



**MD of Opportunity  
Fire Service  
Policy Manual**

**2022 Version**

**REGULATORY SERVICES**

**TITLE: FIRE DEPARTMENT LEVEL OF SERVICE POLICY**

**EFFECTIVE DATE: August 11, 2021**

**POLICY NUMBER: RS. 02**

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**PURPOSE OF POLICY:**

To establish levels of service for the MD of Opportunity Fire Departments and to establish a process for the review and/or adjustment of the services.

**POLICY STATEMENT:**

Annually during the budget process, Council shall determine the levels of service provided to its residents by the MD of Opportunity Fire Departments and will consider the criteria listed in section 5, when considering changes to the policy and/or appendix "A".

**POLICY:**

The MD of Opportunity Fire Services will provide emergency response services according to the provisions of this policy and in appendix "A".

Council recognizes that when a response is provided the service level of that response may be different in various areas of the municipality. A response may differ for a variety of reasons including:

- geographical size, remote areas and layout of the area in a timely manner;
- staff availability and training levels of the emergency response members
- supports from other agencies providing emergency services within the region,
- the differing availability of water for fire suppression purposes within the municipality; and
- adverse weather conditions.

1. **Scope**

This policy applies to all Fire Department personnel within the MD of Opportunity Fire Services or by virtue of a Mutual Aid Agreement.

2. **Definitions:**

- 2.1 "Awareness level" means that Fire Department personnel will recognize risks and hazards, adopt a defensive position, secure the area and call for specialized assistance.
- 2.2 "Fire Department" means Wabasca, Sandy Lake, Calling Lake and Red Earth Creek Fire Department.
- 2.3 "Operations level" means that Fire Department personnel will take action to contain and control the incident and seek assistance from outside agencies/nearest MD fire department equipped to mitigate the incident if required.

- 2.4 "Rescue" means that Fire Department personnel will respond to any emergency request to the level of training received such as, vehicle accidents, still/ice water rescue, rope rescues etc.
- 2.5 "Technician level" means that Responders may initiate a combination of actions to bring the incident under control and to an end.

3. **Levels of Service**

3.1 Council establishes the following levels of service for the MD of Opportunity Fire Services:

- Fire Emergencies (Structure, Vehicle, Wildland Fires)
- Rescue (motor vehicle collisions, water rescue, ice rescue)
- Dangerous Goods incidents
- Medical Emergencies (assist only to life-threatening).

3.2 Council is aware not all fire departments within the municipality are trained, equipped or have the personnel to preform each level of service at an operations or technician level. Therefore, see appendix "A" for a list of which level each fire department provides.

*Emergency Responses*

- 3.3 Fire and emergency service equipment shall be deployed for all emergencies as where it is deemed that they are required and practical to do so.
- 3.4 Fire department members that drive any fire apparatus, must hold a valid Alberta Drivers' License with the proper Class for that unit.
- 3.5 At no time will any fire department member respond to a call or operate any fire apparatus under the influence of drugs or alcohol.

*Structural, Vehicle and Wildland/Grass Fires*

3.6 The fire department will provide structural, vehicle and wildland/grass firefighting at the Technician Level.

*Rescue Calls*

- 3.7 The fire department will provide extrications for motor vehicle collisions and rescues at the Operations or Technical level, as per appendix "A"
- 3.8 The fire department will provide rope rescue at the Operations Level such as Low Slope (Embankment) Angle Rescue.
- 3.9 The fire department will provide surface water and surface ice rescue at the Operations or Technical Level, as per appendix "A".
- 3.10 The fire department will provide any other rescue services at the Awareness Level and where possible, the Operations Level.

*Dangerous Goods*

3.11 The fire department shall provide dangerous goods response at the Awareness Level up to Technical Level, as per appendix "A"

*Medical Emergencies*

- 3.12 The fire departments are not obligated to respond to medical emergencies but in the event they are dispatched, it will be according to the level listed in schedule A and only if sufficient number of personnel are trained and available to respond.
- 3.13 The fire department will not transfer patients under any circumstances in any fire department apparatus, unless directed to do so by Emergency Medical Services.

*Disaster Services Response*

- 3.14 In the event that there has been a declaration of a state of local emergency or a disaster, the fire department will operate in accordance with the MD Emergency Management Plan and under the direction of the Director of Emergency Management or their designate.

4. **Training**

- 4.1 Firefighter training shall be based on those services delivered by the Fire Department.
- 4.2 Firefighters will be equipped and trained for wildland fire suppression according to those minimum standards required by this policy and recognized in the Province of Alberta.
- 4.3 Officers/Firefighters will be trained to the appropriate National Fire Protection Association (NFPA) standards for the service provided. Where NFPA standards do not meet minimum requirements individuals will be trained to those minimum standards recognized in the Province of Alberta and/or approved by the Fire Chief or designate.
- 4.4 Firefighters are expected to participate in ongoing training, pre-fire planning, community outreach and awareness/education activities to develop and maintain their knowledge and skills in these areas.
- 4.5 Administration will be responsible for the establishment of the appropriate standard operating guidelines, level of training and equipment required for that level of service.

5. **Amending Levels of Service and Appendix "A"**

- 5.1 Prior to amending the level of service, Council must consider the following:
- Community hazards;
  - Call volume, type of equipment, apparatus and training required;
  - Determine the capital and operating costs and other relevant information.

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**APPROVED: August 11, 2021**

Appendix A

Level of Service based on Fire Department

Emergency Type	Wabasca	Sandy Lake	Calling Lake	Red Earth	Notes
<b>Fire</b>					
Structure	X	X	X	X	
Vehicle	X	X	X	X	
Flammable Liquid/Gas	X		X	X	
Wild land	X	X	X	X	Assist forestry if requested
Urban Interface	X		X	X	
Grass	X	X	X	X	
SPU sprinklers	X		X	X	
<b>Medical</b>					
Assist only	X	X			If requested by EMS
All types (A,B,C,D,E)			X		
Serious/Life threatening (D,A)				X	
<b>Motor Vehicle Collision (MVC's)</b>					
Light Vehicle	X		X	X	SL Operations Level Only
Heavy Transport	X		X	X	SL Awareness Level Only
<b>Dangerous Goods</b>					
Awareness		X	X		
Operations	X			X	
Technician	X		X	X	For ammonia & chlorine response w/ MD assets
<b>Special Teams</b>					
Water Rescue	X				Provide support to SL & CL
Boat Operations	X				
Ice Rescue	X	X	X	X	
Low Angle Rescue	X	X	X	X	
Confined Space	X	X	X	X	Except sewer, water tanks, assist oilfield
Industrial Rescue	X			X	
Airport	X		X	X	Training required

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This manual has been prepared to provide policies for the Administration, Emergency Operations, Health, Safety and Training of the MD of Opportunity Fire Service.

MD of Opportunity policies shall take precedence over policies in this manual. If there are discrepancies between the policies in this manual and the MD of Opportunity, the latter shall take precedence.

Amendments to these policies can be made by presenting the proposed amendment to the MD of Opportunity Council through the Regional Fire Department Coordinator.



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### LIST OF MANUAL HOLDERS

No.	Title	Address	Telephone
Master	MD of Opportunity Council	2077 Mistassiniy Road N, Wabasca-Desmarais, AB	780-891-3778
1	Regional Fire Department Coordinator	2077 Mistassiniy Road N, Wabasca-Desmarais, AB	780-891-0046
2	Manager of Safety and Fire Service	2077 Mistassiniy Road N, Wabasca-Desmarais, AB	780-891-3778
3	Fire Chief Calling Lake	Calling Lake, AB	780-891-8185
4	Fire Chief Red Earth Creek	Red Earth Creek, AB	780-649-6442
5	Fire Chief Sandy Lake	Raven Road, Sandy Lake, AB	780-273-1333



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No.	Title	Address	Telephone
6	Fire Chief Wabasca	213 Airport Road N, Wabasca-Desmarais, AB	780-891-8488



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**AMENDMENT CONTROL**

**RECORD OF AMENDMENTS**

No.	Date of Issue	Date Entered	Entered By
116	July 11, 2023	July 26, 2023	
116	March 12, 2024	March 26, 2024	TAY



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**CORRIGENDA**

No.	Date of Issue	Date Entered	Entered By



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### Section 1 - Administration

<b>Policy # Section 1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of administration procedures for the efficient and effective operation of the Service.

#### Contents:

- 100 Authority for MD of Opportunity Fire Services
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  - 100.2 Lines of Communication
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### 100 – Authority for MD of Opportunity Fire Services

<b>Policy # 100</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The authority for MD of Opportunity Fire Services (MOFS) is contained in the respective Fire By-Law and adopted by the Municipal District of Opportunity #17. Under this authority, the *Fire Service* shall deliver emergency and fire response services within its areas of responsibility.

#### **Contents:**

- 100.1 MD of Opportunity Fire Services Authority
- 100.2 Lines of Communication



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### 100.1 – MD of Opportunity Fire Services Authority

<b>Policy # 100.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The authority for MD of Opportunity Fire Services (MOFS) is contained in the respective Fire By-Law and adopted by the Municipal District of Opportunity Council. Under this authority, the *Fire Service* shall deliver emergency and fire response services within its areas of responsibility.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall follow a guideline regarding authority within the MOFS, as well as follow the most up to date organizational chart.

#### **\*Appendix**

100.1(a) – MD of Opportunity Fire Services Bylaw

100.1(b) – Command Flow Chart



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### 100.2 - Lines of Communication

<b><i>Policy # 100.2</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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**Policy Statement:**

The MD of Opportunity Fire Services (MOFS) members shall follow proper procedures when communicating with other MD of Opportunity Fire Services (MOFS) members and the public.

**Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline to improve efficiency and morale by providing information on the proper procedures when communicating with other MOFS members and the public.



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### 101 – Emergency Response and Vehicle Use

<b>Policy # 101</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) shall deliver emergency and fire response services in accordance with the applicable Bylaws, Agreements, Policies and Standard Operating Guidelines.

#### Contents:

- 101.1 Emergency Operations
- 101.2 Non-Designated Multi-Use Vehicles



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### 101.1 – Emergency Operations

<b>Policy # 101.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

***NFPA 1500, Standard on Fire Service Occupational Safety and Health Program:***

***NFPA 1072, Standard for Professional Competence of Responders to Hazardous Materials Incidents.***

#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) shall deliver emergency and fire response services in accordance with the applicable Bylaws, Agreements, Policies and Standard Operating Guidelines.

#### Procedure:

1. This policy does not address occupational health and safety, fire prevention, community education, fire investigations, support services, personnel management, and budgeting which are covered by other policies within this manual.
2. This policy specifies the minimum criteria addressing the effectiveness and efficiency of MOFS in delivering emergency services for the protection of the citizens and visitors in the MD of Opportunity.
3. Nothing in this policy is intended to restrict MOFS from exceeding these minimum requirements.



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### 101.2 – Non-Designated Multi-Use Vehicles

<b>Policy # 101.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that vehicles and equipment are a critical component in delivery of services to the community and that they require a substantial investment of tax funds. Clear guidelines will be in place to ensure safety and to optimize the value of these assets.

#### **Procedure:**

- a) provide public services to the community as directed by Council
- b) ensure the safety and well-being of MOFS employees/members
- c) ensure the appropriate use of MOFS vehicles and equipment
- d) minimize the MOFS exposure to liability
- e) comply with Canada Revenue Agency regulations relating to provision of vehicles to employees for personal use
- f) promote a positive, progressive image of the MOFS
- g) maximize the life and usefulness of all MOFS vehicles



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### 102 – Personnel

<b>Policy # 102</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the authority of the MD of Opportunity in providing job descriptions for all positions. The MOFS will also maintain job descriptions for all *Paid-On-Call Positions* and evaluation procedures for those positions.

