WHEREAS Section 9 of the *Municipal Act, 2001*, as amended, provides a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, and

WHEREAS Section 8(1) of said Act provides Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities,
   (a) to enable them to govern their affairs as they consider appropriate; and
   (b) to enhance their ability to respond to municipal issues, and

WHEREAS Section 2 of the *Fire Protection and Prevention Act*, S.O. 1997, Chapter 4 provides generally that every municipality shall establish a program of fire education, fire prevention, fire safety and provide such other fire protection services as it deems necessary and shall, in discharging its responsibilities, establish a Fire Department, and

WHEREAS By-law No. 149-98 was passed by the Municipal Council of the Town of Fort Erie on the 13th day of October, 1998 to establish a Discipline Policy for the Fort Erie Fire Department, and

WHEREAS By-law No. 152-98 was passed by the Municipal Council of the Town of Fort Erie on the 28th day of September, 1998 to establish an Awards Program Policy for the Fort Erie Fire Department, and

WHEREAS By-law No. 33-2003 was passed by the Municipal Council of the Town of Fort Erie on the 10th day of February, 2003 to adopt a Human Resource Policy for the Volunteer Firefighters, and

WHEREAS Report No. CDS-33-07 was approved at the Council-in-Committee Meeting of April 2nd, 2007 directing revisions to the Volunteer Firefighters Human Resource Policy and the repeal of By-law Nos. 149-98, 152-98 and 33-2003, and

WHEREAS it is deemed desirable to consolidate certain by-laws into a comprehensive Human Resource Policy for the Volunteer Firefighters in the form of Schedule “A” annexed hereto to this by-law;
NOW THEREFORE the Municipal Council of The Corporation of the Town of Fort Erie hereby enacts as follows:

1. THAT the Human Resource Policy for the Volunteer Firefighters in the form of Schedule “A” annexed hereto to this by-law be and it is hereby authorized, approved and adopted.

2. THAT pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the Municipal Act, 2001, as amended, the Clerk of the Town of Fort Erie is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical or descriptive nature or kind to this by-law or its schedules as such may be determined to be necessary after the passage of this by-law.

3. THAT By-law Nos. 149-98, 152-98 and 33-2003 be and they are hereby repealed.


__________________________________________________
MAYOR

__________________________________________________
CLERK

I, Carolyn J. Kett, the Clerk, of The Corporation of the Town of Fort Erie hereby certifies the foregoing to be a true certified copy of By-law No. 54-07 of the said Town. Given under my hand and the seal of the said Corporation this day of , 200 .
Fort Erie
Fire Department

HUMAN RESOURCE POLICY FOR VOLUNTEER FIREFIGHTERS
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1.0 PURPOSE

The Policy Handbook incorporates various human resources practices that a volunteer member of Fire Department might encounter during a career with the Fort Erie Fire Department. Except as noted within the Policy, the provisions of this policy apply to all volunteer members of the Department.

2.0 BACKGROUND

The human resources policies of the past have not been all encompassing. The development of this Policy Handbook brings all human resources matters into one handbook to provide continuity and consistency throughout all stations.

3.0 ADMINISTRATION

It is the duty of the Fire Chief and the Senior Fire Department Officers to administer the provisions of this Policy Handbook.

The Fire Chief consults and works closely with the Chief Administrative Officer and the Manager of Human Resources, to ensure consistency and compliance with the Town of Fort Erie’s Policies and Procedures, and all relevant legislation.

The Fire Chief along with the Fire Department Advisory Committee are responsible for ensuring the integrity of this Handbook to provide consistency in all stations, without compromising the level of service provided to The Town of Fort Erie.

This version of the Human Resources Policy includes articles on discipline and the awards program for Fire Department volunteer personnel. These documents were previously “stand alone” by-laws. Those by-laws have been repealed and incorporated into this policy.

4.0 DEFINITIONS

In this policy, all references to positions such as Member, Fire Chief, Deputy Fire Chief, District Chief, Advisory Committee and Senior Officers is as described in by-law No 28-07, being a by-law to Establish a Fire Department for the Town of Fort Erie.

