

CONSTITUTION AND BY-LAWS
OF THE
CRAPAUD VOLUNTEER FIRE DEPARTMENT
JANUARY, 1996

APPROVED BY:



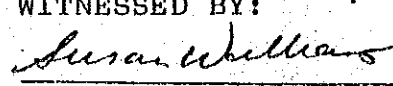
KEVIN SHAW, FIRE CHIEF

AND



GLEN STEWART, FIRE COMMISSIONER

WITNESSED BY:



SUSAN WILLIAMS, ADMINISTRATOR

CONTENTS

ARTICLE I	Title and Objective	Page 1
ARTICLE II	Meetings	Page 2
ARTICLE III	Strength and Personnel	Page 3
ARTICLE IV	Election of Officers	Page 4
ARTICLE V	Duties of the Chief and Deputy Chief	Page 5
ARTICLE VI	Duties of the Secretary(s) and Treasurer(s)	Page 7
ARTICLE VII	Duties of the Captains and Drivers	Page 9
ARTICLE VIII	Election of Members	Page 11
ARTICLE IX	Duties of Members	Page 14
ARTICLE X	Impeachment of Officers and Members	Page 16
ARTICLE XI	Credit for Hours on Active Duty	Page 17
ARTICLE XII	Amendments to By-Laws	Page 18
ARTICLE XIII	Duties of Fire Commissioner	Page 19
ARTICLE XIV	Rules of Order	Page 20
ARTICLE XV	Order of Business	Page 21

CONSTITUTION AND BY-LAWS
of the
CRAPAUD VOLUNTEER FIRE DEPARTMENT

JANUARY, 1995

ARTICLE I

- Title and Objective -

Section 1

This organization shall be known as the CRAPAUD VOLUNTEER FIRE DEPARTMENT.

Section 2

Its objective shall be the preservation and protection of property and lives from and during such emergency situations as may occur within the boundaries of the Crapaud Volunteer Fire Department and (by special arrangement) with Village and Department officials under pressing circumstances in its vicinity.

Section 3

The Fire Department shall not respond to any fire calls outside the limits of the Village, EXCEPT:

- 3.1 in a municipality, district, or village with which an agreement has been entered into, to provide fire protection on an agreement or where due payment is made by those receiving the service.
- 3.2 such fires as in the opinion of the Chief or Officers threatens any property within the district of the protected (designated) area, unless under an agreement with surrounding departments.

ARTICLE II

- Meetings -

Section 1

The regular meetings of the Department shall be held on the second Monday of each month at 8:00 p.m.

Section 2

The annual meeting of the Department shall be held the Third Monday of January.

Section 3

Special meetings of the Department may be called at the discretion of the Chief, or by vote of the Department at any regular meeting or upon the written request of any five (5), or more members, such request shall state the objective of the meeting.

Section 4

Notice, by phone, letter or pager, of any special meeting stating its purpose, shall be given to each member by the Secretary, at least by the day immediately preceding such special meeting, and no business may be transacted at such special meeting other than that specified in the notice.

Section 5

Six (6) active members, including at least one officer other than the Secretary, shall constitute a quorum for any meeting.

ARTICLE III

- Strength and Personnel -

Section 1

The Department shall consist of the Chief and Deputy Chief, and twenty-eight (28) firefighters on active strength.

Section 2

The officers of the Department, besides the Chief and the Deputy Chief, shall consist of two captains, and at least one training officers.

Section 3

A Secretary and Treasurers shall be elected at the annual meeting to assist in running the business of the Department.

Section 4

The Crapaud Volunteer Fire Department shall consist of no less than seven (7) members of the thirty (30) members from the Community of Crapaud.

ARTICLE IV

- Election of Officers -

Section 1

All officers shall be elected by secret ballot at the annual meeting. A majority of all votes cast being required to elect.

Section 2

Nominations for office shall be called for by the chair and made from the floor, and if not more than one candidate is nominated for any office, he/she shall be declared elected by acclamation.

Section 3

In the event of more than two members being nominated and no member receiving a majority of all votes cast on the first ballot, a new ballot shall be taken on the two highest and the one receiving the greater number of votes shall be declared elected.

Section 4

Should there happen to be a tie for second place on the first ballot, a separate vote shall first be taken to break this tie before the final vote is cast, if a second ballot is required as stated in Section 3.

Section 5

No member shall be eligible to hold office in this Department until he/she has served at least three (3) years on the active strength of this Department.