#### Contents:

- 102.1 Job Description Regional Fire Services Coordinator
- 102.2 Job Description Fire Chief
- 102.3 Job Description Deputy Chief
- 102.4 Job Description Administrative Assistant
- 102.5 Job Description Captain
- 102.6 Job Description Lieutenant
- 102.7 Job Description Training Officer
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### 102.1 – Job Description Regional Fire Services Coordinator

<b>Policy # 102.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Regional Fire Services Coordinator

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Under the direction of the MD of Opportunity Manager of Safety and Fire Services, serve as principal assistant to the MD of Opportunity Fire Services in organizing, directing, supervising, and coordinating activities associated with the training programs, and operations associated to the MD of Opportunity Fire Services. Oversee, collaborate, and support the Fire Chiefs within the Service. Responsible for the efficient operation of the Service during the Manager's absence.

#### **POSITION REPORTS TO:**

Manager of Safety and Fire Services

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

Fire Chiefs

#### **GENERAL DUTIES OF THIS POSITION:**

##### **Administration**

- Oversee preparation and development of firefighting plans and procedures, standard operating guidelines, and departmental policies; track trends and anticipate issues that may



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impact emergency services, and prepare policy and recommendations for Senior Management and Council

- Manage the Operational and Capital Service financial planning
- Manage fire budget within overall MD guidelines
- Provide short- and long-term planning for the region
- Ensure support, collaboration, and development of mutually beneficial partnerships with others in and outside the organization is in accordance regionally
- Provide direction, development, and delivery of regional
- Maintaining a high degree of discretion and confidentiality

### **Operational**

- Research and prepare reports to facilitate senior administrative and legislative decision-making regarding matters pertinent to fire services
- Promote fire prevention in the region through public appearances, and public information education programs
- Ensure the maintenance and readiness of the MD of Opportunity Fire Services apparatus and facilities

### **Supervision**

- Supervise the day-to-day administration of the MD of Opportunity Fire Services, support the Fire Chiefs by assisting in providing direction and development as a region
- Conduct annual performance reviews for all Fire Chiefs and assist with one-on-one fire personnel evaluations

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services policies and procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.



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### **AUTHORITIES OF THIS POSITION:**

- Make day-to-day routine decisions according to established policies and procedures and standard practices
- Use pleasant manner and sound judgment when dealing with the public and staff
- Assist permanent and temporary staff with issues requiring immediate attention or refer them to appropriate personnel
- Exhibits discretion and confidentiality in the handling of organizational information / matters

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess high degree of integrity, professionalism, and confidentiality
- Ability to support, lead, coach and develop subordinate staff to maximize their time, talents, and resources for effective, efficient service to external and internal customers
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a deputy manager and team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Ability to prepare reports and develop/carry out long range plans and programs
- Possess strong computer skills
- Strong organizational and time management skills
- Strong written/verbal communications and public relations skills
- Ability to work with, coordinate and motivate a fire services organization Working knowledge of the Alberta Disaster Services Act
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies



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### **QUALIFICATIONS:**

- Minimum five years leadership experience
- Grade Twelve (12) or equivalent
- Valid Standard First Aid Certificate with CPR
- Must hold an appropriate driver license and provide a drivers abstract
- ICS certification to 200 preferred
- Must be 18 years of age
- Must be eligible to work in Canada

### **Impact of Decisions:**

- Depending on the subject of the decision, effects on service to the public, fire service members, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums

Updated Position: March 1, 2022



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### 102.2 - Job Description Fire Chief

<b>Policy # 102.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Fire Chief

**SERVICE:** MD of Opportunity Fire Services (Calling Lake, Red Earth Creek, Sandy Lake, Wabasca)

#### **POSITION SUMMARY:**

Under the direction of the MD of Opportunity Manager of Safety and Fire Services, serve as principal in planning, directing, supervising, and coordinating activities associated with the training programs, and operations associated to the MD of Opportunity Fire Services. Ensure effective and efficient firefighting and rescue techniques, plans, standard operating guidelines and policy and procedures follow legislation and regionally.

#### **POSITION REPORTS TO:**

Regional Fire Services Coordinator

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

Deputy Fire Chief  
Fire Service members

#### **GENERAL DUTIES OF THIS POSITION:**



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### **Administration**

- Assist with preparation and development of firefighting plans and procedures, standard operating guidelines, and departmental policies; track trends and anticipate issues that may impact emergency services, and prepare policy and recommendations for Senior Management and Council
- Assist with the Operational and Capital Service financial planning
- Assist with fire budget within overall MD guidelines
- Identifying and advancing entrepreneurial and partnering options
- Provide short- and long-term planning
- Provide counselling and mental health support
- Provide direction to the MD of Opportunity Fire Services regarding the Fire Prevention Program, adherence to accepted Professional guidelines and standards; provide these services in conjunction with the Captains and Training Officers.
- Ensure support, collaboration, and development of mutually beneficial partnerships with others in and outside the organization is in accordance regionally
- Responsible for the assisting with the Disaster Services Program including training, mock disasters, and maintenance of Municipal Emergency Plan
- Ensure maintenance training records are up to date within their district
- Manage correspondence, reports and other materials for the Service as required
- Maintaining a high degree of discretion and confidentiality

### **Operational**

- Provide a system for emergency scene command including scene evaluation, strategy & tactics to be employed, direction of emergency personnel and resources to effectively and efficiently bring the situation to a safe conclusion
- Research and prepare reports to facilitate senior administrative and legislative decision-making regarding matters pertinent to fire services
- Ensure the implementation of training of firefighting personnel in the methods of firefighting, rescue, and the use of equipment for emergency response
- Promote fire prevention in the region through public appearances, and public information education programs
- Direct personnel, apparatus, equipment, and property of the service at emergency scenes, ensuring strict compliance with standard operating guidelines of the service



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- Effectively coordinate the allocation of resources to ensure needs of both urban and rural areas are met
- Respond to emergency calls such as structure fire, wildland fire, MVC, dangerous goods, tactical/rescue, medicals, and requests for services
- Ensure the maintenance and readiness of the MD of Opportunity Fire Services apparatus and facilities
- Ensure the general upkeep and orderliness of the firehall, trucks, and equipment
- Work with the junior fire program membership to enhance training and stability of program regionally
- Ensure that tasks are performed safely and in compliance with applicable legislation, policies and procedures
- Performance of other duties as assigned

### **Supervision**

- Provide training for staff on standard operating guidelines and policies and procedures
- Provide direction to the MOFS Fire training officers
- Provide direction and orientate staff and firefighters
- Supervise the day-to-day administration of the MD of Opportunity Fire Services firefighters training needs, including planning, coordinating, and facilitating regular training sessions
- Conduct annual performance reviews and assist with one-on-one fire personnel evaluations

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **WORK SCHEDULE:**

The work will vary according to requirements of the Service. Nights or weekend work may be required.

### **AUTHORITIES OF THIS POSITION:**



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- Make day-to-day routine decisions according to established policies and procedures and standard practices
- Use pleasant manner and sound judgment when dealing with the public and staff
- Assist permanent and temporary staff with issues requiring immediate attention or refer them to appropriate personnel
- Exhibits discretion and confidentiality in the handling of organizational information / matters

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess high degree of integrity, professionalism, and confidentiality
- Ability to support, lead, coach and develop subordinate staff to maximize their time, talents, and resources for effective, efficient service to external and internal customers
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a deputy manager and team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Proven ability to make quick decisions in complex situations with limited time restraints under adverse conditions
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Ability to plan, assign and direct the work of firefighters
- Ability to initiate and develop public relation programs for the service
- Ability to prepare reports and develop/carry out long range plans and programs
- Possess strong computer skills
- Strong organizational and time management skills
- Strong written/verbal communications and public relations skills
- Ability to work with, coordinate and motivate a fire services organization
- Ability to communicate clearly and concisely under stressful conditions
- Proven ability to make rapid decisions in complex situations with tight time constraints under adverse conditions



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- Strong interpersonal skills, strong work ethic, ability to work effectively in a team environment, positive attitude and highly motivated
- Working knowledge of the Alberta Disaster Services Act
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies

### **QUALIFICATIONS:**

- Minimum five years management experience with a recognized municipal fire service
- Grade Twelve (12) or equivalent
- Valid Standard First Aid Certificate with CPR
- Must hold an appropriate driver with Q endorsement and provide a drivers abstract
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II preferred
- NFPA 1072 Awareness and Operations preferred
- NFPA 1002 preferred
- NFPA 1041 level I, level II preferred
- Officer/Leadership Training preferred
- ICS certification to 200 Level 300 preferred
- Wildfire experience
- Must be 18 years of age
- Must be eligible to work in Canada

### **Impact of Decisions:**

- Depending on the subject of the decision, effects on service to the public, fire service members, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums

Updated Position: March 1, 2022



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### 102.3 – Job Description Deputy Fire Chief

<b>Policy # 102.3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Deputy Fire Chief

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Under the direction of the Fire Chief, serve as principal assistant to the Fire Chief in organizing, directing, supervising, and coordinating activities associated with the training programs, and operations associated to the MD of Opportunity Fire Services. Responsible for the efficient operation of the service during the Fire Chief's absence.

#### **POSITION REPORTS TO:**

Fire Chief

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

Officers  
Fire Service Members



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### **GENERAL DUTIES OF THIS POSITION:**

#### **Administration**

- Assist in the preparation and development of firefighting plans and procedures and departmental policies; track trends and anticipate issues that may impact emergency services, and prepare policy and recommendations for Senior Management and MD Council
- Assist the Regional Fire Services Coordinator and Fire Chief in the Operational and Capital Service financial planning
- Identifying and advancing entrepreneurial and partnering options
- Provide short- and long-term planning
- Provide counselling and mental health support
- Assist with maintenance of budgets within overall MD guidelines
- Provide direction to the MD of Opportunity Fire Services regarding the Fire Prevention Program, and adherence to accepted Professional guidelines and standards; provide these services in conjunction with the Captains and Training Officers.
- Assist with supporting, collaborating, and developing mutually beneficial partnerships with others in and outside the organization in accordance regionally
- Assist with ensuring maintenance training records are up to date
- Assist with correspondence, reports and other materials for the Service as required
- Maintaining a high degree of discretion and confidentiality

#### **Operational**

- Assist with organizing and directing training of firefighting personnel in the methods of firefighting, rescue, and the use of equipment for emergency response
- Direct personnel, apparatus, equipment, and property of the service at emergency scenes, ensuring strict compliance with standard operating guidelines of the service
- Promote fire prevention in the region through, public appearances, and public information education programs
- Respond to emergency calls such as structure fire, wildland fire, MVC, dangerous goods, tactical/rescue, medicals, and requests for services
- Assist with the maintenance and readiness of the MD of Opportunity Fire Services apparatus and facilities
- Assist with the general upkeep and orderliness of the firehall, trucks, and equipment
- Work with the junior fire program membership to enhance training and stability of program



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- Ensure that tasks are performed safely and in compliance with applicable legislation, Policies and Procedures
- Performance of other duties as assigned

### **Supervision**

- Provide direction to the training officers
- Provide direction and orientate members
- Provide training for staff on standard operating guidelines and policies and procedures
- Supervise the day-to-day administration of the MD of Opportunity Fire Services firefighters training needs, including planning, coordinating, and facilitating regular training sessions regionally
- Conduct annual performance reviews and assist with one-on-one fire personnel evaluations

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **WORK SCHEDULE:**

Work will vary according to requirements of the service. Nights or weekend work may be required.

