

MISSISSAUGA FIRST NATION FIRE DEPARTMENT



POLICY AND PROCEDURE MANUAL

As of September 7, 2016



Version History

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Mississauga First Nation Fire Department

Our Vision

A community that is safe from the devastating impact of fire, accidents / mishaps, or natural disasters.

Our Mission

To serve and protect the Mississauga First Nation by providing emergency response to fire, accidents / mishaps, or natural disasters and a dedication to the promotion of fire safety and prevention by:

- Providing 24 hour, seven day week emergency response to any fire, accident / mishap, or natural disaster that may occur with in the Mississauga First Nation territory and / or surrounding areas;
- Participating and promoting fire safety and prevention awareness by attending community events;
- Maintaining a positive working relationship with other agencies to ensure that the maximum level of protection is assured to the Mississauga First Nation and its members / community; and,
- Being visible to the community through actively training and maintaining a high level of readiness for any emergency.



CHAPTER 1

INTRODUCTION

This policy manual was created in May of 2013, to be approved by Mississauga First Nation Chief and Council. The policies and procedures contained in this manual shall be effective and implemented upon approval from the Mississauga First Nation Chief and Council and following consultation with the Director of Infrastructure, Director of Operations, and all active members of the Mississauga First Nation Fire Department.

The policies contained in this manual are based on the Mississauga First Nation Personnel Policies, where applicable, applicable policies and guidelines from the Ontario Native Fire Fighters Society, Ontario Fire College, Ontario Fire Marshal's Office, and other Fire Departments similar to Mississauga First Nation.

This manual is intended to provide clear guidelines and to assist in the implementing of personnel interactions within Fire Department duties and workplace functions. This manual will also serve as a reference and implementation guide to Mississauga First Nation Fire Department, Senior Officers, Chief and Council, and to the community. Its purpose is to create and maintain a positive and harmonious relationship among Fire Department Personnel, Staff and Managers of the Mississauga First Nation and other employers, Chief and Council, and the community. The policy manual will also define terms of recruitment and retention, code of conduct expectations and roles of Fire Chief and other Senior Officers of the Fire Department.

****Please note****

This policy and procedure manual was developed for the Mississauga First Nation Fire Department because there was none prior. Its primary focus is on the actions, conduct, and expectations of the Mississauga First Nation Fire Department. It also provides a basis for administrative tasks and guidelines, as well as the minimum fire ground objectives which in turn increase personnel safety, effectiveness, and efficiency.

It is understood that an emergency incident may be unique and fire fighters are not or can not be expected to reference the manual in the field, therefore the fire ground policies in this manual are limited and the manual focuses more on personnel safety, roles and expectations, code of conduct, and administration. However, the Mississauga First Nation Fire Department shall develop and maintain a Standard Operating Procedures book or Operational Guidelines book for each of the types of incidents that they are most likely to attend.



CHAPTER 2

PROFESSIONALISM AND CODE OF BEHAVIOR

Volunteer fire fighters will serve the Mississauga First Nation to the best of their ability; make full use of their skills and knowledge. When on duty either at training, at an emergency, or any functions where Mississauga First Nation Fire Department is represented, fire fighters are to attend free from being under the influence of alcohol and drugs. Mississauga First Nation prohibits the use of alcohol and drugs by its members while on duty or prior to duty (refer to Chapter 7 Substance Abuse Policy).

Mississauga First Nation fire fighters shall respect the human dignity of all persons with whom they are dealing with and shall conduct their efforts on behalf of those whom they serve in such a way that they do not bypass, exploit, destroy, or undermine the integrity of another human being.

Fire fighters are to be encouraged to seek out opportunities to upgrade their qualifications and work towards improvement in the fire fighting profession. The Fire Department will from time to time identify training and development opportunities which will be made available to its members (refer to Chapter 10 Training).

Mississauga First Nation Fire Fighters shall offer Fire Department services only within the scope of their abilities and training. As with any Fire Department, the Mississauga First Nation Fire Department has limitations and when an emergency expands beyond these limitations agreements and preplanning are to be made and maintained for receiving additional aid.

Mississauga First Nation Fire Fighters are to expect professional ethical behavior from their colleagues and shall initiate appropriate attempts to remedy any unethical or harmful behavior on the part of their colleagues. Fire fighters will be encouraged to refrain from participating in rumors or derogatory comments in reference to a colleague, peer, or member of the Mississauga First Nation and there of any person(s) of which they are serving. Derogatory and inappropriate comments or behaviors will be subject to disciplinary action up to and including dismissal.

A code of conduct which is to be signed and adhered to by all current and new volunteers is contained in Appendix 7 of this policy manual.



CHAPTER 3

ANTI NEPTISM POLICY

3.1 Policy Statement

Nepotism is defined as displays of favoritism in official transactions related to Volunteer Fire Fighters on the basis of family relationships. The following guidelines are intended to eliminate nepotism.

3.2. Definitions

In this section of the personnel policy manual, the following terms shall have the following meaning:

“immediate family” is defined as the employee’s spouse or common-law partner; the employee’s father and mother and the spouse or common law partner of the father or mother; the employee’s child(ren) and the child(ren) of the employees spouse or common-law partner; the employees grandchildren; the employee’s brothers and sisters; the grandfather; the grandmother; the employee’s aunt and uncle; niece and nephew; and customary parents of the employee, the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

“extended family” in respect of a person, means the person’s grandparent, grandchild, aunt or uncle, niece or nephew, and individuals that reside in the same household.

3.3. Policy

No person shall be recruited or retained, promoted or demoted, or access any kind of favoritism by the Mississauga First Nation Fire Department based solely on the fact that he / she is a member of the Chief, councilor or Fire Chief or senior officer of the fire department immediate or extended family.



However, because the Mississauga First Nation Fire Department operates on a volunteer basis any person who expresses an interest in becoming a member may do so but must follow this policy, as well as Chapter 9 Recruitment and Retention.



CHAPTER 4

FREEDOM FROM HARASSMENT AND VOILENCE IN THE WORKPLACE

All Mississauga First Nation fire fighters have the right to freedom from harassment in the workplace based on race, national or ethnic origin, colour, religion, age, sex, marital status, family status, mental or physical disability (including previous or present drug or alcohol dependency), pardoned convictions or sexual orientation.

The Mississauga First Nation does not tolerate harassment, including sexual harassment in the workplace. Proven harassment of any kind will constitute in disciplinary action and may be considered grounds for dismissal.

4.1. Lateral Violence

Lateral violence refers to acts that occur between colleagues, where bullying is described as acts perpetrated by one in a higher level of authority and occur over time. The acts can be covert or overt acts of verbal or non-verbal aggression. Relational aggression is a type of bullying typified by psychological abuse.

Lateral violence is a negative coping mechanism and does not involve actual physical violence, though there have been some cases where disputes have escalated to physical contact such as one person pushing another.

Nonverbal innuendo, verbal affronts, intimidation, harassment, violation of personal privacy, sarcastic remarks, fault finding in a nit picking way, minimizing the concerns of others, excluding others from work related discussions or activities, sabotage, belittling “bullying”, scapegoating or gossiping are other examples of lateral violence.

The Mississauga First Nation strictly prohibits workplace violence of any kind including but not limited to lateral violence. Consistent with this policy any act of physical or psychological acts will be addressed as a disciplinary action up to and including dismissal.



Creating a hostile or stressful environment by abusing or intimidating subordinates or other volunteer members will be dealt with swiftly. All and any threats or acts of violence and/or lateral violence should be reported to the Fire Chief or Officer In Charge. This can be done verbally or in writing (see Appendix 2 - Continuous Improvement Form).

The Continuous Improvement Form will not be considered disciplinary action; rather it is a means of communication. However, it will be kept on file for future reference.

4.2. Expectations

The Fire Department and as a fire fighter is already a high stress and dangerous occupation so it is imperative for members to report any issue or concern in accordance with this policy to the appropriate person (Fire Chief or Officer In Charge) as quickly as possible as to resolve the issue or concern in a timely manner.

Fire Department personnel along with other emergency service providers are among the positive role models that young people and the general public look up to so it is important to maintain a positive atmosphere at all times.



CHAPTER 5

PERSONAL CONFLICT RESOLUTION POLICY

Becoming a member of the Fire Department is becoming a member of a brotherhood/sisterhood, a sense of family. Like any family there will be from time to time conflicts. Whether the conflict is internal or external, minor or major the conflict shall be dealt with in a timely manner and mindful of fairness of all parties involved. It is imperative that any conflict that arises be remedied and resolved as quickly as possible as to maintain the highest level of service to the public that the Fire Department can offer.

The context of this policy will give several options to members for a successful conflict resolution.

5.1. Policy

Fire fighters are to maintain a “level headiness” and a professional attitude throughout this process.

Upon arousal of a conflict between members of the Fire Department, the members involved will be encouraged to attempt to remedy the situation in a mature manner. It is important that one or all parties involved take the initiative to remedy conflict situations as quickly as possible so as not to disrupt the integrity of the Fire Department. The members will be encouraged to use all applicable policies of this manual in an attempt to resolve situations before disciplinary action is taken.

For whatever the reason where a suitable remedy to the conflict can not be agreed to amongst the parties, then the conflict shall be brought to the attention of the Fire Chief or the Officer In Charge. This can be done verbally or in writing (see Appendix 1 - Volunteer Feedback Form). The Fire Chief or Officer in Charge will act as a mediator to try and resolve the situation.

The actions and options in the context of this policy will **not** be considered “disciplinary action” simply a means to affectively attempt to find solutions to internal conflicts.

In cases where a suitable remedy cannot be agreed to, then the Fire Chief or Officer In Charge will investigate the matter completely. Then the matter may then be subject to disciplinary action (see Chapter 6 - Discipline).



