

**CORPORATION OF THE TOWNSHIP OF
KILLALOE, HAGARTY AND RICHARDS**

By-Law #15-2011

**Being a by-law to appoint an Acting Fire Chief for the Township of
Killaloe, Hagarty and Richards**

WHEREAS Section 11(2) of the Municipal Act contains provisions for a municipality to pass by-laws respecting the Health, Safety and Well-Being of Persons;

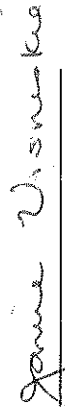
AND WHEREAS the Municipal Corporation of the Township of Killaloe, Hagarty and Richards deems it necessary and desirable to appoint an Acting Fire Chief;

NOW THEREFORE the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

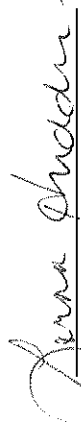
1. That Gerry Dombroski is appointed Acting Fire Chief for the Township of Killaloe, Hagarty and Richards, effective February 25, 2011.
2. That the duties and responsibilities of this position shall be contained in the job description attached as Schedule "A", and forming part of this by-law.

Read a first and second time this 22nd day of March, 2011.

Read a third time and finally passed this 22nd day of March, 2011.



Mayor



Clerk-Treasurer

Schedule "A"
To By-Law #15-2011

Position Title: Acting Fire Chief (Volunteer)

Work Relationship: Reports Directly to Council

Purpose of Position:

To supervise and be in overall charge of fire prevention and fire fighting services. Plans, co-ordinates and directs the activities of the Fire Department; does related work as required within the guidelines of the Council policy.

Major Responsibilities:

Program Service:

- plans, co-ordinates and directs the overall activities of the fire department
- prepares and presents the annual estimates and plans for the Fire Department for Council approval and exercises control of the budget
- reports to and assumes command of all major fires and extraordinary emergencies
- supervises the investigation and determination of cause of fires and reports to the Fire Marshal
- assigns people to perform specialized fire fighting and fire prevention duties
- maintains discipline and promotes the morale of the Fire Department
- directs the inspection of buildings for fire hazards to ensure conformity with fire prevention ordinances
- reviews reports and inspects to determine the condition and efficiency of fire department equipment and takes measures to correct deficiencies
- directs and inspects the maintenance and repair of fire fighting equipment and ensures adequate records of the equipment are maintained
- directs the preparation and updating of personnel, equipment and activities, records and reports
- directs the training of Fire Department personnel
- recommends the purchase of supplies and the replacement of deficient fire fighting equipment
- attends meetings and conferences, liaison with other departments and the Fire Marshal's office, addresses interested groups regarding fire prevention and fire fighting activities
- initiates requisitions for materials and services and certifies all accounts of the department
- ensures accuracy in reporting hours for fire department payroll

- recommends to council the appointment of any qualified person as a member of the department, following the established municipal interview process

Human Resources:

- direct supervision of Deputy/ District Chief and other officers of the Fire Department
- indirect supervision of fire fighters
- is responsible for directing the work of the Fire Department and makes recommendations to council for hiring and firing of personnel
- is responsible for supervision of the evaluation of the performance of the members of the Fire Department

Financial Resources:

- assists in the preparation of the annual Fire Department estimates and presents same to Clerk-Treasurer, Committees and Council
- as approved by Council, administers the Fire Department Budget

Material Resources:

- ensures the safe operation and management of the Fire Hall(s) and of large equipment (fire fighting vehicles), portable pumps, fire hose, fire fighter safety clothing and personal protective gear, and other equipment associated with fire fighting

Skill and Effort:

Knowledge:

- good understanding and ability to interpret and apply policies and procedures, acts, codes, and by-laws pertaining to the Fire Department function
- thorough knowledge of modern fire fighting and fire prevention methods
- strong supervisory and administrative skills to plan, organize and implement Fire Department activities
- good knowledge of the geography of the area
- good knowledge of the principles and practices involved in training personnel

Physical Skill and Effort:

- good physical condition
- ability to react quickly and remain calm under duress and strain

Decision Making and Judgement:

- work is performed under the direction of Council
- consults with Council regarding major policy determinations

- must be resourceful and use good judgement in emergencies

Judgement is exercised in:

- inspecting equipment and personnel, training, fire fighting and prevention to ensure that acceptable standards of quality and quantity are being met
- supervising the employees of the Department, implementing appropriate training and development programs and evaluating performances
- preparing the annual estimates and directing Department operations within budgetary constraints

Interpersonal Skills/Contacts:

Internal:

- strong interpersonal skills to relate with Clerk-Treasurer, members of Council, the public, other fire departments and Fire Marshal's office
- with Clerk-Treasurer regarding payment of accounts and budget estimates and expenditures
- to provide information and advice to Council on policy options and plans for the Department
- with Building Inspector regarding Building Code and related by-laws

External:

- with the general public to explain Fire Department responsibilities and constraints and to respond to questions and complaints
- with Fire Chief and staff of neighbouring municipalities to discuss mutual aid, fire fighting coverage and other fire fighting related matters
- with vendors and tradespeople to purchase equipment and services
- with representatives of the Fire Marshal's office

Working Conditions:

Environment:

- work is subject to severe physical hazards and demands, involves exposure to risk of personal injury or loss of life
- administrative work done in an office environment

Control Over Work Schedule:

- volunteer fire department, no regular work schedules except on occasion for routine training and practice. Work is performed on demand, which may cause interference with personal life and lifestyle.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.