### **AUTHORITIES OF THIS POSITION:**

- Make day-to-day routine decisions according to established policies and procedures and standard practices
- Use pleasant manner and sound judgment when dealing with the public and staff
- Assist permanent and temporary staff with issues requiring immediate attention or refer them to appropriate personnel
- Exhibits discretion and confidentiality in the handling of organizational information / matters



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### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess high degree of integrity, professionalism, and confidentiality
- Ability to support, lead, coach and develop subordinate staff to maximize their time, talents, and resources for effective, efficient service to external and internal customers
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Proven ability to make quick decisions in complex situations with limited time restraints under adverse conditions
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Ability to plan, assign and direct the work of firefighters
- Ability to initiate and develop public relation programs for the service
- Ability to prepare reports and develop/carry out long range plans and programs
- Possess strong computer skills
- Strong organizational and time management skills
- Strong written/verbal communications and public relations skills
- Ability to work with, coordinate and motivate a fire services organization
- Ability to communicate clearly and concisely under stressful conditions
- Proven ability to make rapid decisions in complex situations with tight time constraints under adverse conditions
- Strong interpersonal skills, strong work ethic, ability to work effectively in a team environment, positive attitude and highly motivated
- Working knowledge of the Alberta Disaster Services Act
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies



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### **QUALIFICATIONS:**

- Minimum five years leadership experience
- Grade Twelve (12) or equivalent
- Valid Standard First Aid Certificate with CPR
- Must hold an appropriate driver with Q endorsement and provide a drivers abstract
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II preferred
- NFPA 1072 Awareness and Operations preferred
- NFPA 1002 preferred
- NFPA 1041 level I, level II preferred
- Officer/Leadership Training preferred
- ICS certification to 200 Level 300 preferred
- Wildfire experience
- Must be 18 years of age
- Must be eligible to work in Canada

### **Impact of Decisions:**

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums

Updated Position: March 1, 2022



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### 102.4 – Job Description Administrative Assistant

<b>Policy # 102.4</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Administration Assistant

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

This position provides administrative support to the MD of Opportunity Fire Services.

#### **POSITION REPORTS TO:**

Director of Corporate Regulatory Services or Designate

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

None

#### **GENERAL DUTIES OF THIS POSITION:**

- Answer the telephone and provide information to the caller or route the caller to the appropriate department or personnel
- Greet visitors and direct them to the appropriate personnel
- Take phone or visitor messages and deliver them to the appropriate personnel
- Maintain fire service database
- Compose and type routine correspondence and office memorandums using word processing software



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- Prepare agendas and take minutes of monthly and quarterly meetings for the Director of Corporate and Regulatory Services and the Fire Service Advisory Committee
- Keep the executive's calendar up to date, including adding events, rescheduling appointments and providing daily briefings
- Make copies, collate, and staple materials as required
- Maintain current and permanent filing system, including creating new files and retrieving same as requested
- Complete/record Incident Reports using specialized Fire Service software and create invoices for Motor Vehicle Accidents as required for Alberta Transportation
- Keep important information and documents organized physically and electronically
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required

### **SPECIFIC RESPONSIBILITIES:**

#### **Provides general office services as required including, but not limited to, the following:**

- Files, photocopies, and circulates materials
- Preparation and distributes agendas for meetings
- Records and prepares minutes for regular, special and committee meetings for Director of Corporate and Regulatory Service and Fire Services
- Book accommodation for training
- Assist with inventory maintenance
- Billing forestry, fires, rescues, and MVC
- Maintains Firefighter contact information for all 4 halls
- Conducts research and surveys under the direction of the Emergency Fire Services Coordinator

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.



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### **AUTHORITIES OF THIS POSITION:**

Access to, and work with, information of highly confidential nature. Discretionary and confidential handling of all information.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of modern office procedures and methods including telephone communications, office systems and record keeping
- Skilled in the use of computers and familiar with Microsoft Office, Word, Excel, PowerPoint, and Publisher
- Good interpersonal skills in working with a variety of individuals and stakeholders
- Proven organizational skills and time management
- Excellent verbal and written skills
- Excellent public relation skills
- The ability to multi-task in a fast-paced environment
- Strong understanding of the importance of maintaining confidentiality
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision
- Ability to handle and resolve recurring problems

### **QUALIFICATIONS:**

- Grade Twelve (12) or equivalent
- Three (3) years related work experience
- Post-Secondary Education in Secretarial Sciences preferred
- Possess a Class 5 license
- Must be 18 years of age
- Must be eligible to work in Canada

Updated Position: March 1, 2022



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### 102.5 - Job Description Captain

<b>Policy # 102.5</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Captain

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Under direction of the Fire Chief or their designate, the Captain assists in organizing, directing, supervising and coordinating activities associated with the Service and, ensuring effective and efficient firefighting and rescue techniques and procedures. The Captain is responsible for the efficient training of subordinate officers and firefighters in consultation with the Deputy Fire Chief and/or Training Officer.

#### **POSITION REPORTS DIRECTLY TO:**

Fire Chief or designate

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

Lieutenants  
Firefighters



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### **GENERAL DUTIES OF THIS POSITION:**

- Provide fire services and emergency scene command including scene evaluation, strategy & tactics to be employed, direction of emergency personnel and resources to effectively and efficiently bring the situation to a safe conclusion
- Collect relevant incident information and complete all applicable incident documentation as required for database entry
- Upon designation, direct/supervise personnel, apparatus, equipment, and property of the Service at emergency scenes, ensuring strict compliance with standard operating guidelines of the Service either as a Truck/Company Officer, Sector Officer, or Incident Commander
- Provide direct leadership training and mentorship to subordinate officer and senior firefighter positions
- Oversee the post-incident general upkeep and orderliness of the fire station and the maintenance and operation of all emergency equipment and apparatus
- Work collaboratively with other municipal staff and in the Municipal District of Opportunity, building partnerships with these municipal partners and provincial agencies to advance the interests of effective fire and rescue services for the area
- Provide direction to firefighters regarding effective training and emergency operations
- Provide fire services and emergency scene command including scene evaluation, strategy, and tactics to be employed, direction of personnel and resources to bring the situation effectively and efficiently to a safe conclusion; provide timely assistance and/or guidance to varied customer concerns
- Promote fire prevention throughout the region through public appearances and public education programs
- Organize, direct, and carry out training of personnel in the various methods of firefighting and rescue techniques and the use of equipment for emergency response
- Oversee general upkeep and orderliness of each fire station and the maintenance and operation of all emergency equipment and apparatus
- Consult with supervisors regarding approval of fire service policy/direction/priorities and interpretation of the MD of Opportunity Fire Services policies/procedures
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required or as responsibilities necessitate



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### **Health and Safety**

- **Health and Safety:** Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess a high degree of integrity, professionalism and, confidentiality
- Ability to support, lead, coach and develop subordinate staff and firefighters to maximize their time, talents, and resources for effective and efficient service to external customers
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a deputy manager and team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Proven ability to make quick decisions in complex situations with limited time restraints under adverse conditions
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Strong written/verbal communications and public relations skills
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Must be able to work as part of a team
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies



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### **QUALIFICATIONS:**

- Minimum three years' experience in a position of responsibility and leadership as a Lieutenant in the Fire Service
- Grade Twelve (12) or equivalent
- Must hold an appropriate driver license with Q endorsement and provide a drivers abstract
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II or actively working toward certification
- NFPA 1072 (Operations) or actively working toward certification
- Officer / Leadership Training
- ICS 200
- Must be 18 years of age
- Must be eligible to work in Canada

### **Impact of Decisions:**

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums, etc.

Updated Position March 1, 2022



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### 102.6 - Job Description Lieutenant

<b>Policy # 102.6</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Lieutenant

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Under direction of the Captain, the Lieutenant assists in organizing, directing, supervising, and coordinating activities associated with the Service and ensuring effective and efficient firefighting and rescue techniques and procedures. The Lieutenant is responsible assisting in the effective leadership and efficient training of firefighters in consultation with the Captain.

#### **POSITION REPORTS DIRECTLY TO:**

Captain

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

Firefighters

#### **GENERAL DUTIES OF THIS POSITION:**

- Provide fire services and emergency scene command including scene evaluation, strategy & tactics to be employed, direction of emergency personnel and resources to bring the situation



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- effectively and efficiently to a safe conclusion; provide timely assistance and /or guidance in response to varied customer concerns
- Collect relevant incident information and complete all applicable incident documentation as required for administrative database entry
- Upon designation, direct/supervise personnel, apparatus, equipment, and property of the Service at emergency scenes, ensuring strict compliance with standard operating guidelines of the Service either as a Truck/Company Officer, Sector Officer
- Provide direct leadership training and mentorship to firefighter positions
- Oversee the post-incident general upkeep and orderliness of the fire station and the maintenance and operation of all emergency equipment and apparatus
- Work collaboratively with other municipal staff and in the Municipal District of Opportunity building partnerships with these municipal partners and provincial agencies to advance the interests of effective fire and rescue services for the area
- Provide direction to firefighters regarding effective training and emergency operations
- Provide fire services and emergency scene command including scene evaluation, strategy, and tactics to be employed, direction of personnel and resources to bring the situation effectively and efficiently to a safe conclusion; provide timely assistance and/or guidance to varied customer concerns
- Promote fire prevention throughout the region through public appearances and public education programs
- Organize, direct, and carry out training of personnel in the various methods of firefighting and rescue techniques and the use of equipment for emergency response
- Oversee general upkeep and orderliness of each fire station and the maintenance and operation of all emergency equipment and apparatus
- Consult with supervisors regarding approval of fire service policy/direction/priorities and interpretation of the MD of Opportunity policies/procedures
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required or as responsibilities necessitate

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.



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### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess a high degree of integrity, professionalism and, confidentiality
- Ability to support, lead, coach and develop subordinate staff and firefighters to maximize their time, talents, and resources for effective and efficient service to external customers
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a deputy manager and team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Proven ability to make quick decisions in complex situations with limited time restraints under adverse conditions
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Strong written/verbal communications and public relations skills
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Must be able to work as part of a team
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies

### **QUALIFICATIONS:**

- Minimum five years' experience in a position of responsibility and leadership in the Fire Service, preferably with a recognized municipal Fire Service
- Grade Twelve (12) or equivalent
- Must hold an appropriate driver license with Q endorsement and provide a drivers abstract
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II or actively working toward certification
- NFPA 1072 (Operations) or actively working toward certification
- Officer / Leadership Training



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- ICS 200
- Must be 18 years of age
- Must be eligible to work in Canada

### **IMPACT OF DECISIONS:**

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums, etc.

Updated Position March 1, 2022



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### 102.7 - Job Description Training Officer

<b>Policy # 102.7</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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**POSITION TITLE:** Training Officer

**SERVICE:** MD of Opportunity Fire Services

**POSITION SUMMARY:**

Under direction of the Deputy Fire Chief, the training officer is responsible for carrying out activities associated with the Service and, ensuring safe, effective, and efficient firefighting and rescue techniques and procedures are followed leading to a safe conclusion.

**POSITION REPORTS DIRECTLY TO:**

Fire Chief / Deputy Chief

**EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

None

**GENERAL DUTIES OF THIS POSITION:**

- Provide fire services and emergency scene evaluation, tactics to be employed, employing resources to bring the situation effectively and efficiently to a safe conclusion; provide timely assistance and /or guidance in response to varied customer concerns
- Assist in the training of fire services staff during the weekly training sessions. Discuss and implement certified and in house training program as per the MD of Opportunity Fire Services annual training plan
- Keep all records current for all training sessions



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- Promote fire prevention in the region through public appearances, and public information education programs
- Consult with supervisors regarding approval of fire service policy/direction/priorities and interpretation of the MD of Opportunity policies/procedures
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required or as responsibilities necessitate

### **HEALTH AND SAFETY**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess a high degree of integrity, professionalism and, confidentiality
- Ability to support, lead, coach and develop subordinate staff and firefighters to maximize their time, talents, and resources for effective and efficient service to external customers
- Proven ability to make quick decisions in complex situations with limited time restraints under adverse conditions
- Continuously update personal knowledge, skills, expertise and, development in Leadership, Managerial and Emergency domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Strong written/verbal communications and public relations skills
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities
- Must be able to work as part of a team
- Working knowledge of the MD of Opportunity Fire Services Standard Operating Guidelines and Policies



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### QUALIFICATIONS:

- Grade Twelve (12) or equivalent
- Must hold an appropriate driver's license with Q endorsement and provide a drivers abstract
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II or actively working toward certification
- NFPA 1072 (Operations) or actively working toward certification
- Officer / Leadership Training or actively working toward certification
- ICS 200
- Must be 18 years of age
- Must be eligible to work in Canada

### IMPACT OF DECISIONS:

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums, etc.

