



BY-LAWS

FOR

VICTORIA VOLUNTEER FIRE DEPARTMENT



Title: VVFD By-Laws	Policy Use: Internal
Department: Fire	Policy Number: VVFD-2019-1
Actual Reviewed Date: Sept. 23, 2019	Next Review Date: September/ 2024
Approval Date: October / 08 / 2019	Implementation Date: October / 08 / 2019

1. The department shall consist of a maximum of 35 firefighters & the following executive positions:
 - *Chief*
 - *1st Assistant Chief*
 - *2nd Assistant Chief*
 - *2 Captains*
 - *2 Lieutenants*
 - *Treasurer*
 - *Secretary*

2. Regular General meetings shall be held the 3rd Friday of each month.
 - a. 10 Members plus one, (1), Executive Member are required to form a quorum

3. Annual General Meeting shall be held on the 3rd Friday in January of each year.

4. Executive Meetings are to be held before each General Meeting but not on the same night.
 - a. 5 Executive Members are required to form a quorum

5. Fire Drill Practice shall be held from January to November.

6. When no Officers are available for a scene the most Senior Fire Fighter shall be in charge until an Officer arrives

- 7. MEMBERSHIP CRITERIA**
 - a. All new applicants shall reside in Victoria, effective as of the approval/implementation date, October 8/19.
 - b. Applicants applying for membership must be 18+ years of age.
 - c. New members shall be on a six-month probation period and shall be evaluated by the executive after the first 6 months. Progress shall continue to be monitored and evaluated throughout the first year.
 - d. The acceptance of new members shall be left to the discretion of the executive, with Council approval.
 - e. All members must have First Responders First Aid Training completed & be Level One Qualified within the first two (2) years.
 - i. Members not meeting this requirement can be dismissed at the discretion of the executive, with Council approval.
 - f. All members need to meet a minimum of 60% drill attendance.
 - i. Members not meeting this requirement can be dismissed at the discretion of the executive, with Council approval.

- g. All members, including executive, are expected to attend all fire department functions and/or activities. This includes, but is not limited to, drills and meetings.
- h. All applicants must submit a Criminal Record & Vulnerable Sector Check. All applicants must meet with the VVFD Executive and approved by Council before being accepted.
- i. Members who start out in the Junior Program shall become a Regular Member once they meet the age requirements as well as all requirements in Regulation 7.h, with the associated costs for a Criminal Record and Vulnerable Sector Checks reimbursed by the VVFD.
- j. All members must maintain a required clean-shaven condition, and refrain from having any object or material that would interfere with the seal or operation of the respirator as per CAN/CSA-Z94.4-02.
- i. A member who does not follow By-Law 7.j and all subsections, can be disciplined as outlined in By-Law 19 and all subsections.

8. EXECUTIVE ELECTIONS

- i. Notwithstanding By-Law 8, Council, the authority for the Town of Victoria, as per the Municipalities Act 1999, Section 63, (1-4), reserves the right to appoint the department head, if deemed necessary.
- ii. Any persons wishing to run for an Executive Position must have a nominator/second on or before the date of the election.
- iii. Department elections shall take place during the Annual General Meeting in the even numbered years.
- iv. All elected Executive positions are for a 2-year term.
- v. A member must be past 1-year probation period and meet the requirement in #7.e, in order to qualify for elections.
- vi. Newly elected Executive shall take office at the 1st General meeting following the Annual General Meeting. The outgoing Executive shall have at least 1 meeting with the new Executive to transfer business.
- vii. An Election Committee must be formed 3 months prior to the Executive Election Date.
 - a. The purpose of the committee is to vet all members who want to run. This will ensure running members meet the qualifications for the position they want.
 - b. The committee shall consist of 3 members. 1 member must be from the Executive.
- viii. Members qualified for higher ranking positions can run for lower positions on election night.
- ix. No member can run unless vetted by the Election Committee.
- x. Only members of the Town Council/Town Clerk Manager shall supervise the election and the counting of the ballots.
- xi. Council members that are members of the department or have relations to member(s) of the department shall be excluded from the election supervision and ballot counting.
- xii. To be elected to an executive position a member must poll 50% plus 1 of the votes cast
- xiii. All members have the right to see their count.
- xiv. If the election is to fill more than one position (i.e. Captain) and a member gets 50% plus 1 on the first ballot they are automatically elected to that position. The first winning members name shall then be removed from the ballot. Members will then vote again on the remaining members running for that position.
- xv. When multiple members are running for a single position & there is a tie, members who are not tied shall be removed from the ballot. Members will then vote on the remaining members who tied.

