

# P O L I C Y



Department <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	<b>Page 1 of 6</b>
Policy Title <b>FIRE PROTECTION AND EMERGENCY RESPONSE</b>	Date: <b>January 1, 2021</b>	Resolution No. <b>C/336/20</b>

## **Policy Statement:**

Lacombe County recognizes the importance of providing effective fire protection and emergency response services to its residents, ratepayers, other municipalities and the general public.

## **Guidelines/Procedures:**

### **Part A – Fire Departments**

Pursuant to *Lacombe County Fire Bylaw 1208/15*, Lacombe County provides fire protection and emergency response services to its residents, ratepayers, other municipalities and the general public with firefighting equipment and personnel from the following fire departments:

Alix \*  
Bentley \*  
Clive \*  
Eckville \*  
Lacombe \*  
Bashaw \*\*  
Sylvan Lake \*\*\*  
Blackfalds \*\*\*\*

- \* These fire departments provide services within their respective fire districts.
- \*\* This fire department provides service to the Town of Bashaw and portions of the County of Camrose and Ponoka and Lacombe County pursuant to an agreement dated June 16, 2011.
- \*\*\* This fire department provides service to an area of Lacombe County adjacent to Sylvan Lake through reciprocal arrangements with Red Deer County.
- \*\*\*\* This fire department provides services in the Blackfalds Fire District pursuant to an agreement dated January 25, 2016.

Lacombe County fire district boundaries are displayed and established in the *Lacombe County Fire Service Policy Manual*.

Policy Title <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	Page <b>2 of 6</b>
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Part B - Fire Department Honorarium and Shared Costs with Other Municipalities

1. Honorarium will be paid to each fire department member for responses and fire department duties as approved by the respective District Chief at a per hour rate as follows:
  - a) District Chief - \$32.50\* (for responses and response related activities)
    - Deputy Chief - \$30.50
    - Captain - \$28.45
    - Lieutenant - \$26.36
    - Engineer - \$24.25
    - 1<sup>st</sup> Class Firefighter - \$22.12
    - 2<sup>nd</sup> Class Firefighter - \$20.03
    - 3<sup>rd</sup> Class Firefighter - \$17.91
    - 4<sup>th</sup> Class Firefighter - \$15.81

\* Excluding City of Lacombe District Chief

\*\*Pay class is determined using a combination of training and years of service as described in Schedule 1\*\*

Blackfalds Fire Department is reimbursed pursuant to an agreement dated January 25, 2016.

- b) Lacombe County will make available, on an annual per member basis, a fund to be used for discretionary spending at the approval of the County Fire Chief for items such as uniforms, subscriptions, appreciation events and department paraphernalia.
- c) District Fire Chiefs – All above fire departments. (Excluding Lacombe)
  - \$5,000.00 per annum will be paid to the Fire Chiefs for all duties other than those outlined in 1 a) and d) and for cell phone usage.
  - Payment of 75% of Canada Revenue Agency mileage rate will be made to fire chiefs for attending Lacombe County Fire Service Operations Committee meetings.
- d) General Training Remuneration – Members of the above fire departments (excluding Blackfalds Fire Department) will be paid 75% (50% for Lacombe) of their hourly rate for attendance at general training sessions as per the department schedule.
- e) Lacombe County will reimburse District Fire Chiefs, Deputy Chiefs or members in charge for costs of meals and refreshments for incidents exceeding 4 hours or at the approval of the County Fire Chief
- f) At the discretion of the County Manager extraordinary costs related to firefighting may be approved in addition to the Honorarium payments.

Policy Title <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	Page <b>3 of 6</b>
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- g) Honorarium will be adjusted at the same percentage rate increases as the County cost of living rate increase.

2. Services Provided by Another Municipality

Payment for fire protection and emergency response services provided by another municipality will be made in accordance with the agreement between the County and that municipality.

3. Fire Fighter Training - the County supports and encourages formal training designed to improve the knowledge and abilities of the fire department members and, unless otherwise provided for by an agreement will provide funding as follows:

- a) Payment of 75% of the course registration fees will be made for each fire department member participating in any course directly associated with firefighting duties and responsibilities (i.e. Safety Codes, Air Brakes, etc.) as approved by the County Fire Chief.
- b) Payment of 75% of the Canada Revenue Agency rate will be made for mileage, accommodation and meal expenses incurred by fire department members attending courses as approved by the County Fire Chief.
- c) Payment of 75% of the course registration fees and associated mileage, accommodation and meal expenses will be made for the fire chief (or his/her designate) of each fire department in the County for attendance at the Alberta Fire Chiefs Association Conference.
- d) Payment will be made for 75% of the following scaled pay rate for training completed in the 'levels' delivery format.

NFPA 1001 (up to Level II and including 472 Operations level)	NFPA 1001 Level I - \$1350 NFPA 1001 Level II - \$900 NFPA 472 Operations Level - \$450
NFPA 1002(including Aerial)	\$1050
NFPA 1051	\$450
NFPA 1021 Level I Level II	\$1000 \$800
NFPA 1041 Level I Level II	\$500 \$300
NFPA 1033	\$600
Conferences, Single day courses, or any other department sponsored training not specifically defined by this policy	\$120 per day

Policy Title <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	Page <b>4 of 6</b>
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4. Fire Fighter Insurance – unless otherwise provided for in an agreement, the County will fund 75% of the cost of maintaining an Accident Insurance Policy for the members of the fire departments.