5.0 RECRUITMENT

It shall be the Policy of the Fort Erie Fire Department to maintain a total complement of approximately 170 volunteer members. The volunteer members shall be assigned throughout the six stations for the purposes of fire and emergency response. The total of 170 volunteer members includes the Volunteer Fire Public Education Assistants who are not attached to a Station but considered as a separate division.

5.1 The Department shall hold a recruit drive to fill vacant positions as necessary at the recommendation of the Fire Chief.

5.2 Where direct family members are involved or could be involved in the candidate selection, those members who could/would be on the Selection Committee shall excuse themselves from the process, declaring a conflict of interest.

5.3 Recruitment and selection is conducted as follows:
5.3.1 Each recruitment opportunity is advertised to the general public. The advertisement will describe minimum qualifications, selection criteria and the deadline for applying.

5.3.2 Human Resources shall receive all completed applications.

5.3.3 At least one screening method is used to create a short list of candidates.

5.3.4 The names of the short-listed candidates and copies of their applications are forwarded confidentially to respective Station Officers for evaluation.

5.3.5 At least three rating methods are used to assess the short-listed candidates. A panel interview conducted by the Station Officers, is a normal part of the rating process.

5.3.6 Based on the interviews, the Station Officers will recommend to the Fire Chief any candidate who is qualified to move forward in the evaluation process.

5.3.7 If the Fire Chief approves, the recommended candidate(s) completes and returns the Corporation’s medical form and appropriate waivers, insurance forms, reference checks, etc.

5.3.8 The Fire Chief, Deputy Fire Chief and District Chief review the completed forms and determine the applicant’s status in the evaluation process.

5.3.9 If the decision is made to accept the candidate, the candidate receives the following:
   - Written, conditional offer of appointment, including starting date, remuneration, benefits and details regarding recruit training;
   - Job description;
   - Fire Department Human Resources Policy Handbook including the Establishing & Regulating By-law;
   - Training manual; and
   - Appropriate firefighting gear.

5.3.10 The recruit candidate shall successfully complete the physical evaluation test prior to being accepted into the recruit program.

5.3.11 To remain active with the Department, the member shall complete to the satisfaction of the Fire Chief, such medical physicals and physical abilities examinations as maybe required from time to time by the Department through administrative directives.

5.3.12 Each conditional candidate must complete and pass the basic recruit course delivered by the Fort Erie Fire Department before being placed in a station for active duty.

5.3.13 The recruitment of Volunteer Fire Public Education Assistants shall be in accordance with the items “a” through “h” and “i” parts 1, 2 3 of Article 1.4, above. The Public Safety Officer shall act in place of the District Chief for articles concerning the Volunteer Fire Public Education Assistant Division of the Volunteer Fire Service.
6.0 BENEFITS & COMPENSATION

6.1 Members acting as Volunteer Firefighters receive compensation and benefits as determined by Council.

6.2 Monetary compensation for emergency responses is determined according to the point schedule described in Table 1 below.

Table 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Status</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firefighter –1</td>
<td>All members, including Officers who have: ▪ achieved levels 2-6 and have a minimum 3 years service, including probation; and ▪ maintain certification through maintenance curriculum.</td>
</tr>
<tr>
<td>2</td>
<td>Probation + Modules 1 &amp; 2</td>
<td>Firefighter Module 2 - Achieved</td>
</tr>
<tr>
<td>3</td>
<td>Probation + Module 1</td>
<td>Firefighter Module 1 - Achieved</td>
</tr>
<tr>
<td>4</td>
<td>Probation Completion</td>
<td>Probation Curriculum Completed</td>
</tr>
<tr>
<td>5</td>
<td>Probation Period</td>
<td>Satisfactory Completion of Recruit Course</td>
</tr>
<tr>
<td>6</td>
<td>Recruit Course Completion</td>
<td>Application Accepted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Base Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
</tr>
<tr>
<td>90%</td>
</tr>
<tr>
<td>82%</td>
</tr>
<tr>
<td>72%</td>
</tr>
<tr>
<td>67%</td>
</tr>
<tr>
<td>Honourarium</td>
</tr>
</tbody>
</table>

6.3 Regular Training shall be paid on an hourly basis. The hourly rate is set annually, as determined by the Chief through the budget process and as approved by Council.

