

Bylaws of
The Fire Protection Commission
for District #1, Municipality of
Chester

Approved

NOVEMBER 8, 2010

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Article #1: Definitions

- “Commission” means the Fire Protection Commission for the Ratepayers of that portion of District #1 of the Municipality of the District of Chester as defined in the 1985 Act of Incorporation or the latest version of the Rural Fire District Act.
- “BAFR” means Blandford and Area Fire Rescue
- “Association” means the Blandford and Area Firefighters Association
- “EHS” means Emergency Health Services, the provider of pre-hospital emergency care in Nova Scotia
- “FUS” means Fire Underwriters Survey
- “GOG” means General Operating Guidelines
- “In camera” means private discussions of the commission relating to contract negotiation and personnel matters.
- “MFR” means medical first responder
- “May” means that a particular action is optional.
- “Shall” means an action which is mandatory.
- “Should” means an action which is recommended.
- “Will” means an action that originates in the future.
- “Municipality” means the Municipality of the District of Chester.
- “Municipal Government Act” or “MGA” is the most current version of the Nova Scotia Municipal Government Act as adopted in 1999
- “National Fire Code” is the most current version of the Canadian Federal Fire Prevention codes
- “Province” means the Province of Nova Scotia
- “Ratepayer” is a person who resides in and / or pays property taxes within the jurisdiction of the fire protection area as defined in the RFD Act.
- “RFD Act” means the Rural Fire District Act.
- “Vote” means a show of hands.
- “Ballot” means a confidential written submission
- “NFPA” means the National Fire Protection Association
- All other words and phrases shall be construed in accordance with the meaning assigned to them by the current version of the applicable National Fire Protection Association standard.

Article #2: Name

The official name of this organization is “The Fire Protection Commissioners for the District of Blandford, Municipality of Chester”. Operationally it is known as Blandford and Area Fire Rescue.

Article #3: Mission Statement

The mission of the Commission is to provide for a good and sufficient fire service within the boundaries of the fire protection district.

Article #4: Jurisdiction

The fire district is defined as that area of the District #1 polling district, Municipality of the District of Chester, from Little East River to Atkinsons Brook and all lands in between including the communities or portion there of including East River Point, Deep Cove, Blandford, Bayswater, Aspotogan, Northwest Cove and the Lodge including Snake, Horse, Gravelly, Black, Saddle and Mars Islands.

Article #5: Services, Responsibilities and Duties

Shall be;

Administrative Services:

- Comply with spirit and intent of General Operating Guidelines (GOG).
- Provide effective and efficient direction.
- Provide services within available resources.
- Utilize available technology to meet information needs.

Planning Services:

- Provide internal ongoing planning processes.
- Determine strategic direction at the highest organizational level.
- Encourage members to participate in the planning process.
- Encourage interagency planning dialogue

Public Relations:

- Endeavour to inform the public of activities, accomplishments and challenges affecting their fire service.
- Provide opportunities for stakeholder feedback.
- Encourage positive media relationships.

Emergency Response:

- Provide effective scene management.
- Maintain a volunteer based response system.
- Provide the necessary resources to meet the level of service.
- Promote interagency operational cooperation.
- Ensure all fires are properly investigated.

Community Services:

- Promote public understanding of fire safety issues.
- Participate in mission enhancing community events.

Personnel Management: Safety and Training:

- Provide job descriptions and requirements for office.
- Provide standard based training.
- Provide volunteer friendly training opportunities.
- Provide recognition of accomplishments.
- Provide training consistent with the level of service.

Personnel Management: Relations:

- Provide feedback on achievement levels.
- Promote camaraderie and social activities.
- Endeavour to provide member assistance opportunities.