- 9. When an executive position becomes vacant, it must be filled by the Election Process only and at the next regular general meeting. The member must be qualified to perform the duties of that position.

Qualifications are listed under Section 11 of By-Laws.

10. Executive members whom are unable to perform their duties in their election position due to personal changes (i.e. work, family, etc.) must resign the position with the vacant position filled as per By-Law #9.

11. EXECUTIVE MEMBER ELECTION CRITERIA

- a. To run for the position of Chief a member must have held the position of 1st or 2nd assistant chief for a full 2-year term.
 - i. If a member does not meet this criterion, the election committee, with advice from the current executive shall assess the member's qualifications for the position.
- b. To run for the position of 1st Assistant Chief or 2nd Assistant Chief a member must have held the position of Captain or Chief for a full 2-year term.
 - i. If a member does not meet this criterion, the election committee, with advice from the current executive shall assess the member's qualifications for the position.
- c. To run for the position(s) of Captain the member must be Fire Fighter Level 1 qualified
 - i. If a member does not meet this criterion, the election committee, with advice from the current executive shall assess the member's qualifications for the position.
- d. To run for the position of Lieutenant a member must be defensive fire fighter qualified.
 - i. If a member does not meet this criterion, the election committee, with advice from the current executive shall assess the member's qualifications for the position.

12. Firefighters are responsible to notify the Lieutenant if they are unable to attend drills, meetings or anything pertaining to leave.

13. Only approved Firefighters shall be permitted to travel on Fire Apparatuses or fight a fire by the officer/firefighter in charge.

14. There is no smoking/vaping inside of any Fire Apparatus or the Fire Hall.

15. All Member of the Fire Department shall be in good standing with the Newfoundland & Labrador Association of Fire Services.

16. By-Laws shall be reviewed and approved by Council every five (5) years.

- i. Any recommended changes to the VVFD's By-Laws, prior to the five (5) years, must be reviewed and approved by Council upon request from the VVFD.

17. HONORARY/LIFETIME MEMBERS

- i. Firefighters injured while performing any Fire Department related activity shall automatically qualify for honorary status.
- ii. Members who have served 10 years are eligible to become honorary members.
- iii. Honorary Members are welcome to attend all fire department functions, unless told otherwise; this clause shall exclude Executive Meetings.
 - i. When attending meetings Honorary members are not to speak until asked at the end of the meeting and cannot bring up issues that does not concern the current elected Executive.

- ii. Honorary members not following By-Law 16 and all subsections shall be given three warnings. If the issue persists after three warnings the member shall be banned from all meetings.
- iv. Honorary Members are eligible to keep their Fire Department Uniform as per #16. ii, if they wish.
- v. Honorary-Members do not have voting privileges and shall be requested to reserve their comments and/or opinions on topics concerning active firefighters until the issue has been discussed and/or voted on by active firefighters.
- vi. Members wishing to become honorary members before retirement or due to health reasons shall be dealt with on an individual basis by the executive.
- vii. All Lifetime & Retired Members shall be considered Honorary Members from 2019 forward.

18. LEAVE/ABSENTEEISM

A register/Logbook must be kept per event, including all meetings that must be signed by the recorder and by any members absent upon returning to the next VVFD event. Should a VVFD member refuse to sign, two witnesses shall sign for the refusal. (Member means any person accepted as a member of the VVFD, including the Executive).