6.4 Compensation for “special” training is set in accordance with the Training Policy. (By-law No. 22-2001 ~ Policy No. 5-01 as amended)

6.5 Council determines benefits during the budget process. At a minimum, every Volunteer Member is a covered member under the Corporation’s WSIB account.

6.6 Details of the compensation and benefit package shall be outlined in a separate administrative directive. This administrative directive shall be reviewed and revised annually (as approved by Council) and agreed upon by the Fire Chief and the Advisory Committee.

6.7 Members, who act as Volunteer Fire Public Education Assistants of the Fire Department, shall be entitled to compensation and benefits. The levels of these &/or any other benefits shall be recommended by the Fire Chief and approved by Council during the budget process. The details of which will be contained in an administrative directive as referred to in Article 2.6.
7.0 **LIAISON COMMITTEE**

7.1 The Fire Department recognizes a Liaison Committee in accordance with the Establishing and Regulating By-Law No. 28–07.

7.2 The Liaison Committee shall consist of the Fire Chief and any other Management representative deemed necessary and one elected member from each Station.

7.3 The District Chief or Deputy District Chief shall not be eligible to accept this elected position.

7.4 The Liaison Committee shall meet with management annually to discuss and negotiate matters of compensation and human resources issues.

7.5 The terms of reference for this Committee are detailed in Administrative Directive No. 30-07. (see attached)

8.0 **TRANSFERS FROM ANOTHER FIRE DEPARTMENT**

8.1 An applicant for employment as a Volunteer Firefighter, who has experience with another Fire Department, will be expected to complete all provisions of the Recruit Training Program of this Fire Department.

8.2 The applicant shall provide proof of all training, including certifications achieved, and the names of references from his/her former Fire Department.

8.3 The applicant may apply to the Training Coordinators Committee for relief from some or all the provisions of the Recruit Training Program.

8.4 The Training Coordinators shall review the documentation and information and provide the Station and the Fire Chief with their recommendation and a course of action.

8.5 The Fire Chief in consultation with the Deputy Fire Chief and the Advisory Committee shall have final approval for the request for relief.

8.6 The applicant transferring from another Department shall be placed on probation for a period of one year from the time of their acceptance into the Department as a potential member.

9.0 **TRANSFER FROM STATION TO STATION**

9.1 A member (firefighter) requesting a transfer from one station to another station must follow the procedure as described in this section. All reasonable efforts shall be made to accommodate a request for transfer.

9.2 The member requesting a transfer must do so in writing on the appropriate form, submitting it to their District Chief stating why a transfer is being requested and the effective date. A minimum of thirty (30) days notice must be given.

9.3 The District Chief will complete a performance evaluation of the member using the criteria listed, and it shall accompany the request for transfer.
9.4 All members requesting a transfer to another station must adhere to the following procedure:

9.4.1 The Officers of station being left and the station to which the member will transfer, shall meet and review the following items concerning the transfer request:
- Attendance at calls;
- Attendance at training;
- Attendance at meetings;
- Performance; and
- Teamwork.

9.4.2 A recommendation will then be passed to the Fire Chief for review.

9.4.3 The Fire Chief will review in detail the recommendations of the Officers.

9.4.4 The Fire Chief may meet with both the Officers and the individual requesting the transfer if required.

9.4.5 At the conclusion of this consultation process the Fire Chief will review the situation with the officers of the station where the member is requesting a transfer.

9.4.6 The Fire Chief will make a final decision whether to accept or reject the request. Conditions may be applied to any transfer that is granted, i.e.) a probationary period.

10.0 LEAVE OF ABSENCE

It may be necessary to request a leave of absence from active service. A leave of absence may be requested for medical or non-medical reasons. All reasonable efforts shall be made to accommodate the Firefighter’s request for a leave.

Prior to “returning to active service” from any leave, all missed training and “signoffs” shall be up to date to the satisfaction of the District Chief and the Fire Chief and/or Deputy Fire Chief.

10.1 General

10.1.1 A member requesting a leave of absence shall apply in writing on the appropriate form.

10.1.2 The application shall be made to the attention of the District Chief who shall provide the Fire Chief with comments and recommendations concerning the request for leave.

