administration and operation of the Department.
- 3.1.6 The remuneration of all members of the Department shall be as determined by the Fire Chief and the Treasurer of Fundy Shores and approved by the Fundy Shores Council.

4.0 MEMBERSHIP:

4.1 General

- 4.1.1 There shall be seven (7) types of members in the Rural Community of Fundy Shores:
 - a. Probationary Members
 - b. Full Members
 - c. Support Members
 - d. Auxiliary Members
 - e. Junior Members
 - f. Life Members
 - g. Honourary Members
- 4.1.2 The total membership of the Rural Community of Fundy Shores Fire Department shall not include more than sixty-five (65) full members.

4.2 Probationary Membership

- 4.2.1 Probationary members must be eighteen (18) years of age or older.
- 4.2.2 Application for probationary membership shall be made by completing an application form, to be approved by the Chief. If approved the applicant's name will be placed on the list of eligible applicants from which probationary members will be drawn as required.

- 4.2.3 Probationary members shall be on probation for a period of twelve (12) months. At any time during this period, the Chief and Deputy Chief may dismiss a probationary member with just cause.
- 4.2.4 Probationary members must complete Firefighter Level 1 and first aid training before becoming a full member. If this training is not completed during the 12-month probationary period, the person remains a probationary member until the training is completed.
- 4.2.5 Probationary members may become support members should they not want to participate in frontline response activities. To be considered as a support member, the candidate must complete a first aid course and the appropriate training for the support tasks to which they are assigned. Such training requirements shall be at the discretion of the Chief, and may include such things as defensive driving, pump operations, etc.
- 4.2.6 A probationary member shall be expected to carry out such duties and responsibilities as established in this by-law. Failure to comply with the requirements could mean suspension and/or dismissal of any member by a procedure set down in this by-law.
- 4.2.7 Any probationary member who is not accepted to full or support membership at the end of the probation period will be dismissed from the Department and shall not be eligible for reapplication for a period of one (1) year from the time of their dismissal.

4.3 Full Membership

- 4.3.1 Full members must be eighteen (18) years of age or older.
- 4.3.2 Full membership may be granted to probationary members who successfully complete their probationary period, including Firefighter Level 1 and first aid training. Chief Officers shall vote on the acceptance of probationary members as full members.
- 4.3.3 A full member shall be expected to carry out such duties and responsibilities as established in this by-law. Failure to comply with the requirements could mean suspension and/or dismissal of any member by a procedure set down in this by-law.
- 4.3.4 At the discretion of the Chief, trained firefighters from other departments joining the Department may be granted full membership without undergoing a probationary period.
- 4.3.5 At the discretion of the Chief, trained firefighters who work in the Department's response area may be granted full membership to the Department. A probationary period may or may not be applied.
- 4.3.6 A full member shall be a resident of the area, unless in extenuating circumstances the CAO has waived this requirement.
- 4.3.7 A full member shall possess the appropriate class of license for driving fire apparatus and have passed a recognized defensive driving course if duties will include driving a fire apparatus.
- 4.3.8 All full members shall participate in a minimum of 25% of in-house training and calls over any 12-month period.
- 4.3.9 Full members shall participate in all operational functions associated with providing fire protection services for which they are trained and qualified to perform.

4.4 Support Membership

- 4.4.1 Support members must be eighteen (18) years of age or older.

- 4.4.2 Support membership may be granted to probationary members who successfully complete their probationary period, including first aid and any task-specific training as designated by the Chief. Chief Officers shall vote on the acceptance of probationary members as support members.
- 4.4.3 Support members shall be a resident of the area, unless in extenuating circumstances the CAO has waived this requirement.
- 4.4.4 Support members assigned as drivers shall possess the appropriate class of license for driving any assigned fire apparatus and shall have passed a recognized defensive driving course.