Part C - Fire Department Authority and Reporting Requirements

1. The fire chief or the senior fire fighter from the fire department is in charge at the fire or emergency response. This individual is authorized to arrange for any additional equipment if required, at the expense of the County.
2. Fire reports are to be completed for all fires and emergencies responded to with County fire equipment, including responses within an urban municipality, and submitted to the County office no later than the 15<sup>th</sup> of each month for all incidents occurring the previous month.
3. Fire Departments are authorized to charge accounts to the County for regular equipment maintenance and operational items with approval from the County Fire Chief.
4. Approval from the County Fire Chief and the County Operations Department Shop Supervisor is required for repairs to equipment.
5. Approval from the County Fire Chief is required for the replacement and purchase of equipment not provided for in the budget.
6. Major equipment purchases and replacement will normally be considered as a budget item. Budget requests are to be submitted by the fire departments to the County office prior to September 15<sup>th</sup> of each year.
7. Lacombe County will issue a T- 4 Form to each member of the Alix, Bentley, Clive, Eckville and Lacombe departments that receives remuneration from the County.
8. Fire departments must keep current records as required by the Traffic Safety Act. The fire departments will submit these records at the request of the County Fire Chief.
9. All new members will provide consent to Lacombe County to obtain driver’s abstracts. Members are required to make the County aware of any change to their abstracts.

Policy Title <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	Page <b>5 of 6</b>
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Part D – Charges for Fire and Emergency Response Equipment and Personnel

1. Lacombe County will charge fees to residents and ratepayers of Lacombe County and other municipalities within the County in accordance with “Schedule 2”:

  - a) to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for fire response services inside the boundaries of Lacombe County where County Fire services have engaged in fire suppression activities;
  - b) to the owner of the motor vehicle where County Fire services have engaged in motor vehicle collision response services;
  - c) to the person responsible for the incident, to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for the costs of any materials used and third party costs where the County has engaged in any response service for any duration of time; and
  - d) to the Province of Alberta for a response to a motor vehicle collision or fire on a Provincial Highway.

2. Lacombe County will charge fees in accordance with Schedule “3” to any person requesting or requiring an inspection, permit or service as described in the Schedule
3. A charge will be levied for responses in accordance with “Schedule 2”, unless otherwise provided for by an agreement;
  - a) Within a Summer Village in the County
  - b) Within a municipality outside the boundaries of Lacombe County with the exception of the designated area in Red Deer County pursuant to reciprocal agreement,
  - c) Of persons who are not residents or ratepayers of Lacombe County or other municipalities within the County,
  - d) To a fire when a person is in contravention of the Forest and Prairie Protection Act for failure to have a fire permit or any other provision of the Act.
  - e) To a fire intentionally set when a fire ban is in effect.
  - f) Originating on a railway right-of-way.
  - g) To a fire monitoring system nuisance alarm.
4. The rate of charge referred to in Section 3 above shall be applied for the period commencing from when the equipment leaves its base facility until it is deemed back in service, rounded to the next one-half hour.
5. At the discretion of the County Manager:
  - a) the rate of charge levied for responses for other municipalities may be adjusted pursuant to a reciprocal arrangement with that municipality.
  - b) the charge levied for responses may be adjusted based on the level of fire suppression services provided at the incident.
  - c) other costs may be charged for items including, but not limited to:
    - i. Replacement of foam
    - ii. Meals and refreshments
    - iii. Fuel
    - iv. Lost or damaged equipment and clothing
    - v. Fire investigation costs
    - vi. Specialty firefighting services

Policy Title <b>FIRE PROTECTION</b>	Policy No. <b>F(1)</b>	Page <b>6 of 6</b>
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Approved:

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Revised: May 27, 2010

Revised: January 1, 2012 (C/529/11)

Revised: June 27, 2013

**Schedule 1**  
**Pay Class Definition**

To be considered for Officer roles as they come available, Candidates are encouraged to pursue the following educational requirements.

**District Chief and Deputy Chief**

- Captain and Engineer Level Requirements and;
- NFPA Standard 1021 Fire Officer Professional Qualifications, Level III;
- NFPA Standard 1031 Professional Qualifications for Fire Inspector/Plans Examiner;
- NFPA Standard 1033 Professional Qualifications for Fire Investigator;
- Incident Command System 400; and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement.

**Captain**

- Lieutenant and Engineer Level Requirements and;
- NFPA Standard 1021 Fire Officer Professional Qualifications, Level II;
- NFPA Standard 1041 Fire and Emergency Services Instructor Professional Qualifications, Level II;
- Incident Command System 300; and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement.

**Lieutenant**

- Engineer Level Requirements and;
- NFPA Standard 1021 Fire Officer Professional Qualifications, Level I;
- NFPA Standard 1041 Fire and Emergency Services Instructor Professional Qualifications, Level I;
- Incident Command System 200; and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement.