Updated Position March 1, 2022



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### 102.8 - Job Description Firefighter

<b>Policy # 102.8</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Firefighter

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Under direction of the Fire Officers, the Firefighter is responsible for carrying out activities associated with the Service and, ensuring safe, effective, and efficient firefighting and rescue techniques and procedures are followed leading to a safe conclusion.

#### **POSITION REPORTS DIRECTLY TO:**

Fire Officers

#### **EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:**

None

#### **GENERAL DUTIES OF THIS POSITION:**

- Provide fire services and emergency scene evaluation, tactics to be employed, employing resources to bring the situation effectively and efficiently to a safe conclusion; provide timely assistance and /or guidance in response to varied customer concerns



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- Upon designation, direct/supervise personnel, apparatus, equipment, and property of the Service at emergency scenes, ensuring strict compliance with standard operating guidelines of the Service under the direct supervision and direction of the Truck/Company Officer, Sector Officer
- Post-incident general upkeep and orderliness of the fire station and the maintenance and operation of all emergency equipment and apparatus
- Work collaboratively with other municipal staff and in the Municipal District of Opportunity building partnerships with these municipal partners and provincial agencies to advance the interests of effective fire and rescue services for the area
- Promote fire prevention throughout the region through public appearances and public education programs
- Assist in the general upkeep and orderliness of each fire station and the maintenance and operation of all emergency equipment and apparatus
- Consult with supervisors regarding approval of fire service policy/direction/priorities and interpretation of the MD of Opportunity policies/procedures
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required or as responsibilities necessitate

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess a high degree of integrity, professionalism and, confidentiality
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Continuously update personal knowledge, skills, expertise and, development in fire and emergency services domains through professional development



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- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation
- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities

### **QUALIFICATIONS:**

- Grade Twelve (12) or equivalent
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- NFPA 1001 Level II or actively working toward certification
- NFPA 1072 (Operations) or actively working toward certification
- ICS 100
- Good written/verbal communications and public relations skills
- Possess a valid Class 5 Driver's License or working toward
- Working toward Air Brakes
- Must be 18 years of age
- Must be eligible to work in Canada

### **Impact of Decisions:**

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums

Updated Position March 1, 2022



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### 102.9 –Job Description Probationary Firefighter

<b>Policy # 102.9</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Probationary Firefighter

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Working under the direction of all senior members of the MD of Opportunity Fire Services (MOFS) the Probationary Firefighter is responsible for learning activities associated with the Service and, ensuring safe, effective, and efficient firefighting and rescue techniques and procedures are followed leading to a safe conclusion.

#### **POSITION REPORTS DIRECTLY TO:**

Fire Officers

#### **EMPLOYEES THAT REPORT TO THIS POSITION:**

None

#### **GENERAL DUTIES OF THIS POSITION:**

- Learn fire services and emergency scene evaluation, tactics to be employed, employing resources to bring the situation effectively and efficiently to a safe conclusion; provide timely assistance and /or guidance in response to varied customer concerns



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- Post-incident general upkeep and orderliness of the fire station and the maintenance and operation of all emergency equipment and apparatus
- Work collaboratively with other municipal staff and in the Municipal District of Opportunity building partnerships with these municipal partners and provincial agencies to advance the interests of effective fire and rescue services for the area
- Promote fire prevention throughout the region through public appearances and public education programs
- Assist in the general upkeep and orderliness of each fire station and the maintenance and operation of all emergency equipment and apparatus
- Consult with supervisors regarding approval of fire service policy/direction/priorities and interpretation of the MD of Opportunity policies/procedures
- Maintaining a high degree of discretion and confidentiality
- Perform other related duties as required or as responsibilities necessitate

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Possess a high moral and ethical character
- Possess a high degree of integrity, professionalism and, confidentiality
- Ability to support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the MD's mission and values
- Ability to work cooperatively as a team player sharing expertise and knowledge, and action in the support and assistance of Council, the management team, and staff
- Continuously update personal knowledge, skills, expertise and, development in fire and emergency services domains through professional development
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Elected Officials, and staff; strive to develop and hone these skills
- Possess good planning and organizational skills, demonstrating initiative and innovation



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- Within the overall vision and values of organization, a pragmatic decision maker able to recognize changing priorities and approaches, showing common sense and sound judgement abilities

### **QUALIFICATIONS:**

- Grade Twelve (12) or equivalent
- Must provide medical clearance from physician, Par-Q and successfully complete the annual physical
- Good written/verbal communications and public relations skills
- Possess a valid Class 5 Driver's License or working toward
- Must be 18 years of age
- Must be eligible to work in Canada

### **IMPACT OF DECISIONS:**

- Depending on the subject of the decision, effects on service to the public, firefighters, and MD staff, policies, and procedures, liability, and administrative and/or political ramifications, etc.
- Split second strategic or tactical decisions made in emergencies that are positively or negatively impacted: life safety, degree of victim trauma, extent of property damage, business revenue and wage loss, liability, insurance premiums, etc.

Updated Position March 1, 2022



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### 102.10 –Job Description Junior Firefighter

<b>Policy # 102.10</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **POSITION DESCRIPTION**

**POSITION TITLE:** Junior Firefighter

**SERVICE:** MD of Opportunity Fire Services

#### **POSITION SUMMARY:**

Working under the direction of all senior members of the MD of Opportunity Fire Services (MOFS) the Junior Firefighter is responsible for learning activities associated with the Service.

#### **POSITION REPORTS DIRECTLY TO:**

Fire Officers

#### **EMPLOYEES THAT REPORT TO THIS POSITION:**

None

#### **GENERAL DUTIES OF THIS POSITION:**

##### **16 and 17 years old:**

- Attend training with regular crews
- Assist in the general upkeep and orderliness clean up and maintenance of apparatus and fire hall
- Driving Fire Department pickups only with proper license and supervision



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- Use of fire hall must be approved by a Chief Officer
- Assist with post-incident general upkeep and orderliness of the fire station and the maintenance and operation of all emergency equipment and apparatus
- Assist with promoting fire prevention throughout the region through public appearances and public education programs, parades, and special events
- Junior members may only perform support or auxiliary work at fireground operations, such as providing refreshments to the first responders, well outside the “hot zone” or operational area

### **14 and 15 years old:**

- Attend training with regular crews
- Assist in the general upkeep and orderliness clean up and maintenance of apparatus and fire hall
- Assist with promoting fire prevention throughout the region through public appearances and public education programs, parades, and special events

### **Health and Safety**

- Health and Safety: Must adhere to all safety standards under the Occupational Health and Safety Legislation, Alberta Transportation, MD of Opportunity Fire Services Policies and Procedures, and SOGs. Refer to the MD of Opportunity Policies and Procedures and WHMIS Guidelines. For specific responsibilities of this position, refer to the MD’s Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Professionalism and strong work ethic
- Reliable, trustworthy, and responsible
- Willingness to learning new skills
- Ability to work cooperatively as a team player
- Ability to maintaining a high degree of discretion and confidentiality

### **QUALIFICATIONS:**

- Must be 14 to 17 years old
- Must obtain written permission from the parent or legal guardian to participate in the program
- Be enrolled in high school with good grades, must show transcript or report card upon joining
- Be able and willing to commit to the program



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- Display an enthusiastic attitude with a willingness to learn
- At minimum working towards a learner's driver's license
- Must be eligible to work in Canada

### **NOT PERMITTED:**

- NO attendance on active calls (14- and 15-year-old)
- NO driving any air brake apparatus

Updated Position March 1, 2022



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### 102.11 – Annual Evaluations

<b>Policy # 102.11</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of regular evaluations in maintaining high levels of efficiency and effectiveness.

#### **Procedure:**

All positions of the MD of Opportunity Fire Services (MOFS) shall undergo an evaluation for annual assured competency. All members shall be challenged in the following areas:

1. Standard Operating Guidelines
2. Medical Clearance – PAR Q
3. Physical Assessment (Fitness)
4. Self-Contained Breathing Apparatus
5. Ropes and Knots
6. Equipment familiarization
7. Equipment maintenance
8. Ladders
9. Structural Search and Rescue
10. Hearing Testing
11. First Aid/Ambulance Orientation
12. Hydrant Connections
13. Fire Streams
14. Fire Behavior
15. Wildland Urban Interface
16. Apparatus Driving
17. Pump Operation
18. Command and Tactics
19. Live Fire Training
20. Ventilation
21. Emergency Scene Safety
22. Dangerous Goods
23. Motor Vehicle Accident Extrication
24. Traffic Control

Any MOFS Member not able to meet the minimum Medical or Physical Assessment requirements shall not be allowed to perform tasks requiring SCBA.



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### 103 – Advisory Committee

<b>Policy # 103</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its membership providing input to the Regional Fire Services Coordinator on administrative and operational issues.

#### Procedure:

1. The Advisory Committee shall be chaired by the Regional Fire Services Coordinator and consists of the Fire Chief(s), Deputy Chief(s), and Members from the Floor (1 per hall).
2. The Advisory Committee is responsible for providing input or making recommendations to the Regional Fire Services Coordinator on development and implementation of standards, policies, guidelines, and general operational issues of the MOFS.
3. Responsibility for final acceptance and implementation of the Advisory Committee's recommendations rests solely with the Regional Fire Services Coordinator.
4. Each member has voting privileges and a quorum shall consist of seven (7) members.
5. Advisory Committee meetings shall be held quarterly or as necessary.  
(1 at each firehall annually)
6. Minutes of meetings shall be distributed as follows:
  - a) one copy to each firehall Safety Bulletin Board
  - b) one copy to MOFS Advisory Committee Minute Book
7. Advisory Committee meetings are open to the general membership. However, meetings will be closed if personnel or disciplinary matters are to be discussed.



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### 104 – Collection of Fees for Service

<b>Policy # 104</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of managing the collection of fees for services in accordance with the MD of Opportunity policies and bylaws.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining procedures to be followed for ensuring all fees for service are reported to the MD of Opportunity Director of Corporate and Regulatory Services.

At a minimum the guideline should include but is not limited to:

- a) Method of collecting information
- b) Completing and submitting invoice requests
- c) Position responsible to provide info to Director of Corporate and Regulatory Services
- d) Record keeping



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### 105 – Recruitment and Retention Procedures

<b>Policy # 105</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for standardized recruiting procedures.

#### **Procedure:**

1. The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place detailing recruitment procedures.

At a minimum the guideline should include but is not limited to:

- a) age requirements
  - b) physical fitness requirements
  - c) medical clearance from physician upon joining
  - d) general membership consultation
  - e) responsibilities
  - f) residential requirements
2. The Fire Chief shall accept applications in accordance with the above written guidelines and present them to the Hall Officers for discussion before membership is granted.
  3. The Fire Chief, with justification to the Regional Fire Services Coordinator, may deny an application before it reaches the Hall Officers.

#### **\*Appendix**

105 – Recruitment and Retention Program



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### 106 – Freedom of Information and Protection of Privacy

<b>Policy # 106</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

MD of Opportunity Fire Services (MOFS) recognizes the importance of controlling the rights of access to information under control of the Service.

#### **Procedure:**

1. The MD of Opportunity Fire Services (MOFS) shall hold and administer its information inventory in accordance with the AR 200/95 Freedom of Information and Protection of Privacy Act.
2. The MD of Opportunity Fire Services (MOFS) shall follow the Freedom of Information and Protection of Privacy policies and guidelines of the MD of Opportunity.



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### 107 - Conduct

<b>Policy # 107</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the *members* representing the Service appropriately.

#### Contents:

- 107.1 Code of Conduct
- 107.2 Probation
- 107.3 Progressive Discipline



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### 107.1 – Code of Conduct

<b>Policy # 107.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

All *members* of the MD of Opportunity Fire Services (MOFS) have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the MOFS resources.

