

**PROVINCE OF QUEBEC
MRC LA VALLÉE-DE-LA-GATINEAU
MUNICIPALITY TOWNSHIP OF LOW**

ADOPTION OF THE FIRE DEPARTMENT CONSTITUTION BY-LAW # 002-2021 – 3

WHEREAS council deemed it necessary to establish a fire protection service with by-law #002-2009 and updated with by-law #006-2013;

WHEREAS council will adopt defined working conditions for firefighters and fire department officers at a council meeting

WHEREAS as a result of the adoption of the working conditions, an update of by-law #006-2013 is necessary to ensure the conformity of the content of both documents

WHEREAS, notice of motion of this by-law was duly given at the council meeting held on February 1, 2021;

THEREFORE, it is.

PROPOSED by Joanne Mayer
SUPPORTED by Luc Thivierge

AND RESOLVED by the present members of Council that.

ARTICLE 1

By-law # 006-2013 concerning the establishment of a fire protection service is repealed and replaced by this by-law.

ARTICLE 2

The masculine is used in these regulations without discrimination and includes the feminine in order to avoid a too heavy text.

ARTICLE 3

The said service will aim to contain the loss of human and material life, protect the environment and organize and support the operations of other municipal services during the deployment of emergency civil security measures.

1. Prevention, i.e., reducing the number of fires and educating the population.
2. The development of means of self-protection.
3. Rescue of people, containment and extinction of fires throughout the municipality.
4. The operation of an extrication unit.
5. Operation of ice and water rescue teams
6. The operation of a first responder service
7. Off-road and isolated rescue assist one of the three SEMI poles of the MRCVG
8. Assistance to the public works department during a major event
9. Assistance, planning and implementation of the emergency preparedness plan
10. Assistance on request from neighboring municipalities

ARTICLE 4

The head of the service will be appointed by the council.

ARTICLE 5

Service personnel may include:

- One (1) director
- One (1) assistant director
- One (1) operations manager
- One (1) Captain
- Three (3) Lieutenants
- One (1) OSST firefighter
- 24 (twenty-four) total firefighters including the staff

ARTICLE 6

The salary and working conditions of the director and the assistant director are guaranteed by employment contracts renewable at intervals of four (4) years, at the end of this contract the latter resides in the employ of the municipality.

The working conditions of officers and firefighters will be determined by the manual of working conditions of the fire service following the recommendations of the public safety committee to the municipal council.

ARTICLE 7

The director of the fire safety service receives applications for membership and presents its recommendations to the public safety committee, which recommends it to the council.

The fire safety service can also carry out recruitment campaigns.

ARTICLE 8

To be eligible to become a member of the service as a firefighter, the candidate must:

1. Be over 18 years of age or 16 years in the case of a cadet.
2. Pass successfully the aptitude exams that may be required by the director of the service
3. Be judged physically fit to become a member of the service, following an examination certified by a doctor during the probationary period if the need is felt by the director of the service.
4. Reside in the municipality or 40 kilometers from the municipal limits, except in the case of the director and the deputy director.
5. Hold a driver's license or express a desire to acquire a 4A license, for driving any response vehicle of said fire department if it is called upon to drive said vehicles.
6. All members of the fire service are required to follow the training offered by the municipality unless there is an agreement with the director of the fire service
7. It is recommended that all members of the fire department receive vaccination against hepatitis, tetanus and Covid-19.
8. Consent to a Criminal Record Check upon request.

ARTICLE 9

All candidates will have a trial period of at least eighteen (18) months during which they must follow the training required by the director of the fire safety service. The trainings will be scheduled by the director of the fire department as soon as possible following the acceptance of a candidate and can take place in the municipality of Low or in another municipality.

ARTICLE 10

Each member of the department shall comply with the *Code of Ethics for Employees*, the *Working Conditions for Employees of the Fire Department*, the job description concerning him/her (annexed to the present by-law) and the rules of internal director elaborated by the director of the fire safety department.

ARTICLE 11

The promotions will be made by recommendation to the municipal council by the director of the fire safety service and will be awarded by merit or by internal or external competition.

The officers are appointed by resolution of the Council following a favorable recommendation from the fire department, to limit interpersonal conflicts the recommendations will come without exceptions from the director of the fire safety service and without exceptions.

ARTICLE 12

The municipality will provide personal protective equipment and other work clothing for firefighters and officers, all in accordance with the annual budget.

In the event of an accidental loss of equipment or an accident suffered by a firefighter or an officer during an intervention or a displacement for an intervention, a request for reimbursement must be completed and approved by the director of the service. fire safety. This request will be sent to general management for reimbursement to be authorized. Any loss of material or accident must be reported to general management as soon as possible.