10.1.3 The Fire Chief shall have the final approval to grant a leave.

10.1.4 A leave of absence may be granted for a period of not more than six (6) months.

10.1.5 A request to extend the leave of absence for a further period of three (3) months may be submitted. Not more than two (2) extensions shall be
permitted. All such requests shall be made in writing to the District Chief prior to the expiration of the current leave.

10.1.6 Members on a leave of absence extending greater the time span referenced above (1 year) shall be removed from the active roster. The member’s potential return to active service shall based on a case specific basis and be subject conditions administered by the Fire Chief, Deputy Fire Chief and District Officers.

10.1.7 All members returning to active duty shall apply in writing through the District Chief prior to their expected return and are subject to provision of the “Return to Service” provisions as detailed in Article 6.

10.1.8 A member on Leave of Absence for a Personal Reason, that extends greater than 6- months, shall cease to accumulate service time.

11.0 RETURN TO SERVICE

11.1 Return to Service ~ Medical Leave of Absence

If a volunteer member of the Fire Department is returning from a compensable injury or illness, or has been granted a leave of absence for medical reasons, the following policy is to be followed:

11.1.1 The member must have a comprehensive medical examination completed by a physician that states whether the member is fit to return to full, active duties. A report or letter approving the return to duty from the physician shall be delivered confidentially to the Fire Chief, prior to beginning any active service.

11.1.2 Once the Physician’s physical examination has been completed, and approved for return to service, the member involved must then complete the standard six (6) point practical “return to service” test.

11.1.3 The test is to be carried out at the Training Tower and witnessed by at least one of the following: the District Chief, Deputy District Chief or the Deputy Fire Chief.

11.2 Return to Service ~ Non-Medical Leave of Absence

11.2.1 A member returning from a non-medical leave of absence may be required to successfully complete a practical test before being reinstated to active duty.

11.2.2 The test will relevant and reliable and based on the member’s rank in the organization.

11.2.3 The test is designed by the Training Coordinators for the purpose of evaluating a returning firefighter’s safe and early return to active service and determining any requirement for accommodation.
12.0 **DISCIPLINE**

12.1 Purpose

The purpose of this section is to effectively prevent, correct or remedy performance deficiencies in an objective, fair, and progressive manner. The discipline, suspension or proposed discharge of any full-time member of the Fire Department is subject to the Town’s Discipline, Work Rules, and Absenteeism Policy, any Collective Agreement or Contract of Employment and any relevant Statute.

12.2 Objectives

This section of the Human Resources Policy is intended to provide a framework to broadly identify performance and conduct which are unsatisfactory and propose consequences. It will describe disciplinary procedures and penalties and a mechanism to appeal disciplinary action.

12.3 Roles and Responsibilities in the Disciplinary Process

12.3.1 Members

It is the responsibility of every member of the Fire Department, as defined in the Operating By-law, to adhere to acceptable standards of performance and conduct, as set out in Department Policies or Operational Guidelines. Failing to do so may result in discipline, up to and including discharge from the Department. Volunteer Fire Public Education Assistants shall be covered under this section, and shall be considered as members under this section of the Human Resources Policy.

12.3.2 District Chief or Senior Officer

A District Chief or a Senior Officer may discipline or recommend to the Fire Chief the discipline of any member, depending upon the nature of the conduct. A District Chief or Senior Officer is limited to recommending to the Fire Chief the discharge of a member.

12.3.3 Fire Chief

The Fire Chief, in consultation with the District Chief or Senior Officer, may discipline or suspend any member. The Fire Chief may recommend to the Chief Administrative Officer the discharge of any member.

12.3.4 Chief Administrative Officer

The Chief Administrative Officer upon the recommendation of the Fire Chief, may discharge any member of the Fire Department.

12.3.5 Hearing Panel

A Hearing Panel is a three-person body convened at the request of a disciplined member. The Panel is composed of one (1) active member nominated by the disciplined member; one (1) active member nominated
by the Fire Chief in consultation with the District Chief on behalf of the
Department, and one (1) person, nominated by and with the mutual
agreement of both other nominees, who may or may not be a member of
the Department. The Hearing Panel will hear the appeal of the disciplined
member.

12.3.6 Human Resources Manager

The Human Resources Manager will provide operational and policy
support throughout the process, as requested and as further described
herein. Human Resources will provide counsel to the Hearing Panel on
relevant employment issues, but will not have voting privileges.