#### **Procedure:**

1. All MD of Opportunity Fire Services (MOFS) *members* have the responsibility to:
  - a) perform their duties to the best of their abilities and in a manner that is efficient, is cost effective and meets the needs of the public
  - b) demonstrate integrity, honesty, and ethical behavior in the conduct of all MOFS business
  - c) ensure that personal interests do not come in conflict with official duties and avoid actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the MOFS
  - d) ensure that all MOFS resources including funds, equipment, vehicles, and other property are used in strict compliance with established policies and guidelines and solely for the benefit of the MOFS
  - e) treat the public and other employees fairly and equitably without regard to age, colour, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the MOFS business
  - f) avoid any behavior that could fall under the definition of misconduct in Policy 110.2, Termination of Membership for Cause
  - g) when on-call or on duty, be fully equipped, fit and able to perform assignments



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2. Officers and supervisors shall set an example for other members and have a responsibility to ensure their activities and decisions pertaining to community services, personnel actions and management of public funds are consistent with the MOFS policies and guidelines.



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### 107.2 - Probation

<b>Policy # 107.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of integrating new *members* into the Service quickly and safely.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining how probationary *members* will be brought into the Service.

At a minimum the guideline should include but is not limited to:

- a) responsibilities of members
- b) probationary period
- c) orientation subjects
- d) performance evaluation
- e) completion of probation
- f) failure of probation
- g) appeals
- h) criminal record checks
- i) vulnerable sector check

#### **\*Appendix**

107.2 – Probation Firefighter Taskbook



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### 107.3 – Progressive Discipline

<b>Policy # 107.3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of progressive discipline to deal effectively with *members* whose performance or conduct is unacceptable.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining how *members* will be counseled regarding disciplinary or performance shortcomings.

At a minimum the guideline should include but is not limited to:

- a) responsibilities
- b) jurisdiction
- c) procedures
- d) documentation
- e) appeals



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### **108 – Internet and Electronic Mail**

<b><i>Policy # 108</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its membership using its computers in a legal and ethical manner.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the permissible uses of its computers.

At a minimum the guideline should include but is not limited to:

- a) responsibilities
- b) permissible uses
- c) personal use
- d) virus detection and reporting procedures



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### 109 – Social Media

<b>Policy # 109</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of broadcasting pertinent information regarding public notices, events, emergency actions and firefighter recruitment.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the permissible uses of its social media resources.

At a minimum the guideline should include but is not limited to:

- a) responsibilities
  - b) authorized uses
1. The use of social media tools for the purposes of communicating information either directly or indirectly to MOFS personnel, training, operations, fire prevention activities shall be the responsibility of the Regional Fire Services Coordinator / Fire Chief(s). All social media communications shall be monitored by the Regional Fire Services Coordinator.
  2. The Regional Fire Services Coordinator / Fire Chief shall designate a specific person to post on behalf of the MOFS. All members may share posts on their own social media sites from the original authorized site. Under no circumstance shall a member post anything in direct relation to an on-going operation or investigation without approval of MOFS.



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### 110 – Termination of Membership

<b>Policy # 110</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for termination of membership procedures.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the procedure for termination of membership.

1. Confidential written records shall be kept of any disciplinary actions concerning a *member*.
2. Recurring problems shall be reported to the Regional Fire Services Coordinator immediately. An investigation will be conducted, or interviews held to determine the nature and extent of the problem. In some cases, it could become necessary to ask the police for assistance.
3. The ultimate decision for termination rests with the MD of Opportunity Fire Services Administration.
4. Each termination will be reviewed with the advisory committee as a learning tool for the group.
5. The Fire Chief will inform the Regional Fire Services Coordinator and the MD of Opportunity of all terminations immediately.
6. If terminated, the Fire Chief will call the *member* in and provide them with the decision.
7. All discussions and documentation regarding a *member's* termination shall be kept strictly confidential.



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8. The terminated *member* shall turn in all uniforms, pagers, radios, vehicle plates, keys and other property issued by the MOFS. A member may be assessed a replacement cost for any item that is not returned or is returned damaged.

### **\*Appendix**

110 – Official Release from the Fire Hall



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### 111 – Pre-Emergency Planning

<b>Policy # 111</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that pre-emergency planning reduces loss of life and property by enabling response operations to be carried out as efficiently and safely as possible.

#### **Procedure:**

1. The MD of Opportunity Fire Services (MOFS) will develop and maintain pre-emergency plans on buildings, geographic areas, and transportation routes where there is a potential for large or catastrophic loss of life or property.

Some examples are:

- a) highway accidents
  - b) industrial parks
  - c) senior's complexes
  - d) arena / rec center
  - e) schools
  - f) hospital
2. The pre-emergency plans should contain but are not limited to information on:
    - a) response routes
    - b) building or facility contents
    - c) water supplies
    - d) building or facility fire protection systems
    - e) building or facility's emergency plan
    - f) key holder phone numbers



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### 112 – Service Awards

<b>Policy # 112</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) acknowledges the importance of recognizing the accomplishments of its *members*.

#### Procedure:

1. The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the procedures in awarding the following honors:
  - a) Provincial / Federal Emergency Services Medals
  - b) MD of Opportunity Fire Services Years of Service Awards
  - c) MD of Opportunity Fire Services Unit Citation
  - d) Above and Beyond Awards – minimum 1 per firehall annually
2. These guidelines should include but are not limited to:
  - a) eligibility
  - b) application procedures



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### 113 – Hygiene and Dress Code

<b>Policy # 113</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of Personal Hygiene and a Dress Code policy for members.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline outlining the importance of personal hygiene and dress codes for its members.

#### **\*Appendix**

113 – Dress Code



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### 114 - Dispatch Protocols

<b>Policy # 114</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) acknowledges the importance of having set protocols in place with the current provider of our dispatch provider.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline covering the steps for implementing and updating dispatch protocols between the MD of Opportunity Fire Services and the current dispatch provider.

#### **\*Appendix**

- 114 (a) – MOFS Calling Lake
- 114 (b) – MOFS Red Earth
- 114 (c) – MOFS Sandy Lake
- 114 (d) – MOFS Wabasca



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### 115 - Drug and Alcohol Policy

<b>Policy # 115</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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**Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the safety of members and the need to have a drug and alcohol policy in place to protect our members from responding when it is unsafe to do so.

**Procedure:**

MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure members understand and follow the Drug and Alcohol Policy.



# POLICY MANUAL

## 116 – Compensation for Fire Staff Policy

<b>Policy # 116</b>	<b>Revised: March 12, 2024</b>	<b>Effective: March 26, 2024</b>
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### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance having a clear system of payment to their POC – Paid on Call staff.

### Procedure:

MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure members understand and follow the Compensation for Fire Staff Policy

### Honorarium Rates:

Junior Firefighter	14 – 15-year-olds	\$ 20.00 / hour
	16 – 17-year-olds	\$ 23.00/ hour
Probationary Firefighter		\$ 25.00/ hour
Firefighter		\$ 30.00/ hour
Deputy Fire Chief		\$ 32.50/ hour
Fire Chief		\$ 35.00/ hour

### Honorarium Rates under a State of Local Emergency (S.O.L.E)

The M.D of Opportunity will use the Alberta Wildland Urban Interface (WUI) rates to compensate firefighters deployed to jurisdictions under a State of Local Emergency (S.O.L.E). The MD will also use the WUI rates to compensate firefighters, providing a response associated to the emergency event, when a S.O.L.E is declared by the M.D of Opportunity. Overtime will be paid at the WUI rate for operational periods that exceed 12-hours, or unless the Incident Commander gives written permission to the contrary.

### MD Employees- Fire Fighters Rate of Pay under a SOLE in the MD of Opportunity Jurisdiction

The MD acknowledges that we have staff that are members of MD Fire Departments. Staff may also have a designated role in the Emergency Coordination Centre (ECC). If staff have a designated role, their priority and duty is to the ECC. MD Employees that are working in the capacity of Fire Fighter will be compensated as per the Schedule B of the MD of Opportunity Personnel Policy.

### MD Employees- Fire Fighters Rate of Pay for deployments to other Jurisdictions under a SOLE

MD Employees that are working in the capacity of Fire Fighter will be required to use allotments to cover absence from their regular job with the MD of Opportunity and will be compensated at the WUI rate. Overtime will be paid at the WUI rate for operational periods that exceed 12-hours, or unless the Incident Commander gives written permission to the contrary.



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Rates will be reviewed annually during the budget process and increases will be communicated to the fire staff regionally at that time.

### **Compensation:**

#### **Honorarium**

Honorarium is paid for all hours on calls, regularly held meetings, practices, training, stand-by, mutual-aid and public information activities/events.

#### **M.D Employee Salary vs. Honorarium**

1. MD employees will be paid their normal rate of pay instead of honorarium pay when responding to calls (this includes MD employees on BCN fire department), providing mutual-aid , training and conferences occurring during normal work hours.
2. MD employees responding to incidents which continue past 1 a.m. are entitled to a minimum rest period of 6 hours before reporting for normal job duties, without corresponding loss of pay.
3. Honorarium is paid for all hours on calls, providing mutual-aid, training, and conferences that MD employees would normally not be at work.
4. Employees are permitted, with supervisor's approval, to respond to emergency call-outs during work hours unless they fill a position that for safety reasons cannot be suddenly abandoned.
5. MD employees may utilize MD vehicles during work hours to respond to emergency call- outs.

#### **Benefits**

1. Any Employee Assistance Program provided as a health benefit to MD employees will be extended to include fire department members.
2. Life and disability insurance appropriate for fire department members will be maintained by the MD at all times for all fire departments.

#### **Workers Compensation Board**

1. Fire Department members are covered by the MD's WCB insurance.

#### **Travel & Accommodation**

1. The MOFS will utilize and adhere to the M.D's Personnel Policy (p.1) Schedule C- "Travel Status Compensation" for expenses incurred when a member travels to attend training, conferences and meetings. For deployments, the member is eligible to claim a "per diem" of \$25.00 for each 24-hour period they are away from home including expenses incurred when meals/accommodations are not supplied by the party requesting assistance.

#### **Pay Schedule:**

1. Honorarium will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month.



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### Section 2 - Operations

<b>Policy # Section 2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance a systematic, coordinated method of supervising *emergency operations* has in promoting the most efficient and safe use of staff and equipment.

#### Contents:

- 200 Emergency Scene Response
  - 200.1 Emergency Scene Management
  - 200.2 Incident Command
  - 200.3 Personnel Accountability
  - 200.4 SCBA Control
  - 200.5 Rapid Intervention Teams
- 201 Responding to Incidents
  - 201.1 Emergency Incident Response
  - 201.2 Structural Fire Response
  - 201.3 Vehicle Fires
- 202 Disaster Response
- 203 Dangerous Goods/Hazardous Materials Response
- 204 Motor Vehicle Accidents

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- 205 Ambulance Assistance Response
- 206 Confined Space Rescue Response
- 207 Water Rescue Response
  - 207.1 Water Rescue Operations
  - 207.2 Ice Rescue Response
- 208 Emergency Public Information Plan
- 209 Request for Assistance - General
- 210 Automatic Alarm Response
- 211 General Wildfire Response
- 212 Wildland Urban Interface Operations
- 213 Ground Search and Rescue



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### 200 – Emergency Scene Response

<b>Policy # 200</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance a systematic, coordinated method of supervising *emergency operations* has in promoting the most efficient and safe use of manpower and equipment.

#### Contents:

- 200.1 Emergency Scene Management
- 200.2 Incident Command
- 200.3 Personnel Accountability
- 200.4 SCBA Control
- 200.5 Rapid Intervention Teams



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### 200.1 – Emergency Scene Management

<b>Policy # 200.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for a controlled emergency scene at all emergency responses.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining incident command procedures for emergency responses.

At a minimum the guideline should include but is not limited to:

- a) responsibilities
- b) procedures
- c) tactical priorities
- d) initial operations
- e) firefighter accountability
- f) SCBA control
- g) communications
- h) scene discipline
- i) post-incident operations



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### 200.2 – Incident Command

<b>Policy # 200.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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**Policy Statement:**

Incident Command shall be applied to all *emergency incident* responses of the MD of Opportunity Fire Services (MOFS).

