

**CITY OF MEADOW LAKE
BYLAW NO. 12/2011
EMERGENCY RESPONSE BYLAW**

A BYLAW OF THE CITY OF MEADOW LAKE FOR THE AUTHORIZATION AND ADMINISTRATION OF THE USE OF PRIVATE VEHICLES FOR THE PURPOSES OF EMERGENCY RESPONSE BY FIRE FIGHTERS.

WHEREAS pursuant to Section 238 of *The Traffic Safety Act* a municipality may designate private vehicles as emergency vehicles for the purpose of emergency response by fire fighters and,

WHEREAS it is deemed advisable to grant such designation for the purpose of improving the provision of fire suppression and emergency services and increasing the safety of emergency responders and of the public;

THE COUNCIL OF THE CITY OF MEADOW LAKE ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "Emergency Response Bylaw."

INTERPRETATION

2. In this bylaw:
 - a. "approval" means the written approval of the Fire Chief;
 - b. "designation" means the authorization granted by (Municipality Name) to selected members of the Fire Department to operate their private vehicles as emergency vehicles in accordance with the provisions of this bylaw;
 - c. "emergency" means any situation when lives and property are at risk, or likely to become at risk, from the unexpected or uncontrolled occurrence of fire, explosion, release of hazardous materials, environmental extremes or any other occurrence or situation dangerous to life and public safety and any situation designated by the Fire Chief as an emergency;
 - d. "emergency response" means the safe operation of vehicles, while using emergency warning devices, while being driven to a Fire Department facility or to the location of an emergency as directed by the Fire Chief;
 - e. "emergency warning devices" means the visible and auditory warning equipment installed on a vehicle in accordance with the provisions of the *Traffic Safety Act*, as amended and revised from time to time;
 - f. "emergency vehicle" means any vehicle complying with the requirements of the *Traffic Safety Act*, as amended and revised from time to time, to be designated as an emergency vehicle;
 - g. "Fire Chief" means the Fire Department member appointed by Council as the head of the Fire Department and includes:
 - (i) in the Fire Chief's absence, the Deputy Fire Chief,
 - (ii) any member of the Department appointed by the Fire Chief to temporarily act on his/her behalf,
 - (iii) or any other person appointed by Council;

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- h. **“inspection mechanic”** means a holder of an Inspection Mechanic Certificate in accordance with the provisions of *The Vehicle Inspection Procedures Regulations, 2007*, as amended and revised from time to time;
- i. **“member”** means any person appointed by the Fire Chief as a member in good standing of the Fire Department.
- j. **“service area”** means:
 - (i) the geographical area served directly by the Fire Department,
 - (ii) any area served as part of a Mutual Aid Agreement,
 - (iii) any area served as part of a Fire Protection Agreement.
- k. **“Standard Operating Procedures”** means the set of procedures and policies governing the operation of the Fire Department as required by the provisions of *The Occupational Health and Safety Regulations, 1996* as amended and revised from time to time.

ADMINISTRATION OF BYLAW

- 3. The provisions of this bylaw shall be administered by the Fire Chief.

RECORD KEEPING

- 4. The Fire Chief shall securely maintain all records, forms and documentation required by the provisions of this bylaw.

ACKNOWLEDGEMENT OF LIABILITY

- 5. A Liability Acknowledgement Form included as Schedule A, attached to and forming a part of this bylaw, shall be issued to each Fire Department member designated to operate their personal vehicle as an emergency vehicle.

REQUIREMENTS FOR DESIGNATION

- 6. To be eligible to be designated to operate their personal vehicle as an emergency vehicle a Fire Department member shall:
 - a. be a member in good standing of the Fire Department and;
 - b. hold a current certification in Saskatchewan Emergency Vehicle Operation from the Saskatchewan Office of the Fire Commissioner and,
 - c. possess a current valid Saskatchewan driver's license.

GRANTING DESIGNATION

- 7. The Fire Chief may grant designation to operate a personal vehicle as an emergency vehicle to eligible fire department members.

WITHDRAWAL OF DESIGNATION

8. (1) The Fire Chief may withdraw designation at any time, without cause.
- (2) The Fire Chief shall withdraw designation when a member:
 - a. has had their driver's license suspended for any reason, or
 - b. in the opinion of the Fire Chief, operates their vehicle in an unsafe manner during an emergency response, or
 - c. uses emergency warning devices at anytime other than during an authorized emergency response, or
 - d. uses emergency warning devices in a manner contrary to the Standard Operating Procedures of the Fire Department, or
 - e. uses emergency warning devices outside the service area of the Fire Department.