CHAPTER 6

DISCIPLINE

Individuals of the Fire Department are highly disciplined and highly motivated individuals who are dedicated to the service and protection of the public with whom they serve. The fire fighters of the Mississauga First Nation are expected to operate in a highly self-disciplined manner and are to regulate his/her own conduct in a responsible, productive and mature way. Mississauga First Nation fire fighters are part of the department because they want to be a contributing member of the community and are dedicating themselves to the protection and safety of the community. Therefore the Mississauga First Nation Fire Department will exhaust all other options in an attempt to resolve situations before a disciplinary action is needed.

A fire fighter may be subject to disciplinary action up to and including suspension for any of, but not limited to, the following:

- Violation of confidentiality;
- Theft, fraud or miss-appropriation of funds or other property of the Mississauga First Nation Fire Department;
- Fighting on the job, physical abuse, dishonesty, etc.;
- Willful damage to Mississauga First Nation Fire Department Property;
- Failure to maintain a clear or favorable CPIC;
- Report to duty under the influence of or the use of alcohol beverages or illegal drugs while on duty;
- Failure to observe the policies, rules and regulations and disregard to the Mississauga First Nation Fire Department and its personnel or the Fire Service in general;
- Failure to comply with orders or instruction given by a superior officer, including Fire Chief, Deputy Chief, Captain, or Officer in Charge that result in unnecessary endangerment to personnel and/or the operation of the Fire Department; or,
- Any other actions, omissions, or behaviors deemed to be in contravention of the volunteer fire fighters duties and responsibilities by these policies or by the Ontario Fire Service.

In situations where an offence(s) occurs while on active duty, at an emergency scene, at training, or at any function where the Mississauga First Nation Fire Department is represented, the Fire Chief or Officer In Charge will deal with the situation as the need arises immediately or shortly thereafter. If warranted the individual will be relieved of their present duties and the issues dealt with at a later time.



6.1. Progressive Discipline

The Mississauga First Nation shall take the initiative to correct any minor misdeeds or any misrepresentation done by its members.

When disciplinary action is required it is the responsibility of the Fire Chief or Officer In Charge to investigate the matter fully. The opportunity shall be given to all parties involved to give their point of view. A full report shall be completed at the end of the investigation and dependent on the outcome the following process shall or may occur.

This process shall be enforced as follows (not necessarily in the same order):

1. **Verbal Communication** – the Fire Chief or Officer in Charge will communicate verbally to the individual(s) involved. A written report will be filed in the individuals personnel file and will not be considered a written warning but simply a record of the incident.
2. **Written Communication** – this step of the process is more serious than the verbal communication and shall consist of a warning in writing describing the incident, and the salutation of which the individual shall be made aware of. This will be filed in the individuals personnel file for future reference.
3. **Meeting with the Individual** (with the possibility of dismissal) – a full discussion about the situation/issue shall be completed in the presence of the Fire Chief, Director of Infrastructure, and the individual. If a solution cannot be reached, Chapter 6.1.2., of this policy and procedure manual shall be followed.

Except for serious offences, no individual shall be dismissed without being given a minimum of three (3) of the above warnings or a combination there of.

6.1.1. Dismissal

The progressive dismissal process will be followed to the extent possible in the circumstances and subject to the right of the Mississauga First Nation to dismiss immediately for serious misconduct. Some fire fighter conduct is grounds for immediate or instant dismissal rather than progressive discipline. These offences include gross misconduct such as, but not limited to:

- Violation of confidentiality;



- Theft, fraud or miss-appropriation of funds or other property of the Mississauga First Nation Fire Department;
- Fighting on the job, physical abuse, dishonesty, etc.;
- Willful damage to Mississauga First Nation Fire Department Property;
- Serious insubordination;
- Failure to maintain a clear or favorable CPIC;
- Failure to observe the policies, rules and regulations and blatant disregard to the Mississauga First Fire Department and its personnel or the Fire Service in general;
- Dishonesty;
- Poor attendance;
- Any form of sexual harassment or assault;
- Any actions or behaviors which in fact or by analogy may violate the human rights of another person, elected official or member of the public;
- Failure to comply with orders or instruction given by a superior officer, including Fire Chief, Deputy Chief, Captain, or Officer in Charge that results in unnecessary injury to personnel and/or damage to property of the Fire Department;
- Any actions or behaviors that would compromise the operations of the Mississauga First Nation Fire Department; or,
- Repeated instances of less serious offences.

When considered justified, the Fire Chief or Officer In Charge will inform the Director of Infrastructure in a written report and together will inform the individual that his/her services with the Mississauga First Nation Fire Department are no longer required. The report shall include the justification or rational of the dismissal, the returning of all issued items (see Chapter 12), and the process to follow if he/she wishes to appeal the decision.

6.2. Grievance and Complaints

Any volunteer who feels that he/she has a legitimate complaint or grievance related to their volunteerism with the Mississauga First Nation Fire Department, including any disciplinary action he/she feels was unjustified. After attempting to resolve the issue informally, may submit a written grievance explaining their reasoning and any relevant evidence to the Fire Chief who then will forward the grievance or complaint to the Director of Infrastructure. The written grievance or complaint must be submitted within one (1) week of the discussion or event that prompted the grievance or complaint.



The Director of Infrastructure shall review the complaint or grievance and shall provide a written response within two (2) weeks of receiving the complaint or grievance. The written response shall indicate whether or not the matter will be further investigated or if the decision stands. If the decision stands the matter will be considered closed and final.

If after the review and if the Director of Infrastructure feels there is adequate evidence to pursue the matter further, with the possibility of a different outcome or overturn of the previous decision, the Director of Infrastructure shall initiate discussions with the parties involved, separately. The discussions shall take place in a timely manner. After the discussions take place a final meeting with all parties involved shall take place and the final decision shall be made and shall be final, the matter will be considered closed.

A full written report will be completed and filed.

At any time throughout this process the Director of Infrastructure shall seek advice and/or guidance from his/her superiors, Chief and Council representative and may work with another senior member of the Fire Department that is separate and neutral to the situation.



CHAPTER 7

SUBSTANCE ABUSE POLICY

Mississauga First Nation Fire Department maintains a “zero tolerance” drug and alcohol enforcement policy.

The use of alcohol, drugs or other intoxicants, including the abuse of prescription drugs while on duty or reporting to duty under the influence of the same will not be tolerated under any circumstances and may result in dismissal (see Chapter 6.1.1.).

Any fire fighter that is suspected of being under the influence of drugs will be approached and interviewed by the Fire Chief or Officer In Charge and the fire fighter, if the suspicion is true, be relieved of duty. A full report shall be completed and submitted for review and filed in that individual’s personnel file.

Disciplinary action, including immediate dismissal shall depend on the severity of the incident and is up to the discretion of the Fire Chief or Officer In Charge, as to the degree of discipline taken.

Individuals shall be encouraged to seek the proper help, either treatment or counseling. The Fire Department shall render any assistance it is able to if requested by the individual.

This policy includes the wearing of clothing, uniforms, insignia, or any other representation of the Mississauga First Nation Fire Department while consuming alcohol or illegal drugs or entering into an establishment that serves alcoholic beverages other than in the performance of their duties (see Chapter 12).



CHAPTER 8

CONFIDENTIALITY, MEDIA COMMUNICATION AND DISCLOSURE GUIDELINES

No Mississauga First Nation Volunteer Fire Fighters shall speak or communicate any information to any group or member of the media on behalf of the Mississauga First Nation Fire Department without prior permission from the Fire Chief or Officer In Charge. All inquiries shall be directed to the Fire Chief or Officer In Charge who will then properly address the matter.

In incidents where an investigation is pending or is ongoing including arsons, fatalities, or any other legalities no pertinent information shall be released until the investigation is complete and the authorities give permission.

In larger scale emergencies, media guidelines and processes will be considered with a clear and precise line of communication in conjunction with the Mississauga First Nation Emergency Plan.

The Fire Chief or Officer In Charge may at any time delegate another member, preferably someone who has knowledge of this policy and other applicable policies of the Mississauga First Nation to act as a communications officer (see Chapter 13).

In situations where imminent danger to the public is present the Fire Chief or Officer In Charge has the authority and responsibility to take whatever means necessary to notify the public of the danger. This may or may not be in accordance with the Mississauga First Nation Volunteer policies or the Mississauga First Nation Emergency Management Operations Plan.

Internet and social media (Facebook, Twitter, etc.) shall also apply to the policy. **NO** pictures or information pertaining to any Fire Department activities that may interfere with an investigation or compromise the integrity of any person for any reason shall be posted or communicated.



CHAPTER 9

RECRUITMENT AND RETENTION

9.1. Purpose and Intent

To ensure the integrity of the recruitment and retention process be conducted in a fair and impartial manner. The Mississauga First Nation Fire Department is committed to recruiting and retaining the best suitable volunteers in an environment that meets the criteria set out in this policy and any other applicable policies of this manual.

9.1.2. Equal Opportunity Recruitment

The Mississauga First Nation Fire Department is committed to providing positive role models to the community and for the training and professional development of Aboriginal people. Volunteer opportunities are open to, but not necessarily restricted to band members and other Aboriginal people. Persons with life experience, and previous fire service experience and who reside in or in close proximity to the community shall be welcome to join. All persons shall have knowledge of Anishinabek culture and be cognizant of the expectations when working at and within Mississauga First Nation worksites.

9.2. Recruitment Process

9.2.1. General

Recruitment involves actively seeking individuals for volunteer purposes with the Mississauga First Nation Fire Department through advertisements or other means.

9.2.2. Recruitment Postings

All recruitment postings or ads shall list clearly what the Fire Department does, including community prevention, emergency response, training incentives, and the advantages of becoming a fire fighter. Recruitment postings or ads shall go out to the community via flyers, website, open houses, etc., on an annual or bi-annual basis or however often as needed.