Section 6

The Fire Chief and Deputy Fire Chief shall be elected by the Firefighters and then ratified and approved by the Village Commission.

ARTICLE V

- Duties of the Chief and Deputy Chief -

Section 1

It shall be the duty of the Chief to call all regular and special meetings, to preside at all meetings, to preserve order, to decide all points of order that may arise, subject to an appeal from his/her decision to the members of the Department, but on such an appeal a majority of all the members present shall be necessary to reverse his/her decision.

Section 2

He/she shall sign all orders drawn on the Secretary and Treasurer and in all the affairs of the Department, he/she shall exercise a general supervision.

Section 3

He/she shall see that each subordinate officer does his/her duty.

Section 4

He/she shall give a casting vote in case of a tie, unless otherwise stated, and shall carry out and enforce the constitution and by-laws of this Department to the best of his/her ability.

Section 5

It shall be his/her duty, if possible, to be present at all fire and other emergency scenes to plan the attack and to direct the action of the officers and firefighters.

Section 6

The Chief shall keep an inventory of all fire equipment on hand and a yearly inventory will be supplied to the Village Commission.

Section 7

It shall be the duty of the Deputy Chief to act directly under the Chief and to assist that officer in the discharge of his/her several duties and to personally perform these duties should the Chief himself not be present at the time.

Section 8

He/she shall notify each person elected to the Department or dropped from the roll, of such election or release and shall similarly notify the Town Clerk of the election, release or resignation of any member.

Section 9

The Fire Chief or senior officer present shall have full command and control at all fires and other emergency scenes. He/she shall direct all proper measures for extinguishing fires, protecting property therefrom, preserving order thereat, and enforcing the laws, ordinances and regulations respecting fires. All members of the Fire Department and all fire apparatus shall be under his/her control until dismissed or returned to the fire hall. He/she shall, at any fire, have authority by himself or through his/her officers to require any person there present to assist in the extinguishment of such fire in such reasonable manner as he/she may deem fit, or in the protection of removal of property thereat or therefrom, and to require the use of any vehicle readily accessible for the like purpose; and any person refusing or failing to assist as so required or to allow the use of such vehicle when required shall be guilty of any infraction of this by-law.

Section 10

The Chief must report, within a reasonable amount of time, all fires to the Fire Marshall of Prince Edward Island, on the printed form supplied for such purpose and otherwise comply with the provisions of the Fire Marshall's Act and Regulations, and the other Provincial laws for which the Fire Chief is an enforcing officer.

- 10.1 The officers and firefighters shall carry out the orders of their senior officers.
- 10.2 The Chief, when duly appointed, automatically becomes assistant to the Fire Marshall and carries out the duties of that office, in relation to fire prevention in his/her own constituency.

ARTICLE VI

- Duties of the Secretary(s) and Treasurer(s) -

Duties of Secretary(s):

Section 1

It shall be the duty of the Secretary to keep a record of the proceedings of all regular and special meetings of the Department, to keep up and preserve the Service Records of the Department and the record of attendance at meetings and fires, and to post in the Club Rooms a chart showing the record of attendance at fires.

Section 2

He/she shall give each member notice of every general or special meeting.

Section 3

At the annual meeting each year, the Secretary shall submit a report of the General proceedings of the Department during the past year.

Duties of the Treasurer(s):

Section 1

The Treasurers shall keep and preserve the book and records of the Department.

Section 2

The Treasurers shall keep an accurate account of all money received and expended, paying out only those sums of money authorized by the Department, and shall keep on file the property receipts thereof.

Section 3

He/she shall have the financial standing of the Department and shall submit his/her books and records to the auditors for examination before the Annual Meeting.

Section 4

The monies of the Department as presently received shall be deposited on two separate accounts known as Crapaud Fire Fighters and Building Fund Account. The accounts shall be opened jointly in the names of the Chief, Secretary and Treasurer and no withdrawals may be made without the signatures of two of these members.

Section 5

The auditors shall be appointed yearly at the annual meeting of the Department and shall audit the books of the Treasurer at the end of the year and make their report at the next annual meeting. The Fire Chief should attend auditing of books.

ARTICLE VII

- Duties of the Captains and Drivers -

Section 1

The Officers shall obey all orders of the Chief (whether given directly or through the Deputy Chief).