4.5 Auxiliary Membership

- 4.5.1 Auxiliary membership may be granted to persons who assist the Department in a non-firefighting capacity.
- 4.5.2 Application for auxiliary membership shall be made by completing an application form, and having it approved by the Chief.
- 4.5.3 Auxiliary members may undertake various forms of service such as:
 - a. Assistance with ceremonial events.
 - b. Assistance with administrative duties as, secretaries, etc.
 - c. Assistance in public relations.
 - d. Assisting, organising, and/or conducting financial appeals and fund-raising activities.
 - e. Assisting, organising, and/or conducting social functions.
 - f. Other duties as determined by the Chief Officers.
- 4.5.4 Auxiliary members shall not be required to take any firefighter training, are not required to attend weekly training sessions, and shall not be required to respond to callouts.
- 4.5.5 Auxiliary members are expected to take part in any on-the-job or task-specific training that may be required for specific duties.

4.6 Junior Membership

- 4.6.1 Junior membership may be granted to persons who are interested in becoming full members and who are between the ages of 16 and 18 years.
- 4.6.2 Application for junior membership shall follow the process for application for probationary membership, and also requires the permission of a parent or guardian.
- 4.6.3 Junior members are considered probationary members for a minimum of 12 months, or until they reach the age of 18, whichever ever comes last.
- 4.6.4 Junior members must complete Firefighter Level 1 and first aid training before becoming a full member. If this training is not completed during their probationary period, the person remains a probationary member until the training is completed.
- 4.6.5 A junior member shall be expected to carry out such duties and responsibilities as established in this by-law. Failure to comply with the requirements could mean suspension and/or dismissal of any member by a procedure set down in this by-law.
- 4.6.6 Any junior member who is not accepted to full membership during the probation period will be dismissed from the Department and shall not be eligible for reapplication for a period of one (1) year from the time of their dismissal.
- 4.6.7 During incident calls, junior members shall be used only in support roles, as designated by the Chief.

4.7 Life Membership

- 4.7.1 Life membership is intended to recognise and honour long service with the Department. It may be granted to members of the Department who retire from active service but wish to remain associated with the Department.
- 4.7.2 Life members do not participate on a regular basis in the day-to-day operations of the Department, but may assist in areas of fundraising, ceremonial events and/or other administrative duties.
- 4.7.3 To become a life member, a candidate must have had 15 years of service and have been in good standing with the Department. This requirement may be waived at the discretion of the Chief Officers in extraordinary circumstances.
- 4.7.4 An application must be completed by either the candidate or by an active member on the proposed life member's behalf. The application will be reviewed by the Chief and Deputy Chief, who may accept or decline the application.
- 4.7.5 Should a life member return to active service as a member, support member, or auxiliary member, they shall no longer be considered a life member.
- 4.7.6 Life members may attend any social functions sponsored by the Department.

4.8 Honourary Membership

- 4.8.1 Honourary membership in the Department may be granted as a special recognition to persons outside the fire service or non-active members at the discretion of the Chief.
- 4.8.2 Honourary members are bestowed a ceremonial title only, and do not receive any benefits received by other members of the Department.
- 4.8.3 Honourary members may attend any social functions sponsored by the Department.

4.9 Resignation and Leave of Absence

- 4.9.1 Any of the membership who wishes to resign must do so by presenting themselves in person to the Chief Officers, at which time a decision will be made with respect to membership, termination of benefits, etc., and this decision shall be documented. A reason for resignation should be documented, as well.
- 4.9.2 Any of the membership not following this by-law shall forfeit their membership and benefits thereof. Such actions shall be documented by the Chief Officers.
- 4.9.3 Any of the membership who resigns shall return or otherwise account for all personal protective equipment, clothing, pagers, radios, or other equipment or materials issued to them by the Department, unless dispensation is granted by the Chief.
- 4.9.4 Any of the membership who wishes to request a leave of absence must do so by presenting themselves in person to the Chief Officers at which time a decision will be made and documented. This decision shall include, as a minimum, a reason for requiring the leave, the dates and duration of the leave, and any special conditions or requirements associated with the leave or return to duty.
- 4.9.5 Any of the membership on leave of absence may be required to return or otherwise account for personal protective equipment, clothing, pagers, radios, or other equipment or materials issued to them by the Department, depending on the duration of the leave and at the discretion of the Chief.