9.2.3. Recruitment Criteria

In addition to Section 9.1.2., the following criteria shall also be considered in the initial recruitment process:

- Proximity to the fire hall, as to meet response time (approximately eight (8) minutes);
- Fitness level, must have an acceptable medical clearance certificate done prior to any fire fighting activities;
- Must have a clear or favourable CPIC and Vulnerable Sector Check;
- Must be in good standing with the Mississauga First Nation; and,
- Must be over the age of 18.

At times when the Mississauga First Nation Fire Department retention rate is high and the number of volunteers are at an adequate and suitable number the recruitment process may discontinue for that period of time.

9.3. General

9.3.1. Retention Program

Retention of high performing personnel is necessary to the success of any organization. This holds true particularly for volunteer Fire Departments where institutional knowledge and skills can mean the difference between life and death for fire fighters and the community at large. Community protection and well-being depends on the expertise, experience, and tenure of local emergency service providers. Thus the Mississauga First Nation Fire Department shall strive for a strong and high retention rate of its members. It shall receive this by an active and aggressive training schedule, both "in house" on the job training and institutional training by accredited agencies, along with being continuously active within the community through participating in community events and functions and by a highly active fire prevention program.

9.3.2. Probationary Period

All new members must sign a confidentiality agreement, volunteer agreement, and code of conduct prior to any call to duty, in addition they must provide a copy of a medical, CPIC, and any other relevant information required. New fire fighters shall be required to



complete a six (6) month probationary period. The purpose of this is to provide a reasonable assessment of:

- The new volunteer level of skill and knowledge relative to Fire Service Operations;
- The new volunteers ability to do the job and to deal with the high stress level and high fitness level required in firefighting; and,
- Whether the Mississauga First Nation Volunteer from the new volunteer's perspective is a worthwhile place for him/her to stay and volunteer their time on a continuous basis.

During this period the member shall be encouraged to participate and be engaged whenever possible as to learn the Fire Departments procedures and to familiarize themselves with the equipment and their uses. The new volunteer shall be assessed at the end of the probationary period by the Fire Chief or Officer In Charge and a report shall be completed and filed in the persons personnel file (see Appendix 9 - Probationary Evaluation).

In the event that the volunteer does not meet a satisfactory level of the skills and knowledge as set out in the probationary evaluation, the probationary period may be extended at the discretion of the Fire Chief or the volunteer may be dismissed.

9.3.3. Documentation for Personnel File

The following information and material regarding each volunteer shall be kept in a secure location in a personnel file:

- A checklist of required information;
- Signed Confidentiality Agreement;
- Signed Code Of Conduct;
- Signed Volunteer Agreement;
- Certificate of Recognition;
- Performance evaluations, personnel correspondence;
- Certificates from training or workshops;
- Awards of Merit; and,
- Any other relative information.

Volunteers may view their file at any time upon request.



9.3.4. Medicals

The Mississauga First Nation Fire Department requires that all members on active duty must have a medical done stating he/she is fit for fire fighting activities. This document is also required for any Fire Department operation resulting in injuries and Workplace Safety and Insurance Board (WSIB) claims and as well, is also required for most training agencies.

9.3.5. Police Records Check

The Mississauga First Nation Fire Department requires the maintaining of a clear or favorable CPIC in the tenure of their volunteerism with the Fire Department. Individuals are required to supply an up to date CPIC and Vulnerable Sector checks. Reimbursements will be issued upon submission of a receipt. The document shall be kept in the persons personnel file.

Failure to maintain a clear or favorable CPIC shall result in disciplinary action in accordance with Chapter 6 of this manual.

9.3.6. Attendance and Leave of Absence

Volunteer fire fighters who miss (identify) scheduled training and/or Fire Department activities shall be subject to disciplinary action up to and including dismissal. Persons who know that they are not going to be available for a lengthy period of time shall complete and submit a leave of absence form.

A leave of absence form (see Appendix 10) shall be completed when a member is not going to be available for any lengthy period of time, up to six months. Members are to indicate the start date and the end date of their unavailability.

This is to ensure that an adequate number of personnel are available at all times. When the individual returns they shall be briefed of any changes while they were off duty.

9.3.7. Performance Evaluations

Each volunteer fire fighter of the Mississauga First Nation Fire Department shall be assessed on an annual basis. This assessment shall be completed by the Fire Chief



and a Senior Officer. The Fire Chief shall be assessed by the Deputy Chief and a Senior Officer, without bias.

The purpose of this assessment is to monitor the progress of the fire fighter, provide a means of communication, and assesses the need for future training and to create a working dialog between the fire fighter and the Fire Department.

The completed assessment shall be kept in the fire fighters personnel file.

9.3.8. Merits, Acknowledgements and Incentives

The Mississauga First Nation Fire Department is committed to acknowledging its members appropriately, following the Ontario Fire Fighter Standards and any other means that is appropriate.

Inter-Department merits and acknowledgments may also be developed for added incentives for the Mississauga First Nation Fire Department members.



CHAPTER 10

TRAINING

It is the policy of the Mississauga First Nation Fire Department to provide members with the basic training needed to perform duties of the Fire Department safely and efficiently.

The members of the Fire Department shall meet on bi-weekly basis to perform training exercises. This shall include live hands on exercises as well as theory. The training shall be conducted in accordance with the Fire Fighter Training Check List, but not necessarily limited to or in the same order as the checklist. This checklist is endorsed by the Ontario Fire Fighting standards and the Ontario Native Fire Fighters Society.

The training shall be performed by all the members of the Fire Department lead by the senior officers.

10.1. Attendance

A record of each training module/exercise and a record of attendance shall be kept and filed.

10.2. Institutional Training

From time to time the Mississauga First Nation Fire Department will seek out training opportunities that are in alignment with the Department needs and offer them to their members of the Fire Department according to the following criteria:

- Personnel attendance record;
- Past training opportunities;
- Personnel availability; and,
- Type of training offered

The final decision shall be at the discretion of the Fire Chief.

When attending training the Fire Department shall maintain an adequate number of personnel as to maintain an adequate coverage and response.



Upon returning from any training, those members who attended shall provide a briefing to the department as a whole, of any pertinent information and/or knowledge they have received.

Any member who fails to attend scheduled training events where a seat was previously reserved and paid for from the Mississauga First Nation Fire Department without giving adequate notice that he/she cannot attend may be required to reimburse the Fire Department the amount paid.



CHAPTER 11

TRAVEL REGULATIONS

Travel arrangements, if possible should be requested one (1) week in advance of travel.

The Infrastructure Director shall authorize the Fire Chief's travel, all other travel by the Mississauga First Nation Fire Department members shall be approved by the Fire Chief, who then would communicate with the Infrastructure Director.

All traffic violation, convictions, parking fines, etc., shall be the sole responsibility of the individual. All volunteers traveling must submit a requisition for travel prior to departure and must submit an expense claim within five (5) days upon return. Travel by public transportation must be made in the most economic and direct route unless otherwise approved. All volunteers using private vehicles in the performance of their duties must have the appropriate public liability and property insurance coverage. Proof may be requested prior to any travel.

Car mileage shall be paid to the driver of the vehicle or one designated person based on the rates approved by the Infrastructure Director.



CHAPTER 12

ISSUED PERSONEL PROTECTIVE CLOTHING AND EQUIPMENT

12.1. General

The Mississauga First Nation Fire Department shall be responsible for providing all the necessary personal protective equipment for firefighting. Training on the purpose of each item and how to properly don the personal protective equipment shall also be the responsibility the Mississauga First Nation Fire Department.

Each piece/item that is issued shall remain the property of the Mississauga First Nation Fire Department and shall not be altered or changed in any way that would compromise its manufacturer specifications. Upon request from the Fire Chief, items shall be returned to the Fire Department.

All Mississauga First Nation Fire Department equipment shall be used **exclusively** for Fire Department activities. Authority to deviate from this rests solely on the Fire Chief's discretion.

12.2. Policy

This policy is to be followed by all personnel. Authority to deviate from this policy rests solely with the Fire Chief, Incident Commander and/or Officer In Charge. Turnout gear by definition shall consist of the following:

- NFPA 1971 compliant gloves;
- NFPA 1971 compliant fire boots;
- NFPA 1971 compliant fire helmet and tags;
- NFPA 1971 compliant fire coat and pants; and,
- NFPA 1971 compliant flash hood/balaclava.

Other personal protective equipment and communication devices to be issued are:

- Self-Contained Breathing Apparatus (SCBA);
- NFPA 1971 compliant coveralls;
- CSA compliant hardhat;
- CSA compliant eye protection;
- 2-way radios; and,



- Pagers.
1. All personnel shall wear the personal protective equipment with which they have been issued at all emergency scenes. Personnel must wear full personal protective clothing and equipment for all interior firefighting activities, however, it is recognized that it may not be required at all incidents. The level of protective clothing required at non-structural incidents will be determined by the incident commander and communicated to all personnel. The incident commander shall take in to consideration the nature of the incident, weather conditions, the hazards involved, the potential for metabolic heat buildup and other relevant factors in determining the level of protection required.
 2. All personnel shall wear the personal protective clothing and equipment they have been issued at all other activities where the wearing of such equipment would be required in order to ensure firefighter safety (such as drills, training sessions, competitions, etc.) it is recognized that there may be drills and training sessions where the wearing of protective clothing is not required.

Self-Contained Breathing Apparatus (SCBA) shall be worn when fighting interior structure fires or when in close proximity, in confined space operations, vehicle fires, hazardous materials incidents, and any other incidents deemed by the incident commander. SCBAs shall be cleaned, disinfected, and inspected after each use and before being put back in service.

3. All personal protective clothing and equipment shall be worn in the manner in which it is intended and designed in accordance with manufacturer's specifications and established training and department standards and policies. It is the responsibility of supervisors, under Section 16 of the Occupational Health and Safety Act to ensure that protective clothing is worn. It is the responsibility of the worker, under Section 17 of the Occupational Health and Safety Act, to ensure that they wear the required protective clothing in the proper manner. Protective clothing shall not be altered.
4. Personnel who have defective, damaged, or missing protective clothing or equipment shall report it to the Officer In Charge immediately who will then take corrective action.



