



FES-5 Volunteer Fire Department Policy

Department: Fire and Emergency Services

POLICY OBJECTIVE:

The County of St. Paul No. 19 wishes to establish minimum standards for the operation, management, and administration of all volunteer fire departments within its boundaries in accordance with the Alberta *Occupational Health and Safety Code* and the Alberta *Code of Practice for Fire Fighters* while retaining the autonomy of individual fire departments.

POLICY STATEMENTS:

1.0 Standard Operating Guidelines

1.1 Each volunteer fire department will establish a set of Standard Operating Guidelines (SOGs) that will guide its operation. These SOGs will include guidelines related to:

- (a) Member Responsibilities, Conduct, and Duties;
- (b) Performance Evaluations;
- (c) Attendance;
- (d) Discipline;
- (e) Personal Protective Equipment and Uniforms;
- (f) Training;
- (g) Apparatus Inspections;
- (h) Receiving and Responding to Calls;
- (i) Minimum Personnel required for Response;
- (j) Drugs, Alcohol, and Smoking;
- (k) Social Functions;
- (l) Allowances and Honouraria;
- (m) Fundraising; and
- (n) Unit Response Guidelines (including when to call mutual aid).

1.2 Each volunteer department may create additional SOGs at their discretion.

2.0 Fire Chief and Deputy Chief Appointments

2.1 Each fire department will provide a recommendation in writing for the Fire Chief and Deputy Fire Chief positions annually to the Chief Administrative Officer by March 1st of each year. Council shall appoint a Fire Chief and Deputy Fire Chief by resolution.

3.0 Budgets and Financial Statements

3.1 The Fire Chief or their designee will provide an operational budget and 10-year capital plan to the Chief Administrative Officer or their designee on an annual basis at the appropriate time to carry out the budgeting process.

COUNTY OF ST. PAUL NO. 19

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3.2 From time to time when planning special projects, the County shall request a copy of the Fire Department Society's financial statements.

4.0 Inspections and Access to Fire Halls

4.1 Inspections of fire halls will be carried out regularly by qualified personnel as required by municipal policy or other legislation.

4.2 The Chief Administrative Officer or their designee is permitted to access any fire hall any time at their discretion.

4.3 The fire halls are public facilities. Any resident wishing to use the fire hall for a meeting or other purpose may contact the Fire Chief. The Fire Chief will make the request to the Chief Administrative Officer or their designee who will make a final determination.

Council Approval: October 11, 2016

Amended: January 14, 2020

Amended: April 14, 2026