5.0 RANK STRUCTURE AND OFFICER POSITIONS:

5.1 General

- 5.1.1 There shall be six (6) rank classifications of officers and firefighters in the Department. These shall be (in descending order):
- a. Chief
 - b. Deputy Chief
 - c. District Chief
 - d. Captain
 - e. Lieutenant
 - f. Firefighter
- 5.1.2 There shall be ten (10) types of officer positions in the Department:
- a. Chief
 - b. Deputy Chief
 - c. District Chief
 - d. Station Leader
 - e. Training Officer
 - f. Assistant Training Officer
 - g. Fire Prevention Officer
 - h. Assistant Fire Prevention Officer
 - i. Fire Investigator
 - j. Public Information Officer
 - k. Safety Officer
- 5.1.3 The office of Fire Chief is filled by appointment of the CAO in consultation with the Fund Shores Council. The term of office will be based on performance and efficiency of the person in this position.
- 5.1.4 The officer positions and number of members in any officer position may be revised from time to time, at the discretion of the Chief Officers, in accordance with the needs of the Department and membership numbers of the Department and stations.
- 5.1.5 All officers, other than Chief, within the Department shall be appointed by the Chief, subject to acceptance by the individual members concerned.
- 5.1.6 There shall be one (1) Deputy Chief appointed by the Chief in conjunction with the CAO. At the discretion of the Chief, a second Deputy Chief may be recommended for appointment in the same manner as the first, if the number of members at each station warrants it. If there are two Deputies, one shall be appointed from the members based at the Station 1 and one shall be appointed from the members based at the Station 2.
- 5.1.7 Deputy Chiefs shall be appointed for a period of 3 (3) years.
- 5.1.8 Any member wishing to be considered for an officer position in the Department shall make their wish known to the Chief.
- 5.1.9 If any officer position (other than Chief) becomes vacant during the year, the Chief shall appoint another member to the position.

5.2 Position Descriptions

- 5.2.1. The role, requirements, duties, and responsibilities of the Chief are described in the document *Policy Guidelines for New Brunswick Local Service District Fire Departments*, prepared and maintained by the NB Department of Local Government. Substituting LSD Advisory Board for Council and LSD Advisor to CAO.
- 5.2.2. The role of the Deputy Chief is described in the document *Policy Guidelines for New Brunswick Local Service District Fire Departments*. Further requirements, duties, and

responsibilities are given in a Position Description document. Substituting LSD Advisory Board for Council and LSD Advisor to CAO.

- 5.2.3. The role, requirements and duties specific to each remaining officer rank and position shall be described in Position Description documents.
- 5.2.4. Position Description documents may be revised by the Chief Officers, in consultation with the other officers, as required to meet the needs of the Department.

6.0 MEETINGS:

6.1 General

- 6.1.1. The regular training meeting of the Department shall be held on Monday night.
- 6.1.2. General meetings will be held every three (3) months.
- 6.1.3. A special meeting may be called at any time by the Chief or may be requested by a group of five (5) or more members, for the purpose of discussing an urgent matter which cannot wait until the next general meeting. Any special meeting will require a minimum of two (2) days notice to the membership.
- 6.1.4. The membership of the Fire Department shall be entitled to speak on all matters concerning the internal business of the Fire Department at general and special meetings. Membership who cannot be present may speak through an officer.
- 6.1.5. No meeting shall be conducted for the purpose of business concerning the Fire Department unless a quorum is present.
- 6.1.6. A quorum at any general or special meetings of the Fire Department shall be one quarter (25 percent) of the membership.
- 6.1.7. The agenda of any special meeting shall be for the purpose of dealing with the matter stated in the notice of the meeting. No other business may be transacted at that special meeting.
- 6.1.8. At the last general meeting of the year, the past year's performance will be reviewed.