12.4 Procedures

The administration of discipline is intended to be progressive, subject to the
severity of the violation. A record of discipline remains in a member’s personnel
file for a period of twelve (12) months from the date it was rendered and can be
referenced when considering any future discipline during that period.

These procedures do not preclude discipline for conduct not described 7.4
herein, nor any violation that in accordance with commonly accepted standards,
warrants immediate, serious consequences.

12.4.1 Stage One ~ Minor Violation

A Stage One violation will result in a verbal warning and will be noted in
the member’s personnel file. A subsequent Stage One violation will result
in a written warning which will be noted in the member’s personnel file.
Examples of a Stage One violation include, but are not limited to:

- reckless or dangerous horseplay while on duty;
- allowing unauthorized persons to enter a restricted area or operate
  Department equipment; and
- making a purchase or committing the Department to a purchase
  without prior approval.

Discipline for a Stage One violation can be administered by the District
Chief or Senior Officer, with notice to the Fire Chief and Human
Resources.

12.4.2 Stage Two ~ Intermediate Violation or Repeated Stage One
Violations

A Stage Two violation will result in a written warning and/or a short
suspension. Examples of a Stage Two violation include, but are not
limited to:

- failure to obey the orders of a Senior Officer;
- insubordination;
- neglect of duty;
- careless driving while responding to a call;
- abuse of authority towards a member of lower rank;
- violation of health and safety rules, guidelines and procedures; and
- failure to wear or properly use safety clothing and equipment.
The Fire Chief, Deputy Fire Chief District, Chief or Senior Officer may administer discipline for a Stage Two violation. The Fire Chief, Deputy Fire Chief, District Chief or Senior Officer shall provide the nature of the discipline and all particulars shall be provided to the member in writing, with a copy to the Fire Chief, CAO and Human Resources.

12.4.3 Stage Three - Major Violation or Repeated Stage Two Violations

A Stage Three violation will result in suspension up to and including discharge. Examples of a Stage Three violation include, but are not limited to:

- Failure to obey orders or follow health and safety rules such that life or property is endangered;
- Breach of trust;
- Theft;
- Immoral conduct or indecency;
- Failure to report or duly record information which it is a duty to report or record;
- Willfully falsifying information pertaining to the Fire Department;
- Failure to follow the chain of command;
- Reporting for duty while intoxicated or under the influence of drugs;
- Consuming alcohol or non-prescription drugs while on duty;
- Leaving an emergency scene without the prior approval of the Officer in charge;
- Making false statements in the application for membership;
- A serious criminal offense for which a pardon is not granted; and
- Possession of an illicit drug or other like substance.

Discipline for a Stage Three violation shall be administered by the Fire Chief, upon the advice of the District Chief or Senior Officer.

The District Chief or Senior Officer may suspend the accused indefinitely while awaiting the discipline to be administered by the Fire Chief.

In cases of discharge, the Fire Chief shall recommend discharge to the Chief Administrative Officer, who shall either implement the discharge or propose an alternative. The nature of the discipline and all particulars shall be provided to the member in writing, with a copy to Human Resources.

12.4.4 Poor Attendance

The regular attendance of members at emergency calls and training is critical to the safe and successful operation of the Department. From time to time, it is acknowledged that events in a member’s personal or work life may temporarily impact on attendance. In such instances, every effort will be made to temporarily accommodate the member and facilitate training. However, if the member’s continued inability to regularly attend emergency calls and training adversely impacts on health and safety or minimum staffing, progressive discipline may be administered pursuant to this policy.
12.4.5 Appeal

A member who is disciplined or who is recommended for discharge will be afforded an appeal before a Hearing Panel. If the member chooses not to request an appeal, the discipline will be rendered, as proposed.

A member who wishes to appeal shall do so, in writing, within seven (7) days after being informed of the discipline or notice of discharge, not including Saturday, Sunday and any paid holiday. The appeal should be addressed to Human Resources and should include the name of the member’s nominee to the Hearing Panel.

Within five (5) days of receiving the appeal, Human Resources will convene a meeting of a Hearing Panel. The member may present his/her own appeal or may appoint an agent to act on his/her behalf. The Hearing Panel may, by majority vote, uphold, dismiss, or modify the discipline or discharge. The decision of the Hearing Panel is final, subject to any statutory provision, and will be communicated to the member in writing by Human Resources.

