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|-----------------------------------------------------------------------------------|---------------------------------------------------|------------------|-------------|
|  | POLICY / PROCEDURE                                | No.              | <b>5.2</b>  |
|                                                                                   | <b>Fire Department<br/>Operational Guidelines</b> | Effective Date   | 11-Jan-2018 |
|                                                                                   |                                                   | Revision Letter  | <b>A</b>    |
|                                                                                   |                                                   | Council Approval | 2018-01-09  |

## 1.0 Purpose

To establish an Operational Guideline Manual containing written, standardized operational policies, procedures, references and regulations, which will promote safe, effective, and efficient operation of the fire department.

## 2.0 Scope

This policy applies to all Fire Department Members.

## 3.0 Policy

This Policy/Procedure of the District of Fort St. James shall ensure the following:

- 3.1 The Operational Guideline Manual is established as the standard, written reference source of all Fire Department rules, regulations, policies, procedures and operations.
- 3.2 The Operational Guideline Manual shall be utilized by all members as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.
- 3.3 The contents of the Operational Guideline Manual shall supersede any conflicting information contained in any other Fire Department publication.
- 3.4 Where an operational guideline does not address a specific topic or concern, Community Policy shall supersede the Operational Guideline Manual.
- 3.5 The existence of these written guidelines is not intended to limit any Member in the exercise of good judgment or best practice in taking the action a reasonable person would take in extraordinary situations, which may arise from time to time in the fire service.

## 4.0 Definitions

- 4.1 The words Council, Chief Administrative Officer, Fire Chief, Fire Department, Member, Member In Charge, and Officer have the meanings as defined in the Fire Regulation Bylaw.
- 4.2 Community Policy means a written or unwritten policy or standard of the community regarding expectations of reasonable response (e.g., a deliberately set grass fire on Nak'azdli reserve might be monitored and controlled, while a similar fire within the District of Fort St. James would be extinguished).

- 4.2 Operational Guideline Manual means the manual prepared, and amended from time to time, by the Fire Chief and approved by the Chief Administrative Officer, containing standard operational guidelines for the Fort St. James Fire Department.

## 5.0 Responsibilities

- 5.1 The Fire Chief or Member In Charge shall ensure compliance to this policy document.
- 5.2 The Fire Chief is responsible for maintaining and updating the Operational Guideline Manual. New or revised Operational Guidelines must be approved by the Chief Administrative Officer.
- 5.3 The Fire Chief must provide training on the use and implementation of the operational guidelines contained in the Operational Guideline Manual.
- 5.4 All Officers must supervise their subordinates within the guidelines and philosophies contained within the Operational Guideline Manual.
- 5.5 All Members must familiarize themselves with and work within the policies, regulations, and procedures contained within the Operational Guideline Manual.

## 6.0 Procedures

All procedures are contained in the Operational Guideline Manual.

## 7.0 Document Approvals

| Role           | Position                     | Name of Approver | Approval Signature | Date Approved |
|----------------|------------------------------|------------------|--------------------|---------------|
| Owner          | Fire Chief                   | Steven DeRousie  |                    | 15-Nov-2017   |
| Reviewer       | Chief Administrative Officer | Kevin Crook      |                    | 03-Jan-2018   |
| Final Approver | Mayor and Council            | Rob MacDougall   |                    | 10-01-2018    |

## 8.0 Revision History

| Effective Date | Rev Letter | Document Author | Description of Change |
|----------------|------------|-----------------|-----------------------|
| DD-Mmm-YYYY    | A          | Steven DeRousie | Initial Release.      |

## **APPENDIX A**

### **Philosophy**

1. Policies in the form of reasonable guidelines are necessary for the proper operations of any organization. Such guidelines must be standardized in a workable, readable format, which is made available to all levels of the organization.
2. Knowledge of these guidelines by Fort St. James Volunteer Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
3. The guidelines contained within the manual are intended to be reasonable and workable material of a positive nature.
4. The necessity for periodic review and revision of operational guidelines is recognized as a highly important component of the system. Such a process will take place as deemed necessary by the Fire Chief.
5. This Operational Guideline Manual is not expected to provide a solution to every question or problem, which may arise in an organization established to provide an emergency service delivery system. It is expected that it will be sufficiently comprehensive to cover either in a specific or general way, the majority of operational and administrative activities, which involve the members of the fire service.