ARTICLE 13

The council undertakes to subscribe to insurance and to defray the costs thereof to compensate the members or its legal heirs in the event of:

- Loss of life
- Bodily injuries
- invalidity
- Loss of salary (in accordance with the CSST).

ARTICLE 14

The policies mentioned in Article 10 will be reviewed, updated and published on a regular basis.

SECTION 15

The director of the fire department may reprimand or suspend any officer or firefighter for insubordination, misconduct, repeated absences or who refuses or neglects to comply with the general and internal rules and regulations affecting the proper functioning of the department. In the case of dismissal, the recommendation shall come from the director of the fire department and shall be sent to the municipal council, which shall approve or refuse the dismissal if the reason is not sufficient.

ARTICLE 16

The municipal council following a recommendation of the direction of the fire safety service, will be able to demote an officer, to suspend or to dismiss, any officer or firefighter having committed a series of well documented offences, this option will be the last option available following the escalation of sanctions proposed by the CNESST and will have to be accompanied by a recommendation of the legal adviser of the municipality.

ARTICLE 17

The director of the fire department will be responsible for.

1. The realization of the objectives described in article 3 of the present by-law, taking into account the personnel and equipment at its disposal.
1. The optimization of the human and material resources put at its disposal.
2. Of the administrative and operational director of the service within the limits of the budgets that will be allocated to it, subject to the fact that all expenses are subject to the provisions of the Municipal Code, control and budgetary monitoring of the municipality and the rules of internal director of the municipality.

3. The long-term planning of the service and the renewal of the equipment
4. Prevention activities
5. Supporting the Urban Planning and Environment Department in the development of municipal by-laws when required.

ARTICLE 18

DESCRIPTION OF DUTIES:

Refer to the working conditions manual of the fire department.

ARTICLE 19

The director of the fire department and the officers will be entirely responsible for the director of operations during an emergency call, or the department will be called to intervene, and they will remain the only authority on the scene. They shall remove anyone who endangers their own safety or interferes with the work of the responders. They shall ensure the protection of the property of the victims and remove anyone who is not authorized to approach the scene.

ARTICLE 20

It is an offence under the present by-law to refuse to obey an order from the director or an officer of the fire department to move away from a disaster area.

ARTICLE 21

Any duly authorized member of the service may force the entry of private or public property if he has serious reasons to believe that an emergency is developing, the fire safety service must then notify the Sureté du Québec as soon as possible.

ARTICLE 22

If at the time of the break-in provided for under Article 21 of this document, the occupant of the home is absent, the access must be secured.

ARTICLE 23

All members of the fire safety service will have the duty to report any emergency either by telephone or by telecommunication radio to protect residents, road users and all visitors.

ARTICLE 24

The director of the fire safety service and the officers may ask for help from any person physically able and present at the scene of a fire if he deems his participation essential, to any contractor for specialized machinery or to a neighboring municipality.

ARTICLE 25

The fire department may order the demolition of any building, fence, outbuilding, etc. if this action is deemed imperative to stop the progress of the fire.

ARTICLE 26

The service will be able to respond to an emergency call outside the city limits if the need arises.

Example: In the case of a call for a vehicle accident or a residential fire, the address given is within the limits of the municipality Township of Low, the fire safety service will continue its route as long as the emergency will not have been found, even if it is in outside of the municipality.

ARTICLE 27

The director of the fire safety service should promote the establishment of mutual aid agreements with neighboring municipalities.

ARTICLE 28

When by virtue of an official agreement, the fire department of Low may call to intervene in a neighboring municipality, the director of the fire department will retain all the powers listed in the previous articles, including those listed in Articles 19-25, until such time as he is officially relieved (delivered) of this responsibility.

ARTICLE 29

The director of the fire safety service and the officers must ensure that at all times there are sufficient firefighters to respond to fire and extrication calls (if applicable) as well as to combat these incidents effectively.

ARTICLE 30

The director of the fire safety service must submit all fire reports, practices, rescue, extrication, and any other report requested by the director general for study and filing in the file, within a reasonable time.

ARTICLE 31

The municipal corporation will provide the employee, including the volunteer employee, with legal protection and insurance coverage, like other employees of the municipality. The employee may also request the services of their own lawyer, who will work under the direction of the municipal representative.

ARTICLE 32

Fire Department vehicles are made available to firefighters, vehicles will be kept in good working order and in compliance with ULC (Standard on Automotive Fire Fighting Equipment), NFPA (NFPA 1500 Fire Department Occupational Safety and Health Program; NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting; NFPA 1981 Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services) and SAAQ (Société de l'assurance automobile du Québec).

The director of the fire department will establish a schedule of guard and will put at the disposal of the officer of guard the vehicle of fast intervention (Vehicle 116) and this as much for its personal displacements as professional within a radius of 40km of the municipality