**Procedure:**

To establish a command system that may be applied consistently to all MD of Opportunity Fire Services (MOFS) *emergency operations*.



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### 200.3 – Personnel Accountability

<b><i>Policy # 200.3</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for a well-planned system to track personnel accountability during all emergency incident responses attended.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining personal accountability at all emergency incidents.



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### 200.4 – SCBA Control

<b><i>Policy # 200.4</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **References:**

***Policy #200.3 Personnel Accountability***

#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for a well-planned system to handle SCBA control during all emergency incident responses attended.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining SCBA control at all emergency incidents.



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### 200.5 – Rapid Intervention Teams

<b>Policy # 200.5</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for Rapid Intervention Teams during all emergency incidents where personnel are entering hazardous areas using Self Contained Breathing Apparatus.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the use of Rapid Intervention Teams, and when they are required to be utilized at emergency incidents.



## POLICY MANUAL

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### 201 – Responding to Incidents

<b>Policy # 201</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of having standard methodical procedures in place when responding to incidents.

#### **Contents:**

- 201.1 Emergency Incident Response
- 201.2 Structural Fire Response
- 201.3 Vehicle Fires



## POLICY MANUAL

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### 201.1 Emergency Incident Response

<b>Policy # 201.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in responding to the fire hall for an emergency incident and that such responses must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place regarding responding to the fire hall.

At a minimum the guideline should include but is not limited to:

- a) receiving an emergency page
- b) driving to the hall
- c) use of IAR
- d) arrival at the hall
- e) driving complaints and infractions



## POLICY MANUAL

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### 201.2 – Structural Fire Response

<b>Policy # 201.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

**Policy # 401.2 Firefighter Qualifications**  
**Policy # 200.3 Personnel Accountability**  
**Policy # 200.4 SCBA Control**

#### Policy Statement:

This policy shall apply whenever the MD of Opportunity Fire Services (MOFS) responds to a structural fire.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) will have a written guideline in effect regarding response to structural fires within the fire service region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) apparatus for initial response
- d) staging
- e) incident command
- f) interior/exterior
- g) personnel accountability



## POLICY MANUAL

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### 201.3 – Vehicle Fires

<b>Policy # 201.3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

This policy shall apply to all MD of Opportunity Fire Services (MOFS) *members* when responding to vehicle fires.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have a written guideline in effect regarding responses to vehicle fires within the fire service region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) apparatus for initial response
- d) staging and traffic
- e) incident command
- f) personnel accountability



## POLICY MANUAL

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### 202 – Disaster Response

<b>Policy # 202</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of standard response procedures in reducing loss of life and property from the results of a disaster.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining steps to follow in implementing a disaster response.

At a minimum the guideline should include but is not limited to:

- a) definitions of disaster levels
- b) authority to declare a State of Local Emergency (SOLE)
- c) MD of Opportunity Emergency Management Plan



## POLICY MANUAL

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### 203 – Dangerous Goods/Hazardous Materials Response

<b>Policy # 203</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with dangerous goods or hazardous materials and that any such response must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have a written guideline in effect regarding response to dangerous goods or hazardous materials emergencies within the Fire Service Region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) Shelter In Place considerations
- d) technical advisors
- e) notifications
- f) additional resources
- g) apparatus staging
- h) traffic control procedures without police present
- i) rescue protocols between ambulance and fire services
- j) provision of first aid



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### 204 - Motor Vehicle Accidents

<b>Policy # 204</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with motor vehicle accidents (MVAs) on our highways or local roads and that response to MVAs must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in effect regarding response to MVAs within the Fire Service Region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) apparatus for initial response
- d) apparatus staging
- e) traffic control procedures with or without police present
- f) rescue protocols between ambulance and fire services
- g) provision of first aid



## POLICY MANUAL

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### 205 – Ambulance Assistance Response

<b><i>Policy # 205</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with ambulance assistance calls and that such responses must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in effect regarding ambulance assistance responses within the Fire Service Region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) apparatus for initial response
- d) apparatus staging
- e) traffic control procedures with or without police present
- f) rescue protocols between ambulance and fire services
- g) provision of first aid
- h) use of MOFS personnel



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### 206 – Confined Space Rescue Response

<b>Policy # 206</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with confined space rescue and that any such response must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in effect regarding response to confined space rescue incidents within the fire service region.

At a minimum the guideline should include but is not limited to:

- a) General criteria for identifying the need for Confined Space Rescue Operations
- b) Hazardous Atmosphere Guidelines
- c) Operational Guidelines for CSR Response



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### 207 – Water Rescue Response

<b><i>Policy # 207</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with water rescue and that any such response must be carried out as efficiently and safely as possible.

#### **Contents:**

- 207.1 Water Rescue Operations
- 207.2 Ice Rescue Response



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### 207.1 – Water Rescue Operations

<b><i>Policy # 207.1</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of Water Rescue Operations, and the inherent dangers that come with responding to these types of incidents.

#### **Procedure:**

The MD of Opportunity Fire Services shall have a written guideline in place to ensure members understand their roles and responsibilities during Water Rescue incidents.



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### 207.2 – Ice Rescue Response

<b>Policy # 207.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with ice rescue and that any such response must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in effect regarding response to ice rescue incidents within the Fire Service Region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) technical advisors
- d) notifications
- e) additional resources
- f) rescue protocols between ambulance and fire service
- g) provision of first aid
- h) initial response
- i) mutual aid
- j) operations
- k) PPE



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### 208 – Emergency Information Plan

<b>Policy # 208</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that managing the information needs of a crisis is extremely demanding and requires training and preparation.

#### **Procedure:**

1. This policy shall enable the MOFS to communicate effectively during a crisis. Effective crisis communication will enable the department to:
  - a) reassure the public that the crisis is being managed well
  - b) give those affected the information they need to make decisions about matters that impact on their safety and well being
2. An emergency public information plan ensures that in a crisis, an organization is able to give prompt, effective and coordinated information to the public and the media. In the event of a declared disaster, MOFS shall follow the emergency public information procedures set down in the MD of Opportunity Emergency Management Plan.



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### 209 – Request for Assistance - General

<b>Policy # 209</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that the department will receive requests for assistance from other agencies from time to time and wishes to establish guidelines for responding to these requests.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in effect regarding response to Requests for Assistance.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) required training



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### 210 – Automatic Alarm Response

<b>Policy # 210</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of automatic fire alarm responses within the Fire Service Region.

#### **Procedure:**

To provided policy for the fire service when responding to alarms initiated by automatic notification alarm systems.



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### 211 – General Wildfire Response

<b>Policy # 211</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent when suppressing a wildfire and that response to wildfires must be carried out as efficiently and safely as possible.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place for wildfire response to incidents within the fire service region.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) initial response considerations
- d) communications
- e) apparatus staging
- f) interagency co-operation



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### 212 – Wildland Urban Interface Operations

<b>Policy # 212</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent when operating in the wildland urban interface (WUI) and that response to WUI fires must be carried out as efficiently and safely as possible. This Policy outlines the specific hazards and operations that relate to WUI Fire response.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place for WUI response within the fire service region or provincially.

At a minimum the guideline should include but is not limited to:

- a) when to respond
- b) tactical considerations
- c) initial response considerations
- d) structure protection
- e) communications
- f) apparatus staging
- g) interagency co-operation
- h) heavy equipment operations
- i) helicopter operations
- j) air tanker operations



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### 213 – Ground Search and Rescue

<b>Policy # 213</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the dangers inherent in dealing with search and rescue responses must be carried out as efficiently and safely as possible, and only after being requested by the authority having jurisdiction (RCMP in Alberta).

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have written guideline in effect regarding response to search and rescue emergencies within the Fire Service Region.

At a minimum the guideline should include but is not limited to:

- a) contact with tasking agency – RCMP
- b) activation procedures
- c) when to respond
- d) tactical considerations
- e) technical advisors
- f) notifications
- g) additional resources
- h) apparatus for initial response
- i) apparatus staging
- j) rescue protocols between fire services and outside agencies
- k) provision of first aid



## POLICY MANUAL

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### Section 3 – Workplace Health and Safety

<b>Policy # Section 3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) shall provide for and operate with the highest possible levels of health and safety for all *members*. The prevention and reduction of accidents, injuries, occupational illnesses, and stress are goals of the MOFS and shall be primary considerations at all times. This concern for health and safety applies to all *members* of MOFS and to any other persons who might be involved in MOFS activities.

#### Contents:

300 General Safety Program

301 Respiratory Protection

301.1 Breathing Air Quality Assurance

301.2 Recharging Air Cylinders

301.3 Provision of Self-Contained Breathing Apparatus

301.4 Respirators

301.5 FIT Testing

302 Personal Protective Equipment

303 Incident Safety

304 Salvage and Overhaul Operations



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- 305 Vehicle Response and Driver Training
  - 305.1 Vehicle Response Safety
  - 305.2 Driver Training Program
- 306 Training Safety
- 307 Equipment Safety
- 308 Workplace Hazardous Materials Information System
- 309 Personal Injury Procedures
- 310 Critical Incident Stress Debriefing
- 311 Communicable Disease Control
- 312 Medical and Physical Assessment
- 313 Auditory Program
- 314 Firefighter Rehabilitation Program
- 315 Mental Health Program



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### 300 – General Safety Program

<b>Policy # 300</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of a safety program in reducing injuries.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the organization and requirements for a general safety program.

At a minimum the guideline should include but is not limited to:

- a) duties and responsibilities
- b) inspection requirements
- c) record keeping



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### 301 – Respiratory Protection

<b>Policy # 301</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

***Canadian Occupational Health and Safety Regulations  
CAN/ULC Z94.4.02 Selection Care and Use of Respirators  
SCBA Manufacturers Manuals***

#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of ensuring that the refilling equipment and stored air used with self-contained breathing apparatus meets acceptable standards, and that sufficient SCBA are available to members trained in the care and use of this equipment.

#### Contents:

- 301.1 Breathing Air quality Assurance
- 301.2 Recharging Air Cylinders
- 301.3 Provision of Self-Contained Breathing Apparatus
- 301.4 Respirators
- 301.5 FIT Testing



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### 301.1 – Breathing Air Quality Assurance

<b>Policy # 301.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

**Canadian Occupational Health and Safety Regulations**  
**SOG 301.2 – Recharging Air Cylinders**

#### Policy Statement:

This policy will apply to the inspection and testing of the MD of Opportunity Fire Services (MOFS) breathing air system.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure the highest quality breathing air supply is maintained for recharging Self-Contained Breathing Cylinders.

#### \*Appendix

301.1 – Breathing Air Compressor Assurance



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### 301.2 – Recharging Air Cylinders

<b>Policy # 301.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

***Canadian Occupational Health and Safety Regulations***

#### Policy Statement:

This policy will apply when the MD of Opportunity Fire Services (MOFS) requires the recharging of Self-Contained Breathing Cylinders, or cascade air cylinders recharged.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure the highest quality breathing air and maximum safety when recharging Self-Contained Breathing Cylinders and cascade air cylinders.



## POLICY MANUAL

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### 301.3 – Provision of Self-Contained Breathing Apparatus

<b>Policy # 301.3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

*Canadian Occupational Health and Safety Regulations*

#### Policy Statement:

This policy will apply to the provision of Self-Contained Breathing Apparatus to those MD of Opportunity Fire Services (MOFS) members that may be exposed to respiratory hazards in the performance of their duties.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure that there are sufficient Self-Contained Breathing Apparatus available, and enough members sufficiently trained to meet the established service levels.



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### 301.4 – Respirators

<b>Policy # 301.4</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

***Canadian Occupational Health and Safety Regulations***

#### Policy Statement:

This policy will apply to the provision of respirators to the MD of Opportunity Fire Services (MOFS) members that may be exposed to respiratory hazards in the performance of their duties.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure the proper type of respirators, as well as a sufficient quantity are on hand when required.