In matters of suspension and discharge, the member shall be suspended from active duty immediately, pending the outcome of any appeal. In the matter of discharge the member shall surrender all Corporation property pending the outcome of any appeal. If the suspension or discharge is overturned, the Hearing Panel may award all or part of any monies lost during the suspension.

13.0 PROMOTIONS/APPOINTMENTS OF VOLUNTEER OFFICERS

13.1 Officer Appointments

13.1.1 To be considered, a candidate must meet the minimum qualifications outlined in the job description.

13.1.2 All job descriptions are reviewed regularly to ensure information is accurate and current.

13.1.3 An appointment to the office of District Chief and Deputy District Chief (one each per station) is permanent, unless the Officer resigns, retires, or is removed from the position.

13.1.4 An appointment to the office of Captain (three per Station) is three years. The term of one Captain in each Station shall expire each year, so that there are always two experienced Captains in place.

13.1.5 The Officer may resign from office and return to the duties of a firefighter at any time during the term.

13.1.5 A Selection Committee for the Officer competitions may involve the following personnel:
13.1.6 The Human Resources Manager for the Town may assist as requested, to provide information and resources during any interview process. Other personnel may be appointed to the Selection Committee as required.

13.1.7 Where direct family members are involved or could be involved in the candidate/Selection Committee. The members who could/would be on the Selection Committee shall excuse themselves from the process, declaring a conflict or interest.

13.1.8 All newly appointed Officers shall be “on probation” for six (6) months from the time of the appointment.

13.2 Acting Officer Positions

13.2.1 It may be necessary to appoint an individual to act in the place of an Officer.

13.2.2 The Fire Chief, in consultation with the Deputy Fire Chief, and the District Officers, makes the acting appointment from either (i) the acting officer list or from (ii) applications received.

13.2.3 (i) A member who has qualified for an Officer position, but has not been appointed shall be placed on a list of potential candidates as an Acting Officer.

(ii) A competition may be held to accept applications to fill a vacant position on a term or temporary basis.

13.2.4 If there are no qualified candidates, the Fire Chief may appoint any volunteer member who has demonstrated sufficient skill and ability to perform the minimum, required duties. The appointment may be conditional, subject to the member obtaining and/or achieving specialized training or certification within a specific time frame.

14.0 EVALUATION OF OFFICERS

14.1 A written performance evaluation will take place after three (3) months and upon completion of the six (6) month probationary period. A copy of the evaluation will be given to the Officer outlining the strengths and the areas of performance that would require improvement.

14.2 The performance of all Volunteer Officers shall be reviewed and evaluated every eighteen (18) months. The most Senior Officer directly responsible for the person’s performance shall complete the evaluations. That Officer may consult with, and include the comments of others in their evaluations. Any Officer not maintaining an acceptable standard of performance shall be counseled, and may be given up to a six (6) month probationary period to improve their performance.
14.3 Failure to improve their performance to the acceptable standard approved by the Fire Chief and Station Officers shall result in removal of the Officer from the position.

14.4 An individual may reapply for a posted position after one (1) full year from the date of the demotion.

14.5 Volunteer Officers receive an honorarium in recognition of the extra responsibilities assigned to them. An Officer entering or leaving office in mid-year shall have the honorarium pro-rated to apportion the honorarium to the time in office. The Officers’ honorarium shall be reviewed annually as part of the budget process.

15.0 LEAVING THE DEPARTMENT

15.1 Resignations

15.1.1 A member may resign “in good standing” from the Department at any time, by submitting correspondence to the Fire Chief clearly indicating the reason for and effective date of the resignation.

15.1.2 A member who resigns “in good standing” may apply for re-instatement.

15.1.3 Any honorariums owing to the Firefighter will be paid out at the regular annual pay period, regardless of the date of resignation.

15.1.4 Upon resignation, all Fire Department property is to be immediately returned to the Department. Any and all monies owing to the member shall be withheld until all property is returned.

15.1.5 The Fire Department will report to the proper authorities, anyone that fails to return property belonging to the Fire Department.