6.2 Motion and Voting Procedures

- 6.2.1. Any of the membership wishing the Department to act on an issue must raise a motion. The motion must be clearly stated and must be something that the Department clearly has the authority to carry out.
- 6.2.2. Any motion must be seconded by another of the membership.
- 6.2.3. Questions and clarification shall be taken as required until the Chief is satisfied that no further discussion is warranted.
- 6.2.4. At that point a vote is taken. A simple majority vote by those present shall constitute a binding decision.
- 6.2.5. Auxiliary members are entitled raise issues and to vote on all matters, except on those matters which directly relate to fire fighting and rescue equipment.
- 6.2.6. Junior members may raise issues and participate in the discussion but shall have no voting privileges.
- 6.2.7. Life and Honourary members shall have no voting rights; they may speak on issues only at the invitation and discretion of the Chief.

7.0 DUTIES AND RESPONSIBILITIES:

7.1 General Membership

- 7.1.1. All full members, support members, probationary members and junior members shall be responsible for performing all duties normally pertaining to the role of a volunteer fire fighter, as directed by the officers of the Department. This may include front-line and/or support activities associated with fire fighting, medical assistance, automobile extrication, off-road rescue, and boat rescue, or other

emergency services as approved by the Department and Council. Specific duties and responsibilities are listed below.

- 7.1.2. All full members, support members, probationary members and junior members shall attend a minimum of one (1) training meeting every month, unless otherwise permitted per this by-law.
- 7.1.3. Members, support members, probationary members and junior members who participate in less than 25% of any training sessions, meetings, and emergency response calls over a 12-month period, will be classified as 'inactive' by the Chief. The Chief may take any action with respect to these individuals to resolve their membership as required, including dismissal.
- 7.1.4. Dispensation from 7.1.2 and 7.1.3 may be granted to individuals by the chief officers for special circumstances (employment, school requirements, other commitments, etc.); however, arrangements should be made in advance, if possible.
- 7.1.5. Each full member, support member, probationary member and junior member will be responsible for all Department clothing, personal protective equipment, tools, etc., issued to them by the Department.
- 7.1.6. Each full member, support member, probationary member and junior member shall participate in response efforts at all incidents as per the Department's Incident Command System
- 7.1.7. Each full member, support member, probationary member and junior member shall report any damage or loss of equipment during callouts or training to the Incident Commander, either directly, or via their chain of command, immediately or before leaving the incident scene.
- 7.1.8. Probationary members shall not be involved in front line response activities at callouts unless directed to do so by the Incident Commander. They shall, however, be expected to carry out all support duties at callouts, as outlined in 7.1.1 above.
- 7.1.9. Junior members shall not be involved in front line response activities at callouts. They may, however, be permitted to carry out all support duties at callouts, as outlined in 7.1.1 above.
- 7.1.10. None of the membership involved at an incident scene shall leave the scene, unless they have been released from duty by either the Chief or Incident Commander.
- 7.1.11. The membership shall be issued a copy of this by-laws and are required to read them.

7.2 Chief Officers

- 7.2.1. The role, requirements, duties, and responsibilities of the Chief are described in the document *Policy Guidelines for New Brunswick Local Service District Fire Departments*, prepared and maintained by the NB Department of Local Government. Additional duties are listed below. Substituting LSD Advisory Board for Council and LSD Advisor to CAO.
- 7.2.2. The role of the Deputy Chief is described in the document *Policy Guidelines for New Brunswick Local Service District Fire Departments*. Further requirements, duties, and responsibilities are given in a Position Description Document. Substituting LSD Advisory Board for Council and LSD Advisor to CAO.
- 7.2.3. The role, requirements, duties and responsibilities of the District Chief are given in a Position Description Document. Further duties and responsibilities are given below.
- 7.2.4. The Chief shall be responsible for the overall administration of the Fire Department.
- 7.2.5. The Chief shall perform all duties normally pertaining to the office of Fire Chief.
- 7.2.6. The Chief shall appoint such officers as required in accordance with this by-law.
- 7.2.7. The Chief shall act as the Local Assistant to the Fire Marshall when requested.