VEHICLE REQUIREMENTS

9. To be eligible to be used as an emergency vehicle within the provisions of this bylaw a personal vehicle shall:
 - a. be currently licensed in the Province of Saskatchewan as a Light Vehicle, and
 - b. have passed within the previous 12 months a Light Vehicle (Mechanical) Safety Inspection conducted by an inspection mechanic in accordance with *The Vehicle Inspection Procedures Regulations, 2007*.

PROOF OF MECHANICAL SAFETY

10. Each designated member of the Fire Department shall provide to the Fire Chief a current Light Vehicle (Mechanical) Safety Inspection report for the personal vehicle used for emergency response:
 - a. at the time designation is granted and once every 12 months thereafter and,
 - b. after repair of a mechanical defect as the result of a collision or other mishap, or
 - c. at any other time as requested by the Fire Chief.

EMERGENCY VEHICLE OPERATOR

11. A vehicle operated as an emergency vehicle under the provisions of this bylaw may only be driven by a designated member of the Fire Department who is the registered owner of the vehicle or:
 - a. who has permission of the registered owner for use of the vehicle in emergency response and,
 - b. has submitted documentation to the satisfaction of the Fire Chief detailing the terms of any such permission.

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VEHICLE OCCUPANCY

- 12. A designated vehicle, while being operated as an emergency vehicle, shall carry no passengers except members of the Fire Department.

USE OF EMERGENCY WARNING DEVICES

- 13. The use of emergency warning devices by designated members of the Fire Department shall be in accordance:
 - a. with the provisions of the *Traffic Safety Act*, and
 - b. with Fire Department Standard Operating Procedures.

Introduced and read a first time this 14th day of November, 2011.
Read a second time this 14th day of November, 2011.
Read a third time this 14th day of November, 2011.

Chlodda
City Clerk

sup
Mayor

Certified True Copy of
Bylaw # 12/2011
Adopted by Resolution of
Council on the 14th
day of November, 2011.
Chlodda
CITY CLERK

MEADOW LAKE
In the Province of Saskatchewan
Bylaw No. 7/94

A BYLAW ESTABLISHING A FIRE DEPARTMENT IN AND FOR THE TOWN OF MEADOW LAKE.

The Council of the Town of Meadow Lake in the Province of Saskatchewan, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the Fire Protection Bylaw.

INTERPRETATION

2. In this Bylaw:

- (a) "Fire Department" means the Fire Department established pursuant to this Bylaw.
- (b) "Member" means any person that is appointed pursuant to this bylaw as a member of the Fire Department whether volunteer or career.
- (c) "Fire Chief" means the member appointed pursuant to this bylaw as head administrator of the Fire Department.
- (d) "Fire apparatus" means any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Equipment" means any tools, contrivances, devices, machinery or devices used by the Fire Department in delivery of its duties and responsibilities.
- (f) "Fire Hall" means the premises used for housing the Fire Department's apparatus, equipment, offices, furniture, and other facilities required for the maintenance and operation of the Fire Department.
- (g) "Fire Protection" means all aspects of fire safety including but not limited to Fire Prevention; Fire Suppression, Pre-Fire Planning, Fire Investigation, Public Education, information, and assistance, Training and member development, and Advising interested persons on matters related to fire safety.
- (h) "Incident" means a fire; a situation where a fire or explosion is imminent, or any other situation presenting a danger or possible danger to life or property.
- (i) "Town" shall mean the Town of Meadow Lake in the Province of Saskatchewan.

3. STAFFING

- (1) The Fire Department shall consist of a Firechief and such number of members that he may from time to time appoint.
- (2) The Fire Department may keep a maximum of 2 potential members on a waiting list to fill vacancies as they occur in the appointed membership. These potential members may train and perform duties as directed by the Firechief or his delegate along side of appointed members.
- (3) The Firechief shall be appointed by the Council.

FIRE DEPARTMENT ORGANIZATION

- (4) The Firechief may appoint other officers as deemed necessary for the functional operation of the Fire Department.
- (5) The Firechief shall appoint all members of the Fire Department.
- (6) Fire Department Auxiliaries, social clubs, or other such affiliations with the Fire Department must obtain approval of their charter from Council where their activities will represent the Fire Department or have any influence upon the operations, activities or services offered by the Fire Department.

4. JURISDICTIONS AND BOUNDARIES

1. The jurisdiction and boundaries of the Fire Department are set forth in the Fire Protection Agreements and/or the Mutual Aid Agreements. No Fire Department apparatus, equipment or personnel are authorized to be used or operated outside the established boundaries except as provided in section 4.(1)(A) Rescue Unit jurisdiction.

1.(A) Rescue Unit jurisdiction for the purpose of motor vehicle accidents shall be permitted to the areas which are not served by any other Fire Department beyond the boundaries as set out in the Fire Protection Agreements and/or the Mutual Aid Agreements at the discretion of the Firechief or Deputy Chief.