12.3. Identification of Turnout Clothing and Equipment

All uniform items shall be identified by department number only. Standard numbering of helmets shall be maintained.

- Turnout coats and coveralls shall have names clearly printed with black felt pen on the inside of the front flap in a position that will be protected from outside elements.
- Turnout pants shall be marked as above, in a position on or near front flap, on the inside of the pant so as to provide identification.
- Boots shall be identified by name on the inside of each boot near the top.
- Gloves shall be marked either inside both cuffs or inside the body of the glove.
- Pant braces and helmet liners shall be marked inside in a convenient location.
- Helmets and Hardhats shall be marked/tags in a convenient location on the inside of the helmet shell but not on the rim of helmet.

12.4. Non-Issued Items and Personal Property

Any non-issued items and personal property shall remain the sole responsibility of their owners. The Mississauga First Nation Fire Department will not be responsible for any misplaced, damaged, or stolen personal property of fire department members. Fire fighters shall be encouraged to leave any valuables at home or in a safe place.



CHAPTER 13

INCIDENT COMMAND AND CHAIN OF COMMAND

13.1 General

The effective functioning of the Mississauga First Nation Fire Department units and personnel at incidents requires clear decisive action on the part of an Incident Commander. This policy identifies the operational guidelines to be employed in establishing command and operating a Command Post. It also fixes responsibility for the command function and its associated duties on one individual at any time during the operations.

The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Commander" in this policy refers jointly to both the person and the function. Identity of the Incident Commander will be as per Chain of Command.

13.2. Chain of Command

1. The Chief or Acting Chief will be the Incident Commander at all incidents at which the Fire Department is called.
2. The Deputy Chief will be the Incident Commander until such time as any of the above arrives.
3. A Captain will be the Incident Commander until such time as any of the above arrives.
4. The Senior Firefighter will be the Incident Commander until such time as any of the above arrives.

Command Guidelines are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, departments, and officers.



2. Ensure that strong, direct, and visible Command will be established as early as possible in the operation.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers.
5. Command is responsible for four basic fire ground objectives:
 - a. Provide for the safety and welfare of firefighting personnel;
 - b. Remove endangered occupants and treat the injured;
 - c. Confine and extinguish the fire; and,
 - d. Conserve property after fire control is achieved.

Command is responsible for the following functions as required by the circumstances of the situation:

- a. Assume and confirm Command and take an effective position.
- b. Rapidly evaluate the situation (size-up).
- c. Initiate, maintain, and control the communications process.
- d. Identify the overall strategy, develop an attack plan, and assign units.
- e. Develop an effective fire ground organization.
- f. Provide continuing Command within the framework of Operational Guidelines.
- g. Coordinate the transfer of Command as required.
- h. Request and assign additional resources as required.
- i. Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The first five (5) functions must be addressed immediately from the initial assumption of Command.

13.3. Establishing Command

The first Incident Commander (see Chain of Command) to arrive at the scene shall assume Command and remain in command until relieved by a ranking Incident Commander or until the incident is terminated.



Initial Report

The person assuming Command shall transmit a brief initial radio report including:

1. Confirming assumption of Command and location.
2. Building description (occupancy, size, arrangement, construction, and address).
3. Obvious fire conditions.
4. Action taken (brief description).
5. Any obvious safety concerns.

13.4. Command Function

It is the responsibility of the Incident Commander to develop an organized structure, using Operational Guidelines to effectively manage fire ground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace which stays ahead of or even with the tactical development of resources.

The basic configuration of a Command structure includes three levels:

STRATEGIC LEVEL - overall incident command

TACTICAL LEVEL - direction of divisions and groups

TASK LEVEL - unit activities

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level Units.

The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level officers include officers, in charge of grouped resources operating in assigned areas or providing special function at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.

The Task Level refers to those activities normally accomplished by individual units or specific personnel. Task Level activities are routinely supervised by company officers.



The accumulated achievement of task Level activities should accomplish tactical objectives.

The most basic structure for a ***routine incident*** involves only ***two levels***. The role of Command combines the ***Strategic and Tactical Levels***. ***Units report directly to Command and operate at the Task Level.***

In more ***complex situations***, Command should ***group units to work in sectors***. The sector officers operate at the Tactical Levels, directing the work of several groups and units or performing specialized functions as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

13.5. Command Post Organization

The responsibilities assigned to Command often require the involvement of more than one individual to manage Command functions. The officer in Command of a working incident is routinely assisted by other personnel in managing information at the Command Post, gathering information by reconnaissance, assisting with communications and providing liaison. The Command Post organization may be expanded through the involvement of other officers and staff personnel to provide Incident Planning and/or Technical Support at the Command Post. The roles of the individuals performing these functions may vary, depending on the situation.

As the Fire ground organization grows in complexity, the Incident Commander may implement an additional intermediate level within the Command Post. The Control Level involves Operations Officers who provide direct supervision over Division/Group Officers and handle radio communications for the Incident Commander. This allows the Incident Commander to be removed from the immediate pressures of radio traffic and to focus on the strategic aspects of the overall situation and management of the organization.

STRATEGIC LEVEL - Incident Commander

CONTROL LEVEL - Operations Officers

TACTICAL LEVEL - Sectors/Divisions/Groups

TASK LEVEL - Groups/Crews



13.6. Rank Structure

The Mississauga First Nation Fire Department shall maintain a structured ranking system. Personnel with a rank position shall have the appropriate training (by an accredited agency) for that rank position and shall have extensive knowledge of this chapter. The rank structure shall consist at a minimum the following: Fire Chief, Deputy Fire Chief, Captain, and an Administration Officer. In addition to Incident Command and scene management duties, ranking officers shall have additional duties consisting of but not necessarily limited to the following:

Fire Chief - the person who is ultimately responsible to the council of a municipality that appointed him/ her for the delivery of fire protection services either directly or indirectly (through the Infrastructure Director). The Fire Chief provides leadership to the Fire Department, ensures the development of personnel, establishes and implements departmental planning. The Fire Chief is also responsible to ensure that codes, legislation and by-laws are correctly interpreted, promotes fire prevention and education, contributes to the overall senior management of the municipality and acts as the incident commander at major emergency scenes.

Deputy Fire Chief - In the absence of the Fire Chief, the Deputy Fire Chief assumes all the roles and responsibilities of the Fire Chief. Further, the Deputy Fire Chief evaluates emergency operations, acts as the Incident Commander at emergencies, may manage personnel and divisions, ensures compliance with health and safety legislation and any other duties as determined by the Fire Chief.

Captain - The Captain is a fire line officer. The Captain is a supervisor who directs and controls a limited number of personnel at the scene of emergencies or training. They may have responsibilities regarding fire prevention and education as well as station and vehicle maintenance.

Administrative/Clerical Personnel - The duties assigned to administrative/clerical personnel are extremely varied and encompassing. Record keeping, filing, research, note taking, accounting, budgeting, answering telephone inquires are just some of the tasks that may be assigned. Organization and public relation skills are necessary for these positions as interaction with the public may be frequent. Consideration should be given to those with proficiency with computers and business equipment.

Firefighter - The firefighter is a front line emergency fire service worker. Operational in nature, the firefighter provides the manual work required to respond and mitigate emergencies. Often placed directly in the way of danger, the firefighter is under the direct supervision of department officers. Firefighters are actively involved in training and may have responsibilities for fire prevention and education activities.



13.6.1. Criteria of becoming a Ranking Officer

The criteria for becoming a ranking officer shall be determined and voted on by all active members of the department and the final decision shall be the responsibility of the Fire Chief and Director of Infrastructure. Furthermore the following minimum criteria shall be included:

- Education and training, with the ability to operate and make decisions in a high stress and rapidly changing environment.
- Longevity of the person within the community and department.
- Past attendance.
- Knowledge of department policies and procedures, and the Fire Service.
- Supervision skills, fire ground operations skills, and equipment knowledge and maintenance.
- All required training and skills required for such a position.

Criteria components may be added or modified with the digression of the Fire Chief and in agreement with the Infrastructure Director. The promotion or appointment of a member to a rank officer shall be recorded and filed in that persons file.

13.7. Expectations

The Mississauga First Nation Fire Department is committed to maintaining a structured and efficiently operational Department in accordance with provincial and federal standards in firefighting. The ranking system is a major part in accomplishing this; it eliminates freelancing, affixes predetermined responsibility and serves as an accountability tool for more effective, safe, and efficient operations. Therefore, all members shall be encouraged to follow and be well knowledgeable of this policy.



CHAPTER 14

RESPONDING TO CALLS FOR SERVICE

14.1 Introduction/Overview

This chapter identifies the procedures and preplanning objectives for all Mississauga First Nation Firefighters to respond and be available to respond to calls for service and emergency page outs.

It is understood that the Mississauga First Nation Fire Department operates on a volunteer basis; this chapter will give Mississauga First Nation Fire Department and its member's options to create and maintain a positive and continuous working relationship with their employers in regard to being able to leave their regular job to attend emergency page outs.

This chapter also identifies the minimum requirements and objectives of the Mississauga First Nation Fire Department when an emergency page out occurs.

14.1. Memorandum of Understanding and Agreement

The Mississauga First Nation Fire Department shall implement and maintain a Memorandum of Understanding and Agreement document indicating the following:

- The performance of Fire Department duties – what the employee will be doing;
- Time commitment – estimated time commitment that is being requested;
- Notification procedures – preplanned procedures to adhere to for planned events and non-planned events (emergency page outs);
- Predetermined agreements for remuneration for volunteer hours/time; and,
- Documentation of volunteer time.

This document and the member shall be fully supported and adhered to by the Mississauga First Nation Fire Department and all the parties involved.



14.1.2. Other Employee Volunteer Support

The Mississauga First Nation Fire Department will make every effort in order for its members to be made available in case of an emergency page out while at their regular place of work. This may include special/custom arrangements and agreements between the Mississauga First Nation Fire Department, the employee and the employer.