- 7.2.8. The Deputy Chief shall be responsible for such duties as directed by the Chief.
- 7.2.9. In the absence of the Chief, the Deputy Chief is charged with the full responsibility and authority of the office of Fire Chief.
- 7.2.10. The District Chief shall be responsible for such duties as directed by the Chief and Deputy Chief.
- 7.2.11. In the absence of the Chief and Deputy Chief, the District Chief is charged with the full responsibility and authority of the office of Fire Chief.
- 7.2.12. The Chief Officers shall ensure that membership fulfil their duties and responsibilities to the Department.
- 7.2.13. The Chief Officers shall ensure that all members are properly and adequately trained in fire fighting methods and techniques.
- 7.2.14. The Chief Officers shall direct and chair all meetings and functions that may be held from time to time.
- 7.2.15. The Chief Officers shall direct the response efforts at all incidents as per the Department's Incident Command System.
- 7.2.16. The Fire Chief has the authority to purchase up to \$5000 for recurring budget purchases (non-equipment). The Treasurer maintains the final approval for non-recurring purchase and purchases of more than \$5001.
- 7.2.17. Prior to October 1 of each year, the Fire Chief shall submit an official list of Full Members of the Department to the CA and shall report any changes in membership promptly to the CAO. To comply with the Firefighters Compensation Act, the list will clearly indicate the date a firefighter joined the Department and/or the date of termination. An additional report will be required listing inventory of equipment and vehicles for each hall for insurance purposes.
- 7.2.18. The Fire Chief shall ensure all equipment and apparatus testing, inspections, certification, etc. are up to date. A copy of these reports must be provided to the CAO when written to have for insurance purpose.
- 7.2.19. The Fire Chief shall report the particulars of every fire call, including apparatus, equipment and supplies used, the full details of the event, action taken, and any follow-up required.
- 7.2.20. The Fire Chief shall make a monthly report to Council of the activities of the Department including calls answered, mutual aid and training exercises. Additional reports may be required by Council, and they will be identified by motion of Council.
- 7.2.21. Prior to September 1 of each year the Fire Chief shall prepare the cost estimates for fire protection services and if authorized, non-fire related rescues, for the ensuing year to include:
 - a. The general cost of operation, including proposed training programs, fire prevention programs, and non-fire related rescue programs.
 - b. The cost of repairs, replacements or additions to apparatus, equipment, and supplies.
 - c. A list of equipment proposed to be purchased.
 - d. The capital cost of proposed buildings and equipment.
 - e. Estimates of anticipated revenue and shall submit such estimates to the Treasurer.

7.3 Other Officers

- 7.3.1. The role, requirements, duties and responsibilities of the various officers are given in Position Description Documents. Further duties and responsibilities are given below.

- 7.3.2. The officers shall ensure that membership fulfil their duties and responsibilities to the Department.
- 7.3.3. The officers shall direct the response efforts at all incidents as per the Department's Incident Command System
- 7.3.4. The officers shall be responsible for such duties as directed by the Chief Officers.

8.0 BENEFITS, COMPENSATION AND REIMBURSEMENT:

8.1 General

- 8.1.1. Each of the membership is covered by a blanket insurance policy.
- 8.1.2. Each of the membership is covered by Workman's Compensation.
- 8.1.3. The membership will be reimbursed for expenses incurred to them while attending training sessions at locations outside the coverage area. Reimbursement shall include lodging, transportation and meals, within reason. The amount of reimbursement may be given for actual cost or may be a set amount, as determined by the Fire Chief.
- 8.1.4. The membership, as appropriate, will receive an Honorarium as budgeted for each training session and/or incident response attended.
- 8.1.5. If any of the membership, their spouse, or child, is hospitalized overnight or longer, the Department will make arrangements to send a fruit basket or equivalent.
- 8.1.6. In the event of the death of any of the membership, the Department will send flowers and a \$50.00 donation to the charity of their choice.
- 8.1.7. In the event of the death of any of the membership's spouse, child, parents, or parents-in-law, the Department will send flowers or a \$50.00 donation to the charity of their choice.
- 8.1.8. The membership may have the use of the fire halls and Department equipment at no charge but are responsible for cleaning after use.