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### 301.5 – FIT Testing

<b>Policy # 301.5</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

**Canadian Occupational health and Safety Regulations  
CSA Standard Z94.4-02**

#### Policy Statement:

This Policy will apply to the provision of FIT testing the members of the MD of Opportunity Fire Services (MOFS) from proper fit and seal of all Self-Contained Breathing face pieces and Supplied Air Breathing Face pieces.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure that all members trained and certified to use SCBA and SCBA have been properly fit tested for their face piece usage.

#### \*Appendix

301.5 – FIT Testing Procedure



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### 302 – Personal Protective Equipment

<b>Policy # 302</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### References:

***Canadian Occupational Health and Safety Regulations  
NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting***

#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of providing its *members* proper personal protective equipment and training them in the proper use and maintenance of this equipment.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the requirements for using and maintaining personal protective equipment.

At a minimum the guideline should include but is not limited to:

- a) provision of personal protective equipment
- b) use of personal protective equipment
- c) training in the care and maintenance of personal protective equipment
- d) types of equipment issued
- e) NFPA Standard for retirement of Personal Protective Equipment



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### **\*Appendix**

302 – Firefighter Issued Inventory



## POLICY MANUAL

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### 303 – Incident Safety

<b>Policy # 303</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its members operating safely at emergency incidents.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place regarding safety at *emergency incidents*.

At a minimum the guideline should contain but is not limited to:

- a) appropriate response dress
- b) equipment operation
- c) safety awareness
- d) reporting equipment deficiencies
- e) interior attack team composition
- f) scene accountability procedures
- g) rehabilitation procedures
- h) Cancer reduction strategy
- i) Mental health strategy



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### 304 – Salvage and Overhaul Operations

<b>Policy # 304</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of protecting its *members* from injury during these hazardous operations.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place regarding the conduct of salvage and overhaul operations.

At a minimum the guideline should include but is not limited to:

- a) inspection of the premises
- b) development of an operational plan
- c) provision of essential equipment
- d) elimination of hazards
- e) wearing Self-Contained Breathing Apparatus (SCBA)
- f) atmospheric monitoring during overhaul (CO monitor)
- g) firefighter fatigue



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### 305 – Vehicle Response and Driver Training

<i>Policy # 305</i>	<i>Revised: March 1, 2022</i>	<i>Effective: August 10, 2022</i>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the safety of members responding to and returning from an emergency incident. It also recognizes the importance of a driver training program and the risks involved in training new driver/operators.

#### **Contents:**

- 305.1 Vehicle Response Safety
- 305.2 Driver Training Program



## POLICY MANUAL

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### 305.1 – Vehicle Response Safety

<b>Policy # 305.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the safety of *members* when responding to, and returning from, an *emergency incident*.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the procedures for its members to follow when responding to an emergency and returning to the hall.

At a minimum the guideline should include but is not limited to:

- a) responding with personal vehicles
- b) rules of the road
- c) driver training program



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### 305.2 – Driver Training Program

<b>Policy # 305.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need to have a driver training program in place for the safety of members responding to and from emergency incidents.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the procedures for its members to become qualified drivers.

At a minimum the guideline should include but is not limited to:

- a) rules of the road
- b) seating
- c) backing procedures
- d) use of lights and sirens
- e) parking procedures
- f) driver training program

#### **\*Appendix**

305.2 (c) – Drivers Training Record Unit Sheet

305.2 (b) – Annual Driver Evaluation

305.2 (c) – Truck and Pump Operator Evaluation



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### 306 – Training Safety

<b>Policy # 306</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that training is inherently dangerous, and that control of training activities will decrease chances of injury to its *members*.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the procedures to follow when training.

At a minimum the guideline should include but is not limited to:

- a) supervisory responsibilities
- b) personal protective equipment
- c) use of flammable liquids and compressed gases
- d) igniting flammable liquids and compressed gases
- e) first aid
- f) post-training requirements



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### 307 – Equipment Safety

<b>Policy # 307</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

This policy statement shall apply to all equipment, building and property utilized by the MD of Opportunity Fire Services (MOFS).

#### Procedure:

- a) To ensure that vital firefighting equipment is inspected and maintained to ensure maximum safety for firefighters and all availability for emergencies.
- b) To ensure that the building, property, tools, and equipment is inspected and maintained for maximum protection from harm or injury.

#### \*Appendix

307(a) – Maintenance Request Form

307(b) – PPE Inspection Form



## POLICY MANUAL

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### 308 – Workplace Hazardous Materials Information System

<b>Policy # 308</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its *members* knowing and understanding the hazards of controlled products in their workplace.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place for conduct of a Workplace Hazardous Materials Information System (WHMIS) program.

At a minimum the guideline should include but is not limited:

- a) WHMIS training for supervisors
- b) WHMIS training for new members
- c) provision of Safety Data Sheets (SDS) from suppliers
- d) annual review of SDS by Administrative Assistant
- e) maintaining a current OH&S Safety Board
- f) maintaining a current OH&S Safety Station



## POLICY MANUAL

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### 309 – Personal Injury Procedures

<b>Policy # 309</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of investigating the causes of personal injuries in reducing workplace injuries.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining procedures to follow in the event a *member* is injured on duty.

At a minimum the guideline should include but is not limited to:

- a) when to investigate
- b) reporting procedures
- c) responsibilities of supervisors
- d) responsibilities of firefighters
- e) record keeping



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### **\*Appendix**

309 (a) – WCB Employer Report of Injury Form

309 (b) – WCB Worker Report Form

309 (c) – MD OF OPPORTUNITY Incident Investigation Report Form

309 (d) – MD OF OPPORTUNITY Tailgate Report

309 (e) – MD OF OPPORTUNITY Near Miss Report



## POLICY MANUAL

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### 310 – Critical Incident Stress Debriefing

<b>Policy # 310</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes that, in the performance of their duties, emergency responders are exposed to high stress situations. The MOFS also recognizes the importance of assisting *members* in dealing with work related stress.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining when and how critical incident stress debriefings should be conducted.

At a minimum the guideline should include but is not limited to:

- a) what constitutes critical incident stress
- b) types of debriefings
- c) when to conduct debriefings
- d) privacy issues
- e) follow-up requirements

#### \*Appendix

310 – After Action Review



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### 311 – Communicable Disease Control

<b>Policy # 311</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes that its *members* may be exposed to communicable diseases while performing their duties and the importance of preventing and treating these exposures.

#### **Procedures:**

The MD of Opportunity Fire Services shall have a written guideline in place for preventing exposures to communicable diseases and providing treatment if an exposure does occur.

At a minimum the guideline should include but not be limited to:

- a) protective equipment
- b) exposure Assessment Procedures
- c) post exposure procedures



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### 312 – Medical and Physical Assessments

<b>Policy # 312</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its *members* being physically and medically fit to perform the strenuous duties required as a firefighter.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place for the physical and medical assessment of all *members* authorized to perform interior structural firefighting, or rescue operations requiring the use of Self-Contained Breathing Apparatus (SCBA). The MD of Opportunity Fire Services expects all Officers to participate at the same level as the Fire Service members for all training, testing, and evaluations.

At a minimum the guideline shall include but not be limited to:

- a) medical assessment requirements
- b) physical assessment requirements
- c) frequency of assessments



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### 313 – Auditory Program

<b>Policy # 313</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the importance of its *members* being able to hear and be able to protect their hearing when performing outside duties required as a firefighter.

#### Procedure:

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place for occupational exposure limit to noise above 85DBS as well as an auditory assessment of all its *members* authorized to perform any operation where high exposure to noise is relevant.

At a minimum the guideline should include but is not limited:

- a) record of dosimeter reading of all apparatus
- b) annual hearing assessment for all MOFS members (if required)
- c) annual report kept of all assessments performed (if required)
- d) third party storage facility of MOFS choosing where annual assessments will be kept
- e) Audiologist of MOFS choosing for recommendation of abnormal shifts and annual calibration on audiometer



## POLICY MANUAL

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### 314 – Firefighter Rehabilitation Program

<b>Policy # 314</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the health and safety of its members and the need to have a written policy in place that covers firefighter rehabilitation.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure members understand and follow the firefighter rehabilitation program, and Incident Commanders understand when and how to utilize this program during emergency incidents.



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### 315 – Mental Health Program

<b>Policy # 315</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of the members receiving the benefit of a mental health program.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining how members will have access to a mental health program.

At a minimum the guideline should include but is not limited to:

- a) contents of the program
- b) responsibilities
- c) procedures
- d) orientation
- e) documentation
- f) training
- g) follow up



## POLICY MANUAL

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### Section 4 - Training

<b>Policy # Section 4</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the need for effective use of training opportunities and resources.

#### Contents:

##### 400 Training Administration

- 400.1 Training Responsibilities
- 400.2 Training Requests
- 400.3 Annual Training Needs Assessment
- 400.4 Training Coordination
- 400.5 Reimbursement for Training Costs
- 400.6 Instructor Reimbursement

##### 401 Training Programs

- 401.1 Recruit Orientation Training
- 401.2 Firefighter Qualifications
- 401.3 Fire Officer Competency
- 401.4 Firefighter Skills Assessment Program



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### 400 – Training Administration

<b>Policy # 400</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) recognizes the need to effectively administer the training program to provide maximum benefit for all its members.

#### Contents:

- 400.1 Training Responsibilities
- 400.2 Training Requests
- 400.3 Annual Training Needs Assessment
- 400.4 Training Coordination
- 400.5 Reimbursement for Training Costs
- 400.6 Instructor Reimbursement



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### 400.1 – Training Responsibilities

<b><i>Policy # 400.1</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for training responsibilities to be handled correctly and efficiently.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure training requirements are reviewed and prepared annually.



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### 400.2 – Training Requests

<b>Policy # 400.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the need for training requests to be handled correctly and efficiently.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure training requests are reviewed and evaluated for benefit to the MD of Opportunity Fire Services as a whole.



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### 400.3 – Annual Training Needs Assessment

<b><i>Policy # 400.3</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) understands the need to review and assess the training needs annually.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure training needs are reviewed and evaluated for benefit to the MD of Opportunity Fire Services annually.



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### 400.4 – Training Coordination

<b>Policy # 400.4</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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**Policy Statement:**

The MD of Opportunity Fire Services (MOFS) understands the need to review and assess the training needs annually.

**Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure the training budget is reviewed and evaluated for benefit to the MD of Opportunity Fire Services annually.



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### **400.5 – Reimbursement for Training Costs**

<i>Policy # 400.5</i>	<i>Revised: March 1, 2022</i>	<i>Effective: August 10, 2022</i>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) understands there may at times, be a need to reimburse its members for costs associated with training.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure reimbursement costs are fairly reviewed and covered by the MOFS if deemed appropriate.



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### 400.6 – Instructor Reimbursement

<b>Policy # 400.6</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) understands the need to reimburse instructors training costs.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place to ensure reimbursement costs are reviewed annually, and the rate schedule is up to date.

#### **\*Appendix**

400.5 – Expense Claim Form



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### 401 – Training Programs

<b>Policy # 401</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Policy Statement:

The MD of Opportunity Fire Services (MOFS) is committed to assisting its members in obtaining and maintaining appropriate firefighting qualifications through a combination of accredited courses, skills maintenance, and on-job training.

#### Contents:

- 401.1 Recruit Orientation Training
- 401.2 Firefighter Qualifications
- 401.3 Fire Officer Competency
- 401.4 Firefighter Skills Assessment Program



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### 401.1 – Recruit Orientation Training

<b>Policy # 401.1</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of orientation in developing the skills of fire fighter recruits.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the orientation training that new recruits must participate in.

At a minimum the guideline should include but is not limited to:

- a) types of training necessary
- b) program content
- c) evaluation methods
- d) record keeping

#### **\*Appendix**

401.1 – Recruit Orientation



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### 401.2 – Firefighter Qualifications

<b>Policy # 401.2</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) is committed to assisting its members in obtaining and maintaining appropriate qualifications through a combination of accredited courses, skill maintenance and on-job training.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the required firefighter qualifications.