- Mississauga First Nation Fire Department will offer volunteer help for an employer function, and,
- Any other reasonable arrangement or agreement.

14.2. Mississauga First Nation Fire Department Responses

The Mississauga First Nation Fire Department shall respond to or investigate any call for service from our dispatch and/or any other means of communication that is received. This includes but not limited to the entire Mississauga First Nation territory and any other Mutual Aid and Automatic Aid areas that the Mississauga First Nation may be involved with. Types of response may include:

- Residential fires
- Bush/grass fires
- CO alarms
- Automatic alarms
- Motor Vehicle Accidents (MVA's)
- Search and rescue assistance
- Ice rescue (shore based)
- Mutual aid/automatic aid requests
- Gas leaks
- Natural disasters

The Mississauga First Nation Fire Department shall develop and maintain operational guidelines for each type of incidents that they are most likely to be called to.

14.2.1. Acknowledging a Page from Dispatch and Other Means of Communication

The Mississauga First Nation Fire Department is obligated to acknowledge and respond to or investigate any and all pages from dispatch. Mississauga First Nation Fire Department shall implement and maintain a schedule or notification system that will ensure that a Senior Member is always available to receive and coordinate a response



at all times. Along with a Senior Member in accordance with the rank structure, an adequate number of fire fighters shall also be available.

14.2.2. Responding to the Fire Hall

All Mississauga First Nation Fire Fighters shall at once when notified of an emergency proceed to the Fire Hall. No persons shall go directly to the incident in personal vehicles unless otherwise authorized by the Office In Charge or Incident Commander. If the incident is along the route to the fire hall the fire fighter may stop at a safe distance and give a brief size up description of the incident, than proceed to the Fire Hall. No persons shall attend an emergency scene without donning the proper personal protective equipment (see Chapter 12).

14.2.3. Scene Management

At emergency scenes Fire Department Operational guidelines shall be followed whenever applicable to do so, however it is understood that no incident can be considered routine and there may be unknown factors at the time of dispatch and the Incident Commander may need to make changes to the Operational Guidelines to best suit the safety and efficiency of the response.

It is the policy of the Mississauga First Nation Fire Department to provide the minimum of the following in their response:

- Provide safety and welfare to all firefighting personnel;
- Remove endangered persons and treat or assist in treating the injured;
- Confine and extinguish the fire or eliminate the hazard and stabilize the situation; and,
- Conserve property after fire control is achieved.

A debrief shall occur after each incident by all Fire Department Personnel that were involved to discuss the incident.

14.2.4. Conflict of Interest

The Mississauga First Nation Fire Department is committed to protecting its members both in the physical and psychology. With the close net community of the Mississauga First Nation and the proximity to neighboring communities the likelihood of Mississauga First Nation Fire Fighters to have an interest in an incident is a strong possibility, whether it is a family member, friend, coworker, or acquaintance. Mississauga First



Nation Fire Department members shall be encouraged to seek another assignment or relieve themselves from any situation where he/she feels the situation is to overwhelming. Senior Officers shall also be trained to look for signs of emotional distress and how to act accordingly. No member shall be held accountable when these situations occur and a follow up with the individual shall occur to provide additional counseling if desired.

14.2.5. Fire Cause Determination

The Incident Commander shall make every effort to determine the cause of each fire. Outside agencies such as the Office of the Fire Marshal, Hydro One, Ministry of the Environment, Police, etc. may be contacted for assistance.

As soon as it is practical to do so following fire control and preferably prior to overhaul, the Fire Chief or Deputy Chief and at least one other person trained in fire cause determination shall be assigned, under the direction of incident command, to conduct a fire cause investigation. Personnel who conduct the investigation must wear protective clothing as required for the environment (i.e., S.C.B.A. may be necessary in addition to the other required personal protective equipment).

At any incident where the initial investigation causes suspicion that a crime may have been committed, fire department personnel will cease their investigation and contact the police and Ontario Fire Marshall (OFM) for assistance and secure the scene until their arrival. Fire department personnel may assist the police and OFM as required.

Details of the fire cause and origin shall be included in the standard incident report (see Appendix 8).

The Office of the Fire Marshal shall be contacted and notified of any incident which meets any of the criteria as follows:

- Damage exceeding \$ 500,000;
- Fire fatality or serious injury which may result in death;
- Fires of suspicious origin;
- Gaseous explosions;
- Any fire involving a clandestine drug lab or grow operation; and/or,
- Any fire in a multi unit residential occupancy where the fire spreads past the unit of origin.

All information of the incident shall be kept confidential and all records kept in a secured location within Mississauga First Nation Infrastructure Director offices...



14.3. LEGAL MATTERS

The Mississauga First Nation Fire Department

Liability/Insurance Review

Policy

Mississauga First Nation Band Operations ensure the continued liability and insurance coverage for Mississauga First Nation Volunteer Fire Fighters is relevant and current to protect the membership and the Band property.

Procedure

1. Review annually prior to year end of each March the policy documents which are in renewal phase.
2. Ensure there is complete understanding of the coverage for MFN Volunteer Fire Fighters.
3. Understand the liability and insurance component for the Band membership and Band Property.
4. Approve the renewal of Liability and Insurance for Mississauga First Nation yearly.



CHAPTER 15

FIRE VEHICLE OPERATIONS

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Ontario Highway Traffic Act. This act provides specific legal exceptions to regular traffic regulations that apply to Fire Department vehicles only when responding to an emergency incident or when transporting a patient to a medical facility. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of an emergency vehicle is responsible for its safe operation at all times.

When responding to an emergency, warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by Ontario Highway Traffic Act.

The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

Fire Department vehicles are authorized to exceed posted speed limits only when responding to an emergency with lights and siren operating under favourable conditions. This applies only with light traffic, good roads, good visibility and dry pavement, as long as life and property are not endangered.

Under less favorable conditions, the posted speed limit is the absolute maximum permissible.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit.

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections (e.g., traffic light or stop sign) they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.



When approaching a negative right-of-way intersection (e.g., red light, stop sign) the vehicle shall be prepared to come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

Emergency response with lights and siren is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall be avoided. In order to avoid any unnecessary emergency response, the following rules shall apply:

- When the first unit reports on the scene with “nothing showing” or an equivalent report, any additional units shall continue in emergency mode, but shall not exceed the posted speed limit.
- The first arriving unit will advise additional units to respond in a non-emergency mode (e.g., no lights and siren) whenever appropriate.

Drivers shall avoid backing whenever possible; where backing is unavoidable, guides shall be used. If no guide is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.

The driver should confirm that all personnel and riders are on-board, properly attired, with seat belts on, before vehicle is permitted to move. All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

The unique hazards of driving on or adjacent to the fire ground require the driver to use extreme caution and to be alert and prepared to react to the unexpected.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency and may inadvertently step in front or behind a moving vehicle.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility turnouts or vests.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.



The member in charge of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this guideline.

15.1. Emergency Vehicle Response Policy

Mississauga First Nation Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving en route to an emergency incident.

15.1.1. Prompt, Safe Response Shall Be Attained By:

1. Leaving the station in a standard manner:
 - Quickly mounting apparatus;
 - All personnel on board, seated and belts on; and,
 - Station doors fully open.
2. Driving defensively and professionally at reasonable speeds.
3. Knowing where you are going.
4. Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.

15.1.2. Fast Response Shall Not Be Attained By:

1. Leaving quarters before crew has mounted safely and before apparatus doors are fully open.
2. Driving too fast for conditions.
3. Driving recklessly or without regard for safety.
4. Taking unnecessary chances with negative right-of-way intersections.
5. Intimidating or scaring other drivers.

15.1.3. Emergency Response Criteria

1. Over posted speed limit only as long as life and property is not endangered.
2. Prepared to come to a complete stop at all traffic lights/stop signs.
3. Posted speed limit when entering intersection.



15.2. Vehicle Maintenance

All Fire Department Vehicles shall be properly maintained and ready for emergency operations at all times. When vehicles required service, depending on what vehicle it is, dispatch should be made aware and mutual aid partners should be made aware as to maintain proper coverage in the Mississauga First Nation Fire Department area. All documents, certificates, inspections, and any other paper works shall be present in accordance with the rules and regulations of the *Highway Traffic Act*.

15.3. Green Light Response

This policy is to be followed by all Fire Department personnel who use these devices.

If Fire Department member's personal vehicles are equipped with a flashing green light weather it is a visor mount, dash mount, or roof mount they may activate it as well as their four-way hazard lights when proceeding to either the fire hall or emergency scene.

Flashing green lights does not afford any special privileges or exemptions under the *Highway Traffic Act*. The purpose of the flashing green lights is only to help other drivers recognize that a firefighter is en route to an emergency and be courteous and yield the right of way.

Personal vehicles of firefighters are not emergency vehicles and must abide by the rules of the road at all times. Personnel using green light devices are still liable to being charged under the *Highway Traffic Act* for any infraction that they commit.

These devices are distributed to firefighters to aid them in attended emergencies and safely arriving at emergencies, any misuse of the devices such as activating the device when no emergency exists, etc., may result in that person being asked to turn the device in and/or be liable to disciplinary actions according to rules and regulations set out in Chapter 6.

It is noted and understood by all Mississauga First Nation Fire Department personnel that any infractions occurred while en route and while using green flashing lights may be the sole responsibility of that personnel.



CHAPTER 16

RADIO COMMUNICATION

The Mississauga First Nation Fire Department operates in the 911 emergency systems and is dispatched to calls from Central Agglomeration Communications Centre (CACC) .

