

Portfolio: Fire Department

Background

Historically the Hagensborg Waterworks District has relied on a fire chief, elected to the position by the volunteer firemen, to operate the Fire Department and was given sole responsibility to operate the Fire Department as he or she saw fit, simply providing a report once a year for the AGM.

Several years ago, with the passing the fire chief and election of a new one, the trustees noticed the firemen engaging less and less in training and less equipment renewal and replacement. Additionally, the Fire Chiefs rarely provided a budget for upcoming expenses, relying on the trustees to determine how much was needed. No reports or paperwork has been handed in for decades beyond the annual report for the AGM.

The communication disconnects became concerning as various government entities such as WCB began to take notice of the district finding issues and concerns. The introduction of the “Playbook” from the Office of the Fire Commissioner and the passing of the Bill 4, Fire Safety Act demanding more and more accountability from the District, the trustees and staff have had to assume significantly more liability and responsibility.

The Improvement District Manual states that the fire chief is considered to be a volunteer, board-appointed staff member. The Fire Department Establishment and Operations Bylaw 212 defines the responsibilities of the fire chief and board and the scope of authority delegated by the board to the fire chief for the operation of the fire department.

Section 740.1 the *Local Government Act* allows a board of trustees to appoint a Select or Standing Committee by resolution. Standing Committees, also known as Working Groups, may be established for matters which are ongoing. In identifying a need, the Trustees will appoint one of their members to chair the Standing Committee. The “portfolio” is an ongoing position.

Roles & Responsibilities:

As holder of this portfolio, the primary role of the trustee is to act as liaison between the trustee’s, the district officers and the Fire Chief to support the Fire Chief in his duties, bringing the Fire Department up to minimum standard. The trustee will bring reports and concerns to the board and/or district staff as needed, to assist in mitigating any concerns or issues.

Procedure

Liaison: The trustee will meet with the Fire Chief once a (week/month) to review the Operational Guideline and Job Description, as required under regulations.

The trustee will discuss challenges faced by the Fire Chief in meeting the requirements under the “Playbook”, the Operational Guideline, and any other responsibilities the Fire Chief feels he/she has. The trustee will consult with the Fire Chief and district staff on actions for addressing or mitigating the concerns. He/She will report back to the board on the issues and provide suggestions for addressing the issues. The trustee will take the suggestions to the Fire Chief for implementation.

The trustee will not be responsible for implementation of any guidelines, or actions required of the Fire Chief.

New Project: Upon learning of a new project needed or desired by the volunteer firemen, the trustee will bring a report provided by the Fire Chief to the board together with a description of the skills &

equipment needed to complete the job, a timeline to start & complete, and an estimate of cost. The CFO will confirm the funds are available.

The work will always be assigned to an approved contractor or supplier. If an approved contractor or supplier capable and ready to complete the work is not available, the trustee's may accept a recommendation from the trustee and/or the Fire Chief.

Records/Reporting

The trustee will keep a work log of all time spent including time for logging and creating reports, and provide the work log to the CFO at month end.

The trustee will provide a (written/verbal) report to the board at each board meeting.

Budgets/Resources

Budget for major items for 2016		
Capital/Asset Replacement		
	Fire Hall – To replace in 10 years (2026)	\$150,000.00
	Fire Truck	\$325,000.00
Operations for 2016		
Truck	Fuel/Oil	\$350.00
	Repairs & Maintenance & Inspections	\$1,800.00
	Insurance	\$800.00
Firemen	Insurance - FP Death & Disability/On & Off Duty	\$2,890.00
	Equipment	\$500.00
	Training	\$1,500.00
	Honorariums (\$10 per fireman per practice attended)	\$2,000.00

An hourly value of \$45 will be applied to trustee time for calculating In-Kind. There is no limit to the number of hours a trustee may spend on the Portfolio work.