15.2 Retirement

15.2.1 A Firefighter may voluntarily retire from active service after fifteen years of active service.

15.2.2 A retired member who remains active in the Association, may retain the dress uniform provided by the Department.

16.0 AWARDS PROGRAM

16.1 The Department provides an Annual Awards Program in accordance with the Fire Department Policy as revised.

16.2 The Awards Program shall extend to cover all members of the Department.

16.3 The Fire Chief in cooperation with the Awards Night Committee shall be responsible for the coordination of the awards evening.

16.4 It shall be the responsibility of the Fire Chief to apply for any Provincial or Federal awards on behalf of the member.
16.5 Members are recognized for the following accomplishments:
  • Five years service;
  • Ten years service;
  • Fifteen years service;
  • Twenty years service;
  • Twenty-five years service;
  • Thirty years service and greater (35, 40 etc.);
  • Retirement after fifteen years, not on an award year; and
  • Retirement with thirty years service or greater.

16.6 A member, who leaves the Department with more than fifteen (15) years service, shall be eligible to receive an award recognizing the member’s service to the community.

16.7 Fire Department personnel who graduate from the Ontario Fire College on behalf of the Corporation, and receive a graduation diploma in both the Fire Protection Technology Course and the Fire Prevention Technology Course shall receive acknowledgment before Council.

16.8 A member who performs an act and is recognized for service above and beyond the call of duty (ie. bravery), may also be recognized by the Department in an appropriate manner.

17.0 OUTSIDE/FUNDING ACTIVITIES

17.1 No member of the Department shall organize or participate in activities or fundraising outside of those directly related to the Department, using the Department name or property, without written permission from the Fire Chief.

17.2 Request for such permission is made in writing to the Chief, 30 days in advance of the activity.
## FIRE STATION SUMMARY

### FORT ERIE FIRE STATION #1

<table>
<thead>
<tr>
<th>119 Bertie Street</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 871-2210</td>
<td>Rescue 1</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Ladder Truck 1</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td>Pump 1</td>
</tr>
<tr>
<td>3 - Captains</td>
<td>Boat 1</td>
</tr>
<tr>
<td>Firefighters</td>
<td></td>
</tr>
</tbody>
</table>

### FORT ERIE FIRE STATION #2

<table>
<thead>
<tr>
<th>207 Jarvis Street</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 871-4320</td>
<td>Heavy Rescue 2</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Pump 2</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td></td>
</tr>
<tr>
<td>3 - Captains</td>
<td></td>
</tr>
<tr>
<td>Firefighters</td>
<td></td>
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</table>

### FORT ERIE FIRE STATION #3

<table>
<thead>
<tr>
<th>1015 Dominion Road</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 871-0423</td>
<td>Utility 3</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Pump 3</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td>Rescue 3</td>
</tr>
<tr>
<td>3 - Captains</td>
<td></td>
</tr>
<tr>
<td>Firefighters</td>
<td></td>
</tr>
</tbody>
</table>

### FORT ERIE FIRE STATION #4

<table>
<thead>
<tr>
<th>398 Ridge Road</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 894-2737</td>
<td>Tower 4</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Pump 4</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td>Tanker 4</td>
</tr>
<tr>
<td>3 - Captains</td>
<td>Rescue 4</td>
</tr>
<tr>
<td>Firefighters</td>
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### FORT ERIE FIRE STATION #5

<table>
<thead>
<tr>
<th>2654 Stevensville Road</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 382-3722</td>
<td>Pump 5</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Heavy Rescue 5</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td>Tanker 5</td>
</tr>
<tr>
<td>3 - Captains</td>
<td></td>
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<tr>
<td>Firefighters</td>
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### FORT ERIE FIRE STATION #6

<table>
<thead>
<tr>
<th>271 Ridgeway Road</th>
<th>Fire &amp; Rescue Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(905) 894-2323</td>
<td>Rescue 6</td>
</tr>
<tr>
<td>1 - District Chief</td>
<td>Pump 6</td>
</tr>
<tr>
<td>1 - District Deputy Chief</td>
<td>Boat 6</td>
</tr>
<tr>
<td>3 - Captains</td>
<td></td>
</tr>
<tr>
<td>Firefighters</td>
<td></td>
</tr>
</tbody>
</table>