At a minimum the guidelines should include but not be limited to:

- a) levels of training
- b) training subjects
- c) attendance
- d) performance assessment of skills



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### 401.3 – Fire Officer Competency

<b>Policy # 401.3</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of leadership within its operations. Having competent, educated, experienced leaders will give the MOFS and its members the best possible chance of success.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have competitions for the various leadership roles within their part time ranks. All officers will aspire to lead teams with confidence, integrity, knowledge, and experience. Any officer not meeting minimum requirements for training attendance will be removed after the current calendar year.

MOFS shall have a written standard operating guideline outlining fire officer competency and should include but is not limited to:

- a) qualifications
- b) training
- c) meeting schedules
- d) program content
- e) record keeping



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### 401.4 – Firefighter Skills Assessment Program

<b>Policy # 401.4</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance of assessing and recording the training skill level of all its members.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) shall have a written guideline in place outlining the firefighter skills assessment procedures.

At a minimum the guideline should include but is not limited to:

- a) Frequency of skills assessment
- b) Skills to be assessed
- c) Method of assessment
- d) Record keeping

#### **\*Appendix**

401.4 – Skills Assessment



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### Section 5 – Tools and Equipment

<b><i>Policy # Section 5</i></b>	<b><i>Revised: March 1, 2022</i></b>	<b><i>Effective: August 10, 2022</i></b>
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#### **Policy Statement:**

The MD of Opportunity Fire Services (MOFS) recognizes the importance having equipment readily available for each incident MOFS may be required to respond to.

#### **Contents:**

- 500 Personal Use of Department Equipment
- 501 Apparatus Equipment Location



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### 500 – Personal Use of Department Equipment

<b>Policy # 500</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

This Policy shall apply to all members of the MD of Opportunity Fire Services (MOFS) who wish to personally use MOFS equipment.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have a written guideline to ensure that MOFS equipment is available for emergency incidents, training sessions and daily operational requirements.

#### **\*Appendix**

500 - Equipment Sign Out



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### 501 – Apparatus Equipment Location

<b>Policy # 501</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### **Policy Statement:**

This Policy shall apply to the location of tools and equipment on MD of Opportunity Fire Services (MOFS) apparatus and the procedures to be followed before moving the equipment to a different location.

#### **Procedure:**

The MD of Opportunity Fire Services (MOFS) will have a written guideline in place to ensure all tools and equipment are in the best possible location to be readily available for all emergency incidents, training sessions, and daily operational requirements.

#### **\*Appendix**

501 Equipment Purchase and Repair Form



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### 502 – Disposal of Small Equipment & Expired PPE

<b>Policy # 502</b>	<b>Revised: June 17, 2024</b>	<b>Effective:</b>
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**Policy Statement:**

This Policy shall apply to the disposal of surplus small equipment and expired PPE.

**Procedure:**

MD Fire Departments Shall locate emergency services in need and request permission to donate surplus equipment and/or expired PPE to them. The Advisory Committee or Regional Fire Chief shall review and approve all requests.

Expired PPE and Surplus equipment shall be donated as is and at no cost to the MD.

Small equipment that is suitable for other MD departments shall be offered to them first. e.g. (*hand tools, generators, hydraulic jacks to public works or building maintenance*)

The requesting department shall provide the Advisory Committee or Regional Fire Chief with a detailed list of the items to be donated, an explanation of the need for the items to be donated and a plan for the item to be transferred to the recipient.



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### Section 6 - Definitions

<b>Policy # Section 6</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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The definitions contained in this section shall apply to the terms used in this policy manual. Where terms are not defined, common usage of the terms shall apply.

**Approved** means acceptable to the authority having jurisdiction.

**Authority Having Jurisdiction (AHJ)** means the organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

**Automatic Aid** means the pre-determined response of personnel and equipment for an alarm to a neighboring jurisdiction.

**Alarm** means a signal or message from a person or device indicating the existence of a fire, or other situation that requires emergency services response.

**Business Associate** means an individual doing business with the MD of Opportunity Fire Services.

**Chief Administrative Officer (CAO)** means that person appointed to the position and title by the MD of Opportunity Council and includes a person appointed by the respective Chief Administrative Officer to act as such Officer's delegate.

**Crew** means a group of members with the following characteristics:

- a) under the direct supervision of an officer – or senior firefighter
- b) trained and equipped to perform assigned tasks
- c) usually operating with one piece of fire apparatus (pumper, rescue, etc.)
- d) arriving at the incident scene on the fire apparatus



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**Crew Officer** means the Officer or Acting Officer in charge of a specific crew or apparatus.

**Council** means the MD of Opportunity Council.

**Dangerous Goods** means a product, substance or organism included by its nature or by the regulations in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4.

**Deputy Fire Chief(s)** means the person(s) designated as such by the Fire Chief for purposes of this Policy.

**Emergency Incident** means a specific emergency operation.

**Emergency Medical Care** means the provision of treatment to patients, including first aid, cardiopulmonary resuscitation, First Responder, Basic Life Support, and other medical procedures that occur prior to arrival at a hospital or other health care facility.

**Emergency Operations** means activities of a fire department relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of the incident and all functions performed at the scene.

**Employee** means any individual employed by MD of Opportunity Fire Services.

**Equipment** means any tools, contrivances, devices, or materials used by Fire Services to combat an incident or other emergency.

**Fire Apparatus** means a fire department emergency vehicle used for rescue, fire suppression, or other specialized functions.

**Fire Chief** means the person designated as such by the Administration and Council for purposes of this Policy.

**Fire Services Vehicle** means any vehicle, including fire apparatus, operated by a fire service.



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**Fire Protection** means methods of providing fire detection, control, and extinguishment.

**Fire Service** means the firefighting and emergency response service as established and organized for the MD of Opportunity pursuant to the provisions of this Policy consisting of, among other things, all persons appointed to the various positions described herein, all equipment, apparatus, materials, and supplies used in the operation, maintenance, and administration of the firefighting service, including fire stations; also means the MD of Opportunity Fire Services.

**Fire Service Region** means the geographical coverage area of the MD of Opportunity Fire Services as assigned by the MD of Opportunity Council. (Levels of Service)

**Fire Suppression** means the activities involved in controlling and extinguishing fires.

**Fireworks** means the fireworks listed in National Fire Code and the Explosives Act (R.S.C. 1985, c. E-17).

**Hazard** means the potential for harm or damage to people, property, or the environment.

**Hazard Area** means an area that when entered may potentially be harmful to a person's health.

**Hazardous Material** means a substance that presents an unusual danger to persons due to properties of toxicity, chemical reactivity or decomposition, corrosiveness, explosion or detonation, or similar properties.

**Incident** means a fire or a situation where a fire or an explosion is or may be imminent, or any other situation presenting a danger or possible danger to life or property and to which Fire Services has responded.

**Incident Commander or Officer in Charge** means the Member who, according to the Fire Services command structure established by the Fire Chief, is in command at an Incident in the absence or other inability of the Fire Chief to perform their duties.



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***Incident Command System (ICS)*** means an organized system of roles, responsibilities, and standard operating guidelines used to manage emergency operations under which the MD of Opportunity Fire Services operates in both training evolutions and emergency operations.

***Incident Safety Officer*** means an individual appointed to respond or assigned at an incident scene by the incident commander to perform the duties and responsibilities of that position as part of the command staff.

***Initial Attack*** means firefighting efforts and activities that occur in the time increment between the arrival of the fire department on the scene of a fire and the tactical decision by the Incident Commander that the resources dispatched on the original response will be insufficient to control and extinguish the fire, or that the fire is extinguished.

***MD of Opportunity*** means the MD of Opportunity communities.

***MD of Opportunity Council*** means the Reeve and Councilors of the MD of Opportunity Council.

***Mechanical Maintenance*** means maintenance will be done as per manufacturer's specs by MD of Opportunity staff members, Dealerships and Contractors as necessary.

***Member*** means a person(s) involved in performing the duties and responsibilities of a fire department, under the auspices of the organization.

***Mutual Aid*** means a written policy or contract to allow for the deployment of personnel and equipment to respond to an alarm in another jurisdiction.

***On Call*** means an employee designated by the Fire Chief or designate to be available for after hour's emergency service response to the public.

***Rapid Intervention Team (RIT)*** means a dedicated crew of firefighters who are assigned to account for, and rescue trapped or lost members but may still perform tasks on the fire ground that do not require excessive physical effort.



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**Rescue** means those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and providing for transport to an appropriate health care facility.

**Routine Maintenance** means inspections, fluid level checks and cleaning MD of Opportunity Fire Services vehicles.

**Sector** means a specific area or function at an emergency incident.  
(i.e.: ventilation sector, rehabilitation sector)

**Special Operations/Team** means those emergency incidents to which the fire service responds that require specific and advanced training and specialized tools and equipment  
(ex: Dangerous Goods, Motor Vehicle Collisions, and Water/Ice Rescue).

**Standard Operating Guideline** means an organizational tool that outlines a standard course of action.

**Shall** means a mandatory requirement.

**Structural Firefighting** means the activities of rescue, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels, aircraft, or like properties that are involved in a fire or emergency situation.

**Team** means two or more firefighters operating in the buddy system.

**Vehicle Operator** means anyone approved to operate a MD of Opportunity Fire Services vehicle.



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### Section 7 – Appendix

<b>Policy # Section 7</b>	<b>Revised: March 1, 2022</b>	<b>Effective: August 10, 2022</b>
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#### Section 1 – Administration

##### **100 – Authority for MD of Opportunity Fire Service**

- 100.1 (a) MD of Opportunity Fire Service Bylaw
- 100.1 (b) Command Flow Chart

##### **102 – Personnel**

- 102.11 Annual Fire Service Firefighter Interview

##### **105 – Recruitment and Retention Program**

- 105 (a) Recruitment Application
- 105 (b) Junior Application and Consent Form
- 105 (c) Recruitment Poster
- 105 (d) Letter of Recruitment

##### **107 - Conduct**

- 107.2 Probationary Firefighter Taskbook

##### **110 – Termination of Membership**

- 110 Official Release from the Fire Hall

##### **113 – Hygiene and Dress Code**

- 113 Dress Code

##### **114 – Dispatch Protocols**

- 114 (a) MOFS Calling Lake
- 114 (b) MOFS Red Earth



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114 (c) MOFS Sandy Lake

114 (d) MOFS Wabasca

### **115 – Drug and Alcohol Policy**

115 (a) MD of Opportunity Drug and Alcohol Program

115 (b) MD of Opportunity Drug and Alcohol Acknowledgement Form

## **Section 3 – Workplace Health and Safety**

### **301 – Respiratory Protection**

301.1 Breathing Air Compressor Assurance

301.5 FIT Testing Procedure

### **302 Personal Protective Equipment**

302 Firefighter Issued inventory

### **305 – Vehicle Response and Driver Training**

305.1 Driver Training Program

305.2 (a) Driver Training Record Unit Sheet

305.2 (b) Annual Driver Evaluation

305.2 (c) Truck and Pump Operator Evaluation

### **307 – Personal Protective Equipment**

307 (a) Maintenance Request Form

307 (b) PPE Inspection Form

### **309 – Personal Injury Procedures**

309 (a) WCB Employer Report of Injury Form

309 (b) WCB Worker Report Form

309 (c) MD OF OPPORTUNITY Incident Report Form

309 (d) MD Of OPPORTUNITY Incident Investigation Report Procedures

309 (e) MD OF OPPORTUNITY Investigation Report

309 (f) MD OF OPPORTUNITY Workplace Hazard Safety Concern Report Form

309 (g) MD OF OPPORTUNITY Tailgate Form



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### **310 Critical Incident Stress Debriefing**

310 After Action Review

### **Section 4 – Training**

#### **400 – Training Administration**

400.6 Expense Claim Form

#### **401 – Training Programs**

401.1 Recruit Orientation Training Package

401.4 Skills Assessment

### **Section 5 - Infrastructure**

#### **500 – Tools and Equipment**

500 Equipment Sign Out

#### **501 – Apparatus Equipment Location**

501 Equipment Purchase and Repair Form