1. All radio transmissions shall be in accordance with the Radio Telephone Operator's Manual as published by Industry Canada.
2. Only transmissions relating directly to fire department operations may be transmitted by fire department communications equipment.
3. The use of profanity is strictly prohibited.
4. The Radio Telephone Operator's manual recognizes "plain text" as the language to be used for communications. The "10" code is not recognized and shall not be used.
5. When initiating a radio call "press, address and identify"; e.g., "CACC dispatch this is Mississauga ...".
6. When answering a call, use the phrase "Go ahead, CACC dispatch", or whichever unit is calling.
7. Firefighters may, on occasion, be carrying a portable radio. They are not to transmit that they are responding to the call. The only times that a firefighter shall transmit over a portable he/she is carrying are:
 - When they are the first on an emergency scene and wish to give incoming units a situation report;
 - When they are on an interior attack crew or other sector where they may not have direct verbal contact with their sector officer, and wish to communicate with their sector officer; or,
 - When called by a senior officer.

Only the Officer In Charge shall communicate with dispatch and/or other agencies on the radio.

8. The following phrases shall be used during emergency situations:

"Mayday, Mayday, Mayday" where an emergency responder needs assistance in a life and death situation.



“Evacuate, Evacuate, Evacuate” where there is an imminent need to evacuate an area.

“Urgent, Urgent, Urgent” where there is a need to communicate information or a request of some urgency.

The Mississauga First Nation Fire Department shall implement and maintain Operational Guidelines for each of these terms.

9. Use the phonetic alphabet to spell chemical names for hazardous materials response, license plates or any other information where spelling is of importance or may be confused.
10. If all apparatus is returning to the station at the same time, units retuning to base with personnel (#) on board should call dispatch and report that all units are returning to station.
11. Portable and mobile radios will be checked on regular equipment check nights. Radio checks with CACC dispatch and/or other departments are to be completed with permission of the officer in charge only.
12. Firefighters who are using portable radios as part of a sector at an emergency scene will identify their team by its sector name (e.g., “N2 this is second floor fire attack”). Personnel who are not assigned to a sector who are using a portable will identify themselves by station and number (e.g., 212 this is south firefighter 18).



CHAPTER 17

FIRE DEPARTMENT PROGRAMS AND SERVICES

The Mississauga First Nation Fire Department is committed to providing services and programs that will best suit the community and provide the best quality of fire awareness and prevention and fire related prevention and awareness as possible. These services and programs shall be adapted to the needs and the most likely types of incidents or dangers that may occur within the community.

17.1. Programs

The following programs may be adapted and implemented as budgets and personnel will allow:

- Older and Wiser Program
- Remembering When
- Smoke Alarm Programs
- CO Alarm Programs
- Learn Not To Burn Program
- Risk Watch
- Wildland Protection and Safety Tips
- Kitchen Safety
- Wood Stove/Chimney Safety
- Other programs deemed appropriate by the Fire Chief and delegate

The Fire Department shall work and coordinate with other programs and services of the Mississauga First Nation to develop the most effective programs as possible.

17.2. Services

Other than regular Fire Department duties (responding to emergency calls), the Fire Department shall provide, if budgets and man power allow, services such as:

- Home inspections (Fire Code and Federal Building Codes Compliance);
- Public building inspections Federal Standards and MFN Insurance compliance);
- Volunteer services (remuneration); or,
- Other services deemed appropriate by the Fire Chief.



APENDEX 1

VOLUNTEER RELATED FEEDBACK FORM INSTRUCTIONS

DATE:	DIVISION:
IDENTIFIED BY: Copy to personnel file	IDENTIFIED TO:
ISSUE including names: <ul style="list-style-type: none"> Clearly state the behaviour that the individual is displaying. Clearly state the impact of that behaviour. Identify steps already taken to address the behaviour (this will include addressing the situation directly with the individual). Outcome of attempts to resolve conflict. 	
PROPOSED RESOLUTION: <ul style="list-style-type: none"> Identify necessary changes to the behaviour. Decision-making should consider accountability and ownership of the part of all Volunteers involved in the issue. 	
Brought to the attention of individual (s) involved: Date: Copy to personnel file	Brought to the attention of the individual(s) supervisor(s): Date:
NEGOTIATED RESOLUTION (please date): <ul style="list-style-type: none"> All parties involved meet for discussion facilitated by supervisor. Discuss the options and plan to address the behaviour identified. Decision-making should consider accountability and ownership of the part of all Volunteers involved in the issue. A follow-up meeting date should be identified. 	
Follow up (no less than 6 weeks following the meeting) It is the responsibility of the involved Volunteers to solicit both constructive and positive feedback with regard to the status and resolution regarding the initial complaint. The Volunteers have the option of meeting with or without the presence of a supervisor. In either case, written outcome of the meeting will be submitted to the supervisor. The supervisor may address this conflict resolution during supervision.	



VOLUNTEER RELATED FEEDBACK FORM

DATE:	DIVISION:
IDENTIFIED BY: Copy to personnel file	IDENTIFIED TO:
ISSUE including names:	
PROPOSED RESOLUTION:	
Brought to the attention of individual (s) involved: Date: Copy to personnel file	Brought to the attention of the individual(s) supervisor(s): Date:
NEGOTIATED RESOLUTION (please date):	
3 week follow up	
6 week follow up	
SIGNATURE OF IDENTIFIER	SUPERVISOR SIGNATURE



APPENDIX 2

CONTINUOUS IMPROVEMENT FORM

DATE:	DIVISION:
IDENTIFIED BY:	IDENTIFIED TO:
ISSUE:	
RATIONALE:	
PROPOSED RESOLUTION:	
SUPERVISOR'S COMMENTS:	
FOLLOW-UP/RESOLUTION (please date):	
SIGNATURE OF IDENTIFIER	CHIEF SIGNATURE DATE ISSUE RESOLVED



CONTINUOUS IMPROVEMENT FORM INSTRUCTIONS

<p>DATE: Date that volunteer completed form</p>	<p>DIVISION: Division or work site</p>
<p>IDENTIFIED BY: Name of volunteer</p>	<p>IDENTIFIED TO: Supervisor or designate *Supervisor would bring this to officer's meeting, discuss as part of agenda</p>
<p>ISSUE: Volunteer succinctly identifies issue (what, how, when, who, where), giving sufficient details of the concern</p> <p>RATIONALE: Volunteer identifies why he/she feels it is an issue. Provides some detail regarding history, implications, consequences</p>	
<p>PROPOSED RESOLUTION: Volunteer identifies his/her suggestions to resolve this issue. Provides details regarding benefits, costs, implications, time lines, responsibility, and accountability to enact recommendation.</p>	
<p>SUPERVISOR'S COMMENTS: Supervisor could make comments to support or endorse idea, or may note other opinions. May provide details regarding benefits, costs, implications, time lines, responsibility, and accountability to enact recommendation.</p>	
<p>FOLLOW-UP/RESOLUTION (please date); Leadership team reviews the issue and resolution. May direct issue and recommendations to other divisions (i.e. Building facilities, OH&S, HR, Admin) who would then be responsible to follow up with investigation of issue and possible changes. In this area the leadership or those assigned would respond to issue, noting action taken, or not taken and rationale.</p>	
<p>SIGNATURE OF IDENTIFIER(s)</p>	<p>CHIEF SIGNATURE</p> <p>DATE ISSUE RESOLVED: *Note that there should be a set timeline to respond to the issue</p>



APPENDIX 3

Volunteer Service Agreement

Mississauga First Nation Fire Department agrees to accept the volunteer service of (name)____
_____ beginning (date)_____.

Fire Department Commitments

We commit to providing the following in order for _____ to
meet the responsibilities of his or her assigned role:

- Relevant and timely information pertaining to the operations and processes of the fire department.
- Education and training necessary for safe and effective performance.
- Equipment and resources necessary for safe and effective performance.
- Adequate supervision, feedback and guidance for safe and effective performance.
- Recognition and acknowledgement for his or her efforts and contribution.
- Information and support to assist the volunteer and his or her significant others to cope with the stressors inherent in the assigned role.

Volunteer Commitments

I, _____ agree to serve as a volunteer with
Mississauga First Nation Fire Department. I commit to:

- **Perform volunteer duties** to the best of my ability and be an active participant in fire department functions including emergency response, training, prevention activities, public education events, administrative tasks, hall and vehicle maintenance tasks as assigned.
- **Meet time and duty expectations** for emergency response, training, prevention activities, public education events, administrative tasks, hall and vehicle maintenance tasks as assigned. If unable to commit to these expectations, I will provide adequate notice so that alternate arrangements can be made.
- **Adhere** to fire department policies, procedures and operating guidelines.
- **Participate**, as requested, in Association activities such as social events and fundraising activities.
- **Act in a manner** that will promote the positive reputation of the fire department and maintain the trust of the public we service, including maintaining confidentiality and professionalism.

Agreed to on this _____ day of _____, _____.

Volunteer

Chief



APPENDIX 4

Family Information

Welcome! As {insert name} has become part of the Mississauga First Nation Fire Department, we extend a warm welcome, as you and the other members of your household become members of our extended family.

Being part of the fire service is a rewarding undertaking for the volunteer and we hope for his or her family. The following information will assist the family in understanding the workings of the fire department and the reason why we ask for so much commitment.

Training is an integral part of the fire service. For the safety of our team, we require our members to participate in regular and special training sessions. These sessions can range from several hours a week to weekend and weeklong courses. A training calendar has been developed for the year and we encourage the family to use it as the planning calendar. Potential conflicts can hopefully be resolved quickly. The fire department does have minimum training requirements and by long range planning, we hope that our members can participate as much as possible.

Emergency responses can be difficult for the family. Unfortunately, they may come at the most inappropriate time. Whether it is a child's birthday party, an anniversary or some other special event, when we are called to assist someone in need, we expect our members to show up promptly and prepared. As a team, we train and work together and every member has something to contribute. As with training, we do have minimum response requirements and we encourage the family to discuss and fully understand these requirements and arrange childcare, if required.