Section 2

In the event of the Fire Chief and the Deputy Chief both being absent from a fire, command of the Department shall be taken in the following order: First Captain, Second Captain, Training Officers, and if all these officers are absent, command shall be taken by the senior member present.

Section 3

It shall be the duty of the Captain or Officer-in-Charge of each Company to command his/her company and to have control thereof while on duty or parade. All orders given by the officer on these occasions shall be implicitly obeyed.

Section 4

On an alarm, the drivers of the machines shall at once take the apparatus and firefighters by the nearest and best route to the scene of the fire. Having arrived there, the machines and firefighters shall take up such positions as assigned them by their officers.

Section 5

The Captains in Charge shall see that the hose is properly laid, and position a sufficient number of firefighters to check the lines and see that they are safe and secure as well as ensuring that there are sufficient firefighters to handle the nozzles. At the same time, they must be in constant readiness to execute any orders they themselves may receive.

Section 6

The Captains shall see that any necessary ladders are erected and placed when and where required as quickly as possible, and that such ladders are firmly secured and positioned to ensure the utmost safety for the firefighters.

Section 7

It shall be the duty of the Captains in charge to call the roll of their companies immediately after a fire when the trucks are loaded and ready to return to the station, and to hand said roll to the Secretary or deposit it in the Roll Call box.

Section 8

No member of machine may return to the Engine house following a fire until the command to return is given by the Captain in Charge upon the authority of the Chief.

Section 9

The officers shall see that their firefighters render mutual assistance to each other when required, in gathering equipment, etc., after a fire, until all members are ready to leave - unless a member has previously been cleared upon the authority of the Chief or officer in charge.

ARTICLE VIII

- Election of Members -

Section 1

Any person of good character and standing over the age of nineteen (19) years who resides in the area of the Crapaud Volunteer Fire Department shall be eligible to membership in or readmission to this Department and a firefighter who has had previous service in another Department shall be given special consideration by the investigating committee as to reenlistment.

Section 2

All applications for membership in or readmission to the Department must be made in writing and handed to the Secretary before the next regular meeting.

Section 3

Applications shall state the applicants date of birth, occupation and whether or not he/she expects to be available for continuous service in the Department during the next two years, and any other necessary information.

Section 4

Any member, not on probation, shall have their privilege of presenting the name or names of a candidate or candidates for election.

Section 5

All applications for membership, after being read in a regular meeting of the Department shall be handed to an investigating committee.

Section 6

It shall be the duty of the investigating committee to ascertain if all information contained in an application is correct and if, in their estimation, the applicant holds promise of being of value to the Department and to report their findings at the next regular meeting before a ballot is taken.

Section 7

The investigating committee may advise the voting on or the withdrawal of any application, and when two or more applications are received at one time, they may advise the order in which they are to be voted upon.

Section 8

Voting shall be by secret ballot, and if not more than 30% of dissenting votes are cast against an applicant, that person shall be declared duly elected. Officers will be appointed to collect and count ballots. The results of count will be kept confidential.

Section 9

Should the investigating committee advise the withdrawal of an application and the member presenting same declines to withdraw the name and request that it go before the meeting, then the Chief shall call for a vote and if not more than 30% are cast against the applicant, he/she shall be clearly declared duly elected.

Section 10

If a ballot taken on an application is not clear, the Chief may call for, or a member may request, another ballot which shall be taken either by secret ballot, or as the Chief may determine. This second ballot shall be final.

Section 11

Should it happen that no regular meeting is to be held during the month following that in which an application is filed, a special meeting may be called to deal with that application (or, if the need is pressing and the investigating committee considers their knowledge sufficient to bring in a favourable report immediately, a ballot may be taken that same evening).

Section 12

A member shall consider himself/herself on probation for one year from the date of his/her election or re-election to the Department whether he/she has been placed on the roll as a cadet or as an active firefighter. If, during this time, he/she proves unsatisfactory, his/her name may be dropped from the roll as the Chief and officers may determine, but should his/her probation record prove satisfactory, his/her membership in the Department shall be confirmed and the year will stand to his/her credit as to service.

Section 13

All new members are expected to attend Level I, Level II, C.P.R., and First Aid courses, when available.

Section 14

The names of newly elected members shall be sent to the Provincial Fire Marshall.

Section 15

The firefighters shall be approved by the Village Commission to hold office during good behavior. The Commission may accept or reject any application and written reason must be given to the officer body before decision is final.