9.0 BUILDING AND EQUIPMENT USAGE:

9.1 General

- 9.1.1. The Fire Halls, training areas, and equipment are to be used primarily for Department affairs and functions. Should there be a request to use the Fire Halls, training areas, or equipment for purposes other than Department sponsored affairs or functions; such use shall be at the discretion of the Chief. At no time shall outside functions interfere with the operation of the Department. Should the Fire Halls, training areas, or equipment be used for outside functions, a nominal fee may be charged plus a damage deposit. The person renting the hall shall be liable for actual cost of repair or replacement, should any damages occur. At no time shall essential firefighting equipment be loaned to individuals outside the Department.
- 9.1.2. The use of alcohol is permitted only during Fire Department sponsored events.
- 9.1.3. As noted in 8.1.8 above, the membership may have the use of the fire halls and Department equipment at no charge but are responsible for cleaning after use.

10.0 MUTUAL AID AGREEMENTS:

10.1 General

- 10.1.1. The Department may have mutual agreements with the Town of Grand Bay-Westfield, the City of Saint John, Eastern Charlotte or any other approved agency for assistance or back-up if required. Implementation of the agreement shall be detailed in the Department's Standard Operating Guidelines.
- 10.1.2. The Department shall have an agreement with the Point Lepreau Generating Station with respect to response and support requirements and expectations.

Implementation of the agreement shall be detailed in the Department's Standard Operating Guidelines.

- 10.1.3. The Department shall respond to forest or brush fires; however, the Department of Natural Resources will be contacted immediately.

11.0 DISCIPLINE AND GRIEVANCE:

11.1 Discipline

- 11.1.1. The Fire Chief shall be responsible for the maintenance of discipline and efficiency within the Department and is authorized to issue orders, written or verbal, respecting all matters that would promote the discipline and efficiency of the Department.
- 11.1.2. The Fire Chief shall be responsible to maintain proper decorum on the part of the membership of the Department, insofar as the conduct of such membership has a bearing on the discipline and efficiency of the Department, and is authorized to issue orders, written or verbal, respecting the conduct of membership at fires, alarms and practices.
- 11.1.3. Discipline of any member of the Department shall be at the discretion of the Chief and Chief Officers.
- 11.1.4. The Fire Chief may demote, suspend or dismiss any of the membership of the Department.
- 11.1.5. Any name presented for consideration for demotion, dismissal or suspension must be accompanied by a written report of the individual's performance with respect to attendance at meetings, fires, training sessions, other duties, etc. The reason/reasons for discipline shall be clearly stated and reported to all officers and the individual concerned.
- 11.1.6. The affected individual may make a written appeal to the CAO within 14 days of any of the aforementioned actions.
- 11.1.7. An individual who is not satisfied with the CAO's decision and chooses to take their complaint beyond the CAO shall forfeit their membership in the Department.

11.2 Grievance

- 11.2.1. Any of the membership who has a complaint shall lodge the issue directly to the Chief who will in turn discuss it with the Chief Officers of the Fire Department for resolution. Any resolution shall be discussed with the complainant.
- 11.2.2. If any of the membership of the Department feels aggrieved in any respect, he may submit, in writing, two (2) copies of a letter stating their grievance or complaint, sending one (1) copy to the Chief and one (1) copy to Mayor and Council.
- 11.2.3. The Chairman shall, after examining all relevant factors, contact the Chief for a briefing.
- 11.2.4. The Chairman shall then bring the Chief and the aggrieved person together to try to resolve the grievance.
- 11.2.5. Should the grievance not be resolved, an adjudicator from the Fire Marshall's Office must be called in to meet with the Mayor and Council, the Fire Chief, and the aggrieved person to resolve the grievance.
- 11.2.6. An individual who is not satisfied with the adjudicator's decision and chooses to take their complaint beyond the adjudicator shall forfeit their membership in the Department; similarly, should an individual choose to not follow the steps of this process and take their grievance directly to a higher level, they shall forfeit their membership.