2. The Firechief shall assume authorities, duties and responsibilities of Local Assistant to the Fire Commissioner of the Province of Saskatchewan pursuant to the Fire Prevention Act, 1993 and this bylaw.
- (3) The Firechief has complete responsibility and authority over the Fire Department, as directed by the Council to which he/she shall be required to carry out all fire protection activities and such other activities such as Council directs including but not limited to:

- Rescue
- Incidents involving fire and/or explosion
- Other incidents presenting a danger to the public
- Fire Prevention and Public Education
- Pre-fire Planning
- Disaster Planning
- Community Planning
- Training

- (4) The Firechief or in his/her absence, the senior ranking member present, shall have control, direction, and management of any Fire Department apparatus, equipment, or personnel at any operation or incident involving the Fire Department and where a member is in charge, he/she shall continue to act until relieved by an officer authorized to do so.

FIRE DEPARTMENT ORGANIZATION

- (5) The Firechief shall establish rules, regulations, policies, and committees necessary for the proper organization and administration of the Fire Department including:

- Use, care and protection of the Fire Department apparatus, equipment, premises and property.
- The welfare, development, organization, conduct and discipline of the officers and members of the Fire Department.
- Routine and Special operations of the Fire Department Training.

5. ADMINISTRATION

- (1) The Firechief shall schedule instruction and training sessions for the development and improvement of knowledge and skills of the officers and members of the Fire Department every two weeks. Records of training sessions, instruction given, and Fire Department and individual progress shall be kept.

- (2) The Firechief shall schedule general meetings for the Fire Department officers and members at least once a month where general administration, committee activities, and common concerns can be heard and addressed. Minutes and committee reports shall be kept.

- (3) The Firechief shall maintain a Fire Department Log which shall record information including but not be restricted to:
- Fire Responses
 - Non-Fire Emergency Responses
 - False Alarms
 - Fire Prevention Activities
 - Training sessions
 - Membership attendance
 - Public Relation activities

- (4) The Firechief shall maintain an inventory of all apparatus, equipment, and properties of the Fire Department which records the working condition, and required maintenance of these items.

- (5) The Firechief shall compile an Annual Report on the Fire Department activities for presentation to Council at the first meeting in the month of January of each year. The presentation shall include but not be restricted to:
- Fire Department responses
 - Membership status and attendance
 - Training and administration meetings
 - Training overview (personnel involved, certified training received, schools attended and/or hosted.)
 - Fire Prevention and Public Education (programs and activities).

- (6) The Fire Department shall not enter into any contracts or lease agreements for service to another municipality. All such contracts and lease agreements must be negotiated, approved and signed by Council.

Fire Department Organization

- (7) The Fire Department may, by fund raising campaigns, assist Council in the purchase of additional equipment.
- (8) Council shall, before approving the Municipal Budget annually, set aside a portion of Municipal Revenue for Fire Protection and the Fire Department Budget. Council will determine how these revenues are to be used based upon the recommendations of the Firechief.
- (9) The Town shall ensure that adequate personal injury, death, and liability insurance be maintained for the Fire Department and the cost of such coverage be provided by the Municipality.
- (10) The Firechief shall establish Standard Operating Procedures (~~S.O.P.'s~~) to guide the Fire Department in its day to day operation. These ~~S.O.P.'s~~ shall in so far as practical and reasonable provide guidance for the Fire Department Officers and members in the Emergency Responses and Routine Operations that may be or are to be expected.
- (11) The Fire Department shall be provided with a separate and dedicated system by which to receive emergency incident notification.
- (12) The Firechief shall have a notification system in place to recall Fire Department Officers and members to emergency responses. A list of names and phone numbers of all officers and members of the Fire Department shall be kept current, the officers and members as well as posted in the Fire Hall whether part of the recall system or not.
- (13) The Firechief, and any officer or member of the Fire Department acting pursuant to this bylaw shall have full knowledge of the provisions and powers granted by the Fire Prevention Act, ~~1993~~ 1992.
- (14) The Firechief, officers or members may obtain assistance from other officials and employees of the Municipality under the jurisdiction of the bylaw as they deem necessary in order to discharge their duties and responsibilities under this bylaw.
- (15) Persons not duly appointed to the Fire Department as the Firechief, an officer or member are prohibited from operating, using or otherwise controlling any apparatus, equipment or properties of the Fire Department without the expressed permission of the Firechief, officer or member in charge.
- (16) No person shall falsely represent themselves as the Firechief, an officer or member of the Fire Department or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

FIRE DEPARTMENT ORGANIZATION

6. This bylaw shall come into force and take effect on the date of final passing thereof.

Introduced and read a first time this 28th day of March, 1994.

Read a second time this 11th day of April, 1994.

Read a third time this 11th day of April, 1994 and carried unanimously.

Mayor

Administrator