After some events, fire fighters often may not talk about what they saw or did. This is normal, as they don't wish to share the tragedy they were witness to. For several days they may experience sleep deprivation, loss of appetite and be quite quit or sullen. This is known as Critical Incident Stress. When fire fighters have been subjected to unusual events, we will often bring in the Critical Stress Management Team to help the fire fighters understand what they have been through and methods of recovering and returning to normal. A brochure is available on Critical Incident Stress and we encourage you to review it and if you find your family member exhibiting symptoms after an event to have them seek assistance. As well our department offers a Volunteer Assistance Program, which can be accessed by any family member. This program helps to deal with many family issues and you are again encouraged to review the pamphlet and advantage of the service if necessary.

Being part of our family, we want this experience to be enjoyable. Annually we hold family appreciation supper and awards ceremony. Throughout the year there are often other social events. While participation is always optional, we hope that you will be able to participate.

Should you have any questions regarding the above or other questions about the department, please do not hesitate in giving any family member of the department a call. If they don't know the answer, we'll get it for you.

Sincerely,

Fire Chief



APPENDIX 5

CRITICAL INCIDENT STRESS INFORMATION

You have experienced a traumatic event or critical incident (any incident that causes emergency service personnel to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or at a later time). Even though the event may be over, you may now be experiencing or may experience later, some strong emotional or physical reactions. It is very common, in fact quite normal, for people to experience emotional aftershocks when they have passed through a horrible event.

Sometimes the emotional aftershocks (or stress reactions) appear immediately after the event. Sometimes they may appear a few hours or a few days later. In some cases, weeks or even months may pass before any stress reactions appear.

The signs and symptoms of a stress reaction may last a few days, a few weeks or even a few months and occasionally longer depending upon the severity of the event. With understanding and support of loved ones the stress reactions usually pass more quickly. Occasionally the traumatic event is so painful that professional assistance from a counsellor may be necessary. This does not imply craziness or weakness. It simply indicates that the particular event was just too powerful for the person to manage by themselves.



Listed below are some very common signs and signals of a stress reaction.

Physical	Cognitive	Emotional	Behavioural
Fatigue	Blaming someone	Anxiety	Change in activity
Nausea	Confusion	Guilt	Change in speech patterns
Muscle tremors	Poor attention	Grief	Withdrawal
Twitches	Poor decisions	Denial	Emotional outburst
Chest pain**	Increase/decrease of alertness	Severe pain (rare)	Suspiciousness
Difficulty breathing**	Poor concentration	Emotional shock	Change is unusual communication
Headaches	Increase/decrease of awareness of surroundings	Depression	Change in usual communications
Increased blood pressure	Memory problems	Fear	Increased/decreased appetite
Rapid heart rate	Hyper-vigilance	Uncertainty	Alcohol consumption
Thirst	Difficulty identifying familiar objects or people	Loss of emotional control	Inability to rest
Visual Disturbances	Difficulty identifying familiar objects or people	Inappropriate emotional response	Antisocial acts
Vomiting	Poor problem solving	Inappropriate emotional response	Hyper-alert to environment
Grinding of teeth	Poor abstract thinking	Apprehension	Startle reflex intensified
Weakness	Loss of time, place or person orientation	Feeling overwhelmed	Pacing
Dizziness	Loss of time, place or person orientation	Intense anger	Erratic movements
Profuse sweating	Disturbed thinking	Irritability	Change in sexual functions
Chills	Nightmares	Agitation	Etc.
Shock symptoms**	Intrusive Images	Etc.	
Fainting	Etc.		
Etc.			



WAYS FOR YOU TO RESPOND TO THE STRESS REACTION

- WITHIN THE FIRST 24-48 HOURS - periods of strenuous physical exercise alternating with relaxation will alleviate some of the physical reactions.
- Structure your time - keep busy.
- You're normal and having normal reactions - don't label yourself crazy.
- Talk to people - talk is the most healing medicine.
- Be aware of numbing the pain with overuse of alcohol or drugs - you don't need to complicate this with a substance abuse problem.
- Reach out - people do care. Now is the time to let someone else help you.
- Maintain as normal a schedule as possible.
- Spend time with others.
- Help your co-workers as much as possible by sharing your feeling and checking out how they are doing.
- Give yourself permission to feel rotten and share your feeling with others.
- Keep a journal; write your way through those sleepless hours.
- Do things that feel good to you.
- Realize those around you are also under stress.
- Don't make any big life changes right now.
- Do make as many daily decisions as possible that will give you a feeling of control over your life, i.e., if someone asks you what you want to eat, answer them even if you're not sure.
- Get plenty of rest.
- Reoccurring thoughts, dreams or flashbacks are normal - don't try to fight them - they will decrease with time and become less painful.
- Eat well-balanced and regular meals (even if you don't like it).
- Crisis Response Team



WAYS FOR YOUR FAMILY & FRIENDS TO RESPOND TO YOUR STRESS REACTION

- Listen carefully
- Spend time with the traumatized person.
- Offer your assistance and a listening ear even if they have not asked for help.
- Reassure them that they are safe.
- Help them with everyday tasks like cleaning, cooking, caring for family and minding children.
- Give them some private time.
- Don't take their anger or other feelings personally.

Don't tell them that they are "lucky it wasn't worse" - those statements do not console traumatized people. Instead, tell them you are sorry such an event occurred and that you want to understand and assist them.



APPENDIX 6

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

Mississauga First Nation Fire Department, _____, and _____ agree to the following expectations and conditions for Employer Supported Volunteerism.

This agreement will be in effect for one year, beginning _____ and ending _____.

Performance of Duties

_____, in the course of their volunteer service perform the tasks related to the following duties:

(Check off relevant duties)

- Emergency response
- Emergency response, on scene support

Time Commitment

The Employer agrees to discharge _____ from employment duties, with pay, a minimum of ____ hours to a maximum of ____ hours per month, in order for the Employee Volunteer to perform the above noted duties.

The Employee Volunteer further agrees to perform volunteer duties during time off. The time commitment must equal or exceed the time allowed by the Employer.



Notification

Planned Events:

If possible, the Fire Service will provide the Employee Volunteer with 2 weeks notice of planned events.

It will be the responsibility of the Employee Volunteer to request a leave, or rearrange work schedule to accommodate planned events.

The Employer will make reasonable effort to accommodate this work schedule change request.

Unplanned Events or Emergency Responses:

In the event that the Employee Volunteer is required to leave work for an unplanned event or emergency the Employer, upon notification from Employee Volunteer, may grant discretionary leave.

All such events will be contingent upon the Employers requirement to maintain and operate an efficient and safe workplace.

In the absence of supervisory staff, and after making every effort to notify the Employer, the Employee Volunteer will use discretion and good judgment when leaving the workplace.

Remuneration for Volunteer Hours

Leave with Pay

When granted Leave with Pay to perform fire service duties, the Employee Volunteer will not be remunerated by the Fire Service.

Leave without Pay

When performing duties without pay, the Fire Service as per the Remuneration Policy of the fire department will remunerate the Employee Volunteer.

In the event that time commitments exceed the agreed limit, the Employee Volunteer will be granted the choice to use overtime, vacation time or time without pay to complete the duties outlined above.



Documentation of Volunteer Time:

The Fire Chief will provide written documentation to verify an absence for fire service duties. It will be the responsibility of the Employee Volunteer to provide any requested supporting documentation to substantiate any claim.

Modifications to this agreement will be made by mutual agreement in writing.

Either party, upon giving 14 days written notice to the other parties, may terminate this agreement.

By signing this community partnership agreement, all parties agree to be active community partners and abide by its terms.

Fire Chief (print name)

**Employee Volunteer
(print name)**

Employer (print name)

Fire Chief (signature)

**Employee Volunteer
Signature**

Employer Signature

Date

Date

Date



APPENDIX 7

MISSISSAUGA FIRST NATION FIRE DEPARTMENT CODE OF CONDUCT

1. I will carry out the duties of my position as a volunteer firefighter for the Mississauga First Nation conscientiously, loyally, and honestly, and fulfill the expectations of my role to the best of my ability and with a view to the highest level of service and professionalism to the people whom which I serve.
2. In my actions and words I will promote and uphold the integrity and dignity of the Mississauga First Nation and the Mississauga First Nation Fire Department
3. I will use my initiative to find ways of maximizing my contribution to and serving the best interests of the Mississauga First Nation , Mississauga First Nation Fire Department and to all the people whom which I serve.
4. I will conduct myself in a professional and respectful manner that will bring credit to myself, the Mississauga First Nation, the Mississauga First Nation Fire Department, and to the citizens to whom I serve.
5. I will respond at once when notified of an emergency by traveling directly to the fire hall or directly to the emergency scene as directed and place myself under the command of the officer or senior member in charge. And thereafter for whatever reason have to leave the scene I will notify Incident Command of my absence.
6. All members shall obey all rules and regulations of the Highway Traffic Act while on duty and while responding to emergencies.
7. Every firefighter that commits themselves to an emergency is expected to perform all duties assigned to them and complete them in the most professional, efficient and safest manner possible.
8. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury to the officer in charge.
9. When attending an emergency involving victims I will treat those victims and/or their property with the up most dignity and respect. And keep the identity and/or circumstances of their situation confidential until told otherwise by the appropriate authorities.