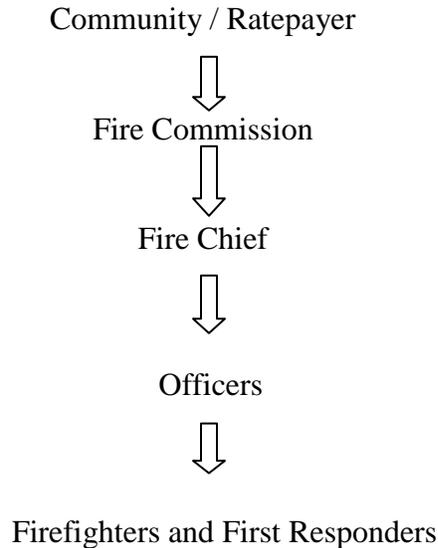
Equipment and Facilities:

- Maintain facilities and equipment in a state of readiness.
- Provide efficient and effective facilities and equipment.
- Provide equipment and facilities that meet the level of service.

Financial Management:

- Assure expenditures are within the limits of the approved budget.
- Maintain a capital replacement program.
- Assure the efficient and effective use of funds.
- Maintain the accurate financial status to generally accepted accounting practices.

Article #6 Fire Service Organizational Chart



Article #7 Meetings

- Commission business meetings shall be held the second Monday of each month or at the discretion of the Chairperson as long as the duration between meetings does not exceed thirty days.
- Minutes of meetings shall be recorded in a minute book and shall be considered the official minute record.
- The Annual ratepayers meeting shall be held the first Tuesday of May at 2000 hours as per the RFD Act.
- Meetings will be cancelled and rescheduled if they are to occur on statutory holidays.
- Special meetings may be called at the discretion of the Chairperson.
- All meetings shall be presided over by the Chairperson, or in his absence by the Vice Chairperson.
- Regular business meetings are open to the general public.
- A majority is required to accept or reject any motion and ties will be adjudicated by the Chair.
- There shall be no proxy votes accepted on any issue.

- The agenda for regular monthly business meetings shall be as follows;
 1. Call to order and roll call.
 2. Approval and / or additions to the agenda.
 3. Approval of the circulated minutes of the previous meeting.
 4. Business arising from the minutes.
 5. Distribution of Correspondence.
 6. Treasurers Report
 7. New Business
 8. Chiefs Report
 9. In Camera, if necessary
 10. Adjournment

- The agenda for the annual meeting in May shall be as follows;
 1. Call to order.
 2. Approval of the minutes of the previous annual ratepayers meeting.
 3. Presentation of Annual reviewed financial statements and proposed budget
 4. Announcement of the upcoming year's fire tax rate
 5. Annual Report of the Fire Chief
 6. Annual Report of the Chairperson
 7. Transfer of meeting to the Fire Chief for the moderation of the election process
 8. Election of Commissioners
 9. Final statements and adjournment

Article #8 Nominations and Elections

- As per the RFD Act.

Article #9 Adherence to Fire Codes and Other Standards

- Standards of the National Fire Protection Association as issued from time to time are made a part of these Bylaws such that every provision shall be considered a part of these Bylaws.
- Other standards and codes which are of relevance to the provision of fire and emergency services.

Article #10 Services Provided

The Commission is empowered by the RFD Act to provide “A Good and Sufficient Level of Service” to the community as outlined in the Municipal Government Act to the following minimum levels.

- Interior Structural Fire Suppression
- Medical First Response as part of the EHS MFR program
- Hazardous Materials / Dangerous Goods Response at the Awareness level
- Water and Ice Rescue at the Awareness level
- Vehicle and Machinery Rescue at the Awareness level
- Rope Rescue at the Awareness level
- Confined Space Rescue at the Awareness level
- Structural Collapse and Trench Rescue at the Awareness level
- Wilderness Search and Rescue at the Support level

Article #11 Amendments to these Rules of Governance

- From a date commencing in 2010 these Bylaws shall be reviewed at least every five years to ensure relevance and compliance to current best practices, municipal bylaws, provincial and federal statutes and acts.
- GOGs referenced in this document may be changed at anytime at the discretion of the commission as long as the changes do not subrogate the authority of these Bylaws.
- All changes made to these Bylaws are final and effective pending the approval of the minister and when so approved shall have the force of law.

Mike McDonagh-Harnish, Chairperson _____

Armand Dufresne, Secretary _____

Richard Bleasdale, Treasurer _____

Walt Degginger, Commissioner _____

Zane Meisner, Commissioner _____