- i. Notwithstanding current members of the VVFD, as of the date these By-Laws come into effect, any member who relocates outside Victoria shall lose membership to the department.
 - a. Members are required to immediately notify the department of such an issue listed in By-Law 17.i.
 - b. Members who move back to Victoria are required to submit a new application as per the membership criteria under By-Law 7 & all subsections.
 - c. Membership shall still be at the discretion of the executive and Council approval.
- ii. Members who leave and/or are dismissed from the department must return pager and all other fire department regalia. Items include but are not limited to; uniform, pager, tools and bunker gear.
 - a. Items not returned shall be billed to the member at full replacement cost.
- iii. Members who do not attend drills, fundraisers or other department functions shall be marked absent unless a member of the executive is notified unless an approve leave of absence has been granted. Approved leave includes; Leave of Absence, Medical & Bereavement. Absentee/s must sign/initial register/logbook.
- iv. Members are entitled to 1-year Leave of Absence & must notify the Executive via email or in writing
 - v. Members returning from Leave of Absence shall notify the Executive via email or in writing of their intentions to return. The Executive has the authority to grant this request as soon as reasonably possible and approval of Council.
- vi. Members can be granted medical leave with a note from a doctor presented to the Executive.
 - a. Members must present a letter to the Executive from a Medical Doctor, stating they are fit to be a firefighter, in order to return to the department.
- vii. Members who leave the department on their own accord must have to submit a new application to the Executive in order to be reinstated as a member and with Council approval.
 - a. They are required to submit a new application & follow the membership criteria under By-Law 7 & all subsections, if it is greater than 1 year.
 - b. Membership shall still be at the discretion of the executive and Council approval.

19. The Department shall respond to request for fire / emergency services if requested by the RCMP, other Emergency Services or Legal Authority within the guidelines provided by the Town Council.

20. DISCIPLINE/REPRIMANDING

- i. Members behaving in an unprofessional manner shall be disciplined on a 3-step basis.
- ii. 1st offence shall result in a verbal warning.
- iii. 2nd offence shall result in a written warning.
- iv. 3rd offence shall result in a dismissal for a period decided by the executive suitable to the infraction.
- v. **All offences must be recorded by an officer, signed by a witness including member receiving disciplinary action.**
- vi. All written warnings shall be sent via registered mail.
- vii. Some situations include but are not limited to; theft, vandalism, under the influence of drugs and/or alcohol, while performing their duties shall be cause for **immediate dismissal**.
- viii. Members with poor attendance and showing lack of effort in the department and department related activities shall be disciplined on a 3-step basis.
 - ix. 1st warning shall result in a letter.
 - x. 2nd warning shall result in a 2nd letter followed by a discussion with the chief
 - xi. 3rd warning shall result in an automatic dismissal from the department.
- xii. All members of the department shall always show respect and courtesy and address officers by their rank.
- xiii. Members dismissed from the department shall be notified in writing by the executive & notification shall be sent via registered mail along with Council being immediately notified.

21. During meetings, members must stand to speak and be acknowledged.

- i. All members shall have respect when another member is speaking.
- ii. The chairperson of the meeting has the authority to impose the need for members to stand, wait to be acknowledged and then speak in an orderly fashion.
- iii. A member who does not follow By-Law 20 and all subsections can be disciplined as outlined in 19 and all subsections.

22. An ENTERTAINMENT COMMITTEE will be formed consisting of the 1st Assistant Chief and at least 2 members of the department.

23. No members shall be permitted to practice or attend scenes unless dressed in proper Personal Protective Equipment (PPE).

- i. Members refusing to wear proper PPE shall be dismissed from the practice and/or scene by the officer/firefighter in charge.

24. Members are not permitted to discuss scene/incident details in public. Such violations are cause for dismissal.

- i. If a member chooses to disobey By-Law 23, they accept all legal responsibilities related to this infraction.

24. EXECUTIVE ROLES/RESPONSIBILITIES

The **highest-ranking officer or senior firefighter** takes full responsibility for all issues and/or incidents at department related functions. This is including but is not limited to; drills, scenes.

- i. All members must not talk to the media unless appointed by the highest-ranking officer or senior firefighter.
- ii. Executive roles are not limited to but include everything listed in By-Law 24 and all subsections.

Secretary

- i. Is responsible for documenting ALL meetings.
- ii. Will update and/or assist in updating all department documentation when needed.
- iii. A secretary does not have an officer rank.