10. No member shall supply information relative to the department or operations (emergency scenes) thereof unless authorized by the fire chief to any person and shall refer all requests for information to the fire chief.
11. All firefighters who attend training, emergencies, or any function or event representing the Mississauga First Nation Fire Department must wear the appropriate clothing and/or bunker gear as assigned.
12. No firefighter while in uniform or with any Mississauga First Nation Fire Department apparel on;
 - a. Enter any premises where alcoholic beverages are sold or consumed except in the performance of Fire Department duties assigned.
 - b. Shall not consume beverages or drugs while at or prior to any functions or emergencies that will impair his/her ability to perform duties assigned to them.
 - c. Shall not attend any function, event, training, or emergency while impaired.
13. I understand that all items issued; radio, helmet, bunker gear, boots, uniforms, etc are the exclusive property of the Mississauga First Nation Fire Department and shall be returned as directed by the Fire Chief.
14. Every member who has been assigned one shall carry their radio with them at all times while in or around the community and be ready for active duty. They shall ensure that it is properly charged and functioning.
15. I will uphold my role as a Mississauga First Nation Firefighter and serve and protect the public from any emergency and promote a fire safe community to the best of my ability

I have read, fully understand, and agree to the Mississauga First Nation Fire Department Code of Conduct

Name

Date

Fire Chief

Date



APPENDIX 8

Report # _____

Mississauga First Nation Fire Department

Fire Incident Report

To be completed in all applicable areas by the Officer in Charge or a Senior Member of the MFN Fire Dept. after any MFN Fire Dept. involvement other than scheduled activities or events.

Date		
YEAR	MONTH	DAY

LOCATION/INCIDENT ADDRESS

TYPE OF EMERGENCY
<input type="checkbox"/> HOUSE CALL/FIRE <input type="checkbox"/> VEHICLE COLLISION <input type="checkbox"/> BRUSH/GRASS FIRE <input type="checkbox"/> OTHER

AREA OF ORGIN

SOURCE OF IGNITION

OCCUPANCY STATUS
<input type="checkbox"/> OCCUPIED <input type="checkbox"/> UNOCCUPIED <input type="checkbox"/> OCCUPIED....SEASONAL <input type="checkbox"/> UNOCCUPIED....SEASONAL <input type="checkbox"/> VACANT <input type="checkbox"/> UNDER CONSTRUCTION <input type="checkbox"/> UNDER DEMOLITION <input type="checkbox"/> NOT APPLICABLE

OWNERSHIP STATUS
<input type="checkbox"/> PRIVATE <input type="checkbox"/> BAND OWNED <input type="checkbox"/> CMHC

<input type="checkbox"/> OTHER _____ <input type="checkbox"/>
UNKNOWN
STRUCTURE HEIGHT
____ FLOOR(S) STOREY(S) ____ METERS LEVEL OF ORGIN _____ <input type="checkbox"/>
UNDETERMINED

ESTIMATED DOLLARS LOST
\$ _____ <input type="checkbox"/>
UNKNOWN

INSURANCE COVERAGE			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
TIME DISPATCHED	TIME OUT		
HOUR	MINUTE	HOUR	MINUTE

** All times are in 24 hour method

ARRIVAL TIME	TIME BACK IN SERVICE		
HOUR	MINUTE	HOUR	MINUTE

ALARM TYPE TO FIRE DEPT.
<input type="checkbox"/> TELEPHONE TO FIRE DEPT. <input type="checkbox"/> TELEPHONE TO DISPATCH (911) <input type="checkbox"/> AUTOMATIC SYSTEM <input type="checkbox"/> MANUAL SYSTEM <input type="checkbox"/> TELEPHONE FROM ANOTHER AGENCY <input type="checkbox"/> VERBAL REPORT TO FIRE DEPT. <input type="checkbox"/> OTHER _____

RESPONSE TYPE
<input type="checkbox"/> FIRE TRUCK #1 LIGHTS & SIRENS <input type="checkbox"/> YES <input type="checkbox"/> NO



<input type="checkbox"/>	<input type="checkbox"/>	EXTINGUISHER(S)
<input type="checkbox"/>	<input type="checkbox"/>	HYDRANT(S)
<input type="checkbox"/>	<input type="checkbox"/>	STREAM/LAKE/POND WATER
SOURCE		
<input type="checkbox"/>	<input type="checkbox"/>	OTHER

All MFN Firefighters accounted for? <input type="checkbox"/> YES <input type="checkbox"/> NO
Was there a debriefing? <input type="checkbox"/> YES <input type="checkbox"/> NO
List any issues or concerns under remarks
Is there need for a Critical Incident Stress Debrief or additional counseling? <input type="checkbox"/> YES <input type="checkbox"/> NO
List below

ADDITIONAL FIRE DEPARTMENT INFORMATION/REMARKS

OFFICER IN CHARGE (MAKING REPORT)

DATE

FIRE CHIEF

DATE

APPENDIX 9
Fire Fighters Evaluation Record

Evaluator

Employee Name:	Date:
Position/Title:	Dept:

Volunteer Fire Fighter

Employee Name:	Date:
Position/Title:	Dept:

F.F.E Training- Structure Fires

Turn out Gear – Structure Fires	Check All that Apply	Date	Pass / Fail
Fire boots and pants			
Balaclava			
Fire Jacket			
Head Protection (Helmet)			
Self Contained Breathing Apparatus (SCBA)			

Hand Protection(gloves) Rubber			
Hearing Protection (ear plugs)			
Other (Please Specify):			

F.F.E Training - Wild Fires

Turn out Gear – Wild Fires	Check All that Apply	Date	Pass / Fail
Fire boots and coveralls			
Standard Hard hat and gloves			
Safety Glasses			
Hearing Protection (ear plugs)			
Other (Please Specify):			

Contents of Training

At a minimum, the following information must be communicated to each employee using any or all of the protection listed above.	Completed	Date Signed By Evaluator
--------------------------------------------------------------------------------------------------------------------------------	-----------	-----------------------------

1. Fire Hall – checklist		
2. What Fire Fighter Equipment is necessary?		
3. How to don, doff, adjust and wear Turn out gear. (under 2 minutes)		
<p>4. . Vehicle – Checklist</p> <ul style="list-style-type: none"> • Open all cabinet doors and explain what each cabinet door contains and their uses. • Explain the importance of how each item is to be put back in the same cabinet • Show master switches on each truck and start up procedures • Show ownership and insurance locations in each truck • Show parking locations of each truck and explain parking our own vehicles at the hall or on the scene • Show the use of wheel chocks and pylons • Explain when we fuel up trucks and where we do so • Show how all trucks are to be “circle checked” prior to going on a call • Explain what license is needed for each truck • Show the cab controls and 		

<p>operation</p> <ul style="list-style-type: none"> • Explain which trucks leave the hall first and why • Explain back up procedures as per our S.O.G's • Explain the garage door operation 		
<p>5. The proper care, maintenance, of Bunker Gear-</p> <ul style="list-style-type: none"> -Check boots for rips, holes, and good thread - check turnout gear for holes, rips, including inside layer - check helmets for dents or cracks and clear visor -Suspenders have flex and no rips or holes -Glove are in good working order -Show each piece of P.P.E and explain its purpose, how to clean them, how to use them and inspect them. 		
<p>6. SCBS – show the scott air packs and explain its mandatory use.</p> <ul style="list-style-type: none"> -Care, maintenance, cleaning of each pack -Explain the “man down” alert -Explain how and why the straps are to be left fully open. -Explain that the tanks are to be opened up fully in use. -Have a recruit try on a mask and pack. 		
<p>7. Pumper Operations</p> <ul style="list-style-type: none"> -Pull truck outside, put truck in neutral, apply parking break -Chock wheels -Make sure all bleeder valves are closed and show recruits 		

<ul style="list-style-type: none"> -Pull off one tray of pre-connect -Pull P.T.O switch down one notch (Count one, two) -Pull P.T.) switch down to second notch -Put transmission in “D” -Now have the recruit do the same routine to activate pump -Go behind cab and show how the man-saver bars work -Pull tank to pump lever and explain what it does -Turn knob for throttle and explain what it does -Pull prime lever and explain what it does -Pull lever pre-connect 1 or 2 times and explain what it does -Set pressure relief valve and explain what it does -Shut down pumper operation and have member start from beginning -When recruit is comfortable with the pumper, show the recruit the radio, microphone, flashing lights, pump heater switch, pump compartment lights, and panel lights. -Show the recruit the foam inductor and how to hook it up to the truck and show how the spout goes in the pail -Show the recruit the foam nozzle and the regular nozzle -Show member nozzle operation (how to slowly shut nozzle off and why) -Explain to recruit that one weekend of training on the pumper is not enough to learn the whole pumper operation 		
<p>8. Porta Tank</p> <ul style="list-style-type: none"> -Explain to the members where the pools are located -Explain to the members when the pools are used -Explain that a MINIMUM of 2 people are to set up pool -Explain that the pool should be on flat, even ground -Explain which side of the pumper the pool 		

<p>goes on</p> <ul style="list-style-type: none"> -Explain the proper position of the drain -Explain the proper protocol if we drain the water on the road in the winter time -Explain the suction hose must have an end on it when in the pool -Explain the method to collapse the pool. Including the pinching of finger, and the pinching of fabric 		
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

I have instructed the employee named herein, and believe that he or she has a reasonable understanding of the information, and the ability to operate the aforementioned equipment in a safe manner. I have provided all pertinent information herein both in truth and in good faith.

Trainer Signature _____

Date _____

I have received a copy of, read, and understood the safe operating procedures for the aforementioned equipment. I have received proper training in the safe operation of the aforementioned equipment and feel that I am fully capable of the safe operation of said equipment.

Employee Signature _____

Date _____

APPENDIX 10
Leave of Absence Form

Name of Volunteer	Today's Date

Date Requesting Leave
Date of Leave Requested:
Return Back to Duties :

Total Number of Days Requesting: _____

Purpose of Leave:

Other (Please explain): _____

Volunteer Signature:	X _____
Fire Chief and/or Designate Signature:	X _____
Final Approving Signature of Infrastructure Director	X _____

Comments: _____

APPENDIX 11

MISSISSAUGA FIRST NATION FIRE DEPARTMENT



RECOGNIZING:

FIRE FIGHTER, *****

FOR ...YEAR(s) VOLLUNTEER FIRE FIGHTER
Month/Day/Year

MIIGWETCH FOR MAINTAINING A HIGH LEVEL OF COMPETENCE AND KEEPING OUR COMMUNITY SAFE

FRANK GIONETTE, FIRE CHIEF

REGINALD NIGANOBE, CHIEF