To be considered for an advance in class, candidates must meet the following requirements and possess the requisite experience.

**Engineer Level Firefighter**

- 1st Class Firefighter Requirements and;
- 4 years of service;
- NFPA Standard 1002 Fire Apparatus Driver/Operator (Driver, Pump Operator and Aerial); and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement.

**1<sup>st</sup> Class Firefighter**

- 2nd Class Firefighter Requirements and;
- 3 years of service;
- NFPA Standard 1002 Fire Apparatus Driver/Operator (Driver Maintenance and Pump Operator); and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement.

**2<sup>nd</sup> Class Firefighter**

- 3rd Class Firefighter Requirements and;
- 2 years of service;
- NFPA 1002 Fire Apparatus Driver/Operator (Driver/Maintenance Only);
- Minimum valid Alberta Class 5 unrestricted drivers' license with Q (air brake) endorsement; and
- Valid Alberta Class 3 drivers' license or equivalent with Q (air brake) endorsement preferred.

### **3<sup>rd</sup> Class Firefighter**

- 4th Class Firefighter Requirements and;
- Successful completion of 6-month Probationary Period.
- NFPA Standard 1001 Level 2 Firefighter Professional Qualifications; and
- Valid Alberta Class 5 unrestricted drivers' license with Q (air brake) endorsement.

### **4<sup>th</sup> Class Firefighter**

- 6-month Probationary Period;
- NFPA Standard 1001 Level 1 Firefighter Professional Qualifications;
- NFPA Standard 1072 Awareness & Operations Hazardous Materials Response;
- Incident Command System 100;
- Valid Alberta Class 5 unrestricted drivers' license; and
- Minimum Standard First Aid with CPR 'C' & AED certifications.

### **Recruit Firefighter**

- Minimum 18 years of age;
- Successful completion of high school or equivalent;
- Valid Alberta Class 5 unrestricted drivers' license;
- Current (within the past 3 months) Criminal Record Check with satisfactory results;
- Current drivers abstract with an acceptable driving record;
- Ability to respond within 10 minutes of the Fire Hall;
- Legally entitled to work in Canada;
- Successful completion of pre-employment medical fitness examination;
- Average ability to communicate effectively in writing and verbally; and
- Minimum Standard First Aid with CPR "C" & AED certifications or ability to obtain.



P O L I C Y

**Schedule 2**  
**Emergency Response Fees**

<b>Service</b>	<b>Fee</b>
Fire Suppression Response	<u>Total response time less than 1 hour:</u> \$0 <u>Total response time greater than 1 hour:</u> Fire Engine First Hour - \$500 Additional Hours - \$250/ half hour or part thereof Additional Units First hour - \$350 Additional hours - \$175 / unit / half hour or part thereof
Motor Vehicle Collision Response	Alberta Transportation Rates at a minimum of one hour
Any response	Cost of material used and third party costs
Response to motor vehicle collision or fire on Provincial Highway	Alberta Transportation Rates
Response to a fire monitoring system nuisance alarm <i>Defined as any alarm system malfunction, including faulty equipment and misuse of alarm monitoring equipment or services.</i>	No charge first response \$100 for second response \$200 for third response \$300 for subsequent responses

P O L I C Y

**Schedule 3**  
**Inspections, Permits and Services**

<b>Service</b>	<b>Fee</b>
<b>Inspections</b>	
Inspection	\$ 150.00 / hour
Re-Inspection	\$ 175.00 / hour
Provincial License Inspection	\$ 150.00 / hour
Occupancy Load Certificate	\$ 50.00 each
Construction Site Inspection and Plan Review	\$ 150.00 / hour
Fire Code Plan Review	\$ 150.00 / hour
Mileage	\$ 0.75 / km
<b>Special Events</b>	
Trade Show Floor Plan Review and Inspection	\$150 / hour
Temporary Tent Plan Review and Inspection	\$150 / hour
Food Outlet Inspection	\$150 / hour
Special Events Permit	\$50 each
<b>Investigation Services</b>	
Investigator	\$ 175.00 / hour
Mileage	\$ 0.75 km
3D Imagery	\$ 250.00 investigation
Aerial Imagery	\$ 250.00 investigation
Lab Analysis (USD)	\$ 175.00 per sample
Lab Report (USD)	\$ 65.00 per report
Any additional courier fees	at cost
Accelerant Detection Canine	\$ 150.00 / hour
Canine Team - Mileage	\$ 0.75 km
Expert Testimony	\$ 175.00 / hour
Forensic Imagery and Evidence Services - <i>Forensic services only (working under the primary investigator), which includes scene documentation, evidence collection, evidence logs and imagery</i>	\$ 175.00 / hour
<b>Outside Request for Investigation Information</b>	
File Search (FOIP)	\$ 125.00 request
Copy of Investigation Report	\$ 250.00 report
Photographs	\$ 50.00 20 images
Photographic Log	\$ 75.00 / hour
Aerial 3D Imagery	\$ 50.00 process
Ground Based 3D Imagery	\$ 50.00 process