Treasurer

- i. Is responsible for all financials related to the department.
- ii. They shall ensure all paperwork is documented and kept in good standing order.
- iii. They shall provide quarterly department financial statements to the executive and Council.
- iv. A treasurer does not have an officer rank.

Lieutenant(s)

- i. Is responsible for notifying members for attendance at meetings, drills and other department functions. Log-In/Sign-In must be signed per meeting with absentees stated.
- ii. Is responsible for the cleanliness of the Hall, fire apparatuses and equipment.

Captain(s)

- i. Is responsible for all equipment and fire apparatuses. This includes but is not limited to; SCBA, Fire Apparatuses, Generator, Portable Pumps, Bunker Gear
- ii. They shall make sure all lost, stolen or damaged equipment is recorded and replaced/repared in a timely fashion.
- iii. Captains are required to dawn the SCBA with other qualified members when the situation dictates so.

1st & 2nd Assistant Chief

- i. Is responsible for taking on the roles of the Chief when the situation dictates so.
- ii. Is responsible for ensuring all appropriate information is being recorded and updated as per Fire & Emergency Services requirements.
- iii. Shall ensure all members are properly trained & receiving proper training
Shall conduct training & drills or appoint a member when the situation dictates so.
- iv. Shall ensure all new members have a copy of By-Laws and all proper documentation filled out. This includes but not limited to insurance papers.

Chief

This position is subject to the following, in conjunction with Municipal Legislation & the NLR 26/00 Fire Chief Regulations under the Municipalities Act, 1999 and any other Act of Regulations pertaining to this position:

- i. Is responsible for ensuring all appropriate information is being recorded and updated as per Fire & Emergency Services requirements.
- ii. Shall ensure all members are properly trained & receiving proper training
- iii. Is responsible for making all decisions on a scene
- iv. Shall be the voice of the department when approaching the town council unless another member is asked to represent, with advance written notice to Council.
- v. Is responsible for filling out reports and/or any other information needed for the RCMP.
- vi. Is responsible for talking to the media unless another member is asked to represent.
- vii. Is automatically a member of all committees.
- viii. Will be involved in any committee member selection.
- ix. Takes full responsibility for all actions of the fire department.

25. No member shall post information on social media and all other pertinent media outlets without permission from the executive and/or town council.

i. If a member chose to disobey By-Law 25, they shall bare all legal responsibilities related this infraction.

26. REMUNERATION

- a. The formula evaluation period shall be from December 1st to November 30th of the following year.
 - i. Executive members shall receive 10% bonus. 10% of the total remuneration shall be set aside for executive members.
 - ii. The remaining funds shall be equally divided by the number of active members. Using the formula of 15% for fire and emergency scenes, 30% drills and training, 5% meetings, 10% for fundraising activities and 10% for community activities. (Revised wording)
 - iii. All active members inclusive of executive members shall receive 30% of the amount calculated in By-Law 26a-ii.
 - iv. All active members shall receive a maximum of 15% for attendance at fire and emergency scenes based on their attendance records.
 - v. All active members shall receive a maximum of 30% for attendance at drills and training based on attendance records.
 - vi. All active members shall receive a maximum of 5% for attendance at meetings based on attendance records.
 - vii. All active members shall receive a maximum of 10% for attendance at fundraising activities based on attendance records.
 - viii. All active members shall receive a maximum of 10% for attendance community activities based on attendance records.
 - ix. All monies not disbursed under By-Law 26 shall be divided equally between all active members.
- b. If a member leaves the department during the course of the year, they are entitled to be compensated for time served based on By-Law sections 26 & all subsections.
- c. Members dismissed from the department for just cause shall not be entitled to a share of the remuneration.

27. All By-Laws as written herein shall not be in contravention of the Municipalities Act, 1999, Fire Chief Regulations, Firefighter’s Protection Act, Fire Protection Services Act, or any other Provincial Legislation, whether know or unknown.

28. All previously approved/adopted By-Laws and/or amendments for Victoria Volunteer Fire Department thereto are hereby rescinded.

Motion 2019-182 Clarke/DM Moores

Name: **Barry Dooley** Mayor / Or Alternate

Signature: 

Date: October / 08 / 2019

Witness:  Town Clerk Manager or Alternate