Section 16

The Crapaud Volunteer Fire Department will, in their discretion have the ability to appoint Honorary members who have served in the Crapaud Volunteer Fire Department for Twenty (20) years. The appointment of the Honorary member shall come to a monthly meeting and be voted on in the normal fashion. Once accepted, the Honorary member will be allowed to keep their keys but must return their pager. To remain in good standing, the Honorary member shall attend three (3) monthly meetings yearly. The Honorary member shall attend three (3) training sessions and any special training sessions and any special training sessions held during the year. The Honorary member may attend any social function. A review of Honorary membership will be conducted at each annual meeting.

ARTICLE IX

- Duties of Members -

Section 1

It shall be the first duty of all members of this Department to obey all commands of their officers while on duty.

Section 2

It shall be the duty of members to be prompt in attendance at all meetings and at every alarm. Upon the sounding of any alarm, they shall report immediately at the Engine Room or at the scene of the fire, whichever shall be the quicker and more advantageous for the speedy operation of the apparatus.

Section 3

A member, while attending a fire, may in strained circumstances, be excused from continuous or further duty during the fire, but only when such permission to leave the fire has been granted by the Officer in charge of his/her Company and sanctioned by the Chief or the Deputy Chief.

Section 4

Any member who shall, without permission, absent himself from duty, or who shall be guilty of improper or disorderly conduct at any official fire department duty, or at any meeting, or who shall disobey any order of the Chief or of the Officers commanding the Departments shall be reprimanded or suspended as the Officers may determine. A discussion to expel a member must be taken to a meeting. All members may vote by secret ballot and results of 70% or more against that member will remove him from service.

Section 5

All members shall be expected to attend at least 60% of all regular and special meetings of the Department and it shall be compulsory to attend the Annual Meeting. Failure to do so, unless excused by an Officer, automatically becomes a review of the Department Officers.

Section 6

No member shall appear at a meeting of the Department, on duty at a fire, or at any Fire Department function, in a state of intoxication or shall be guilty of using indecent, insulting or improper language or be guilty of conduct unbecoming a gentleman or lady, or otherwise bring disgrace upon the Department under penalty of reprimand or expulsion as the Officers may determine.

Section 7

The Captains shall see that the rules for the care of equipment are obeyed and that the equipment on their machines is in good order at all times - reporting any breaks, shortages, etc. to the Chief immediately.

Section 8

All members are responsible for the due care and control of their pager, and worn-out rechargeable batteries. Upon retirement or removal from the Department, member will return key, pager and charger in working order, to an Officer. Private channel may be cancelled as part of a reprimand, at discretion of Officers.

Section 9

The members of the Department may organize for social purposes and other purposes intended to further the interest and welfare of the Department and members thereof. No person shall impede, interfere with or hinder any Officer or firefighter in the discharge of his/her duties at an emergency, in responding to an emergency alarm or at a practice. No person shall damage any apparatus, equipment or supplies. The Fire Committee or Department, or members of the Department, or the Village shall not be liable for any claim made by persons injured or property damaged during the course of duties of the Department.

Section 10

Upon the sounding of the alarm, the member manning the phone or radio system, shall immediately call, R.C.M.P. and Message Centre, alert any necessary utility, organization as requested by an Officer.

Section 11

All members who drive apparatus must have a valid Driver's License of Class "3" or higher.

ARTICLE X

- Impeachment of Officers or Members -

Section 1

Any Officer or Member of the Department, for the abuse of his/her authority or privileges or misconduct in his/her office, may be impeached therefore and removed from his/her office or station in the Department by a vote of 70% of the whole membership present at the meeting at which such impeachment is considered.

Section 2

The charge against the Officer or Member must be made in writing and filed with the Secretary at least one month before the vote shall be taken upon it, except when otherwise provided by the By-laws, and a copy of said charge shall be served upon him by the Secretary at least two weeks before such vote shall be taken, and notice of said charge and the date of the meeting at which it will be considered, shall be given each voting member of the Department at least by the day next preceding the meeting. Written charge is to be destroyed immediately following that order of business.

Section 3

The procedure for a hearing of a complaint by an Officer or firefighter shall be as follows:

- 3.1 The Officer or firefighter shall present his/her complaint in writing to the Fire Chief, who within seven (7) days, shall interview the firefighter.
- 3.2 If the Officer or firefighter is not satisfied with the decision of the Chief, he/she may ask that the matter be passed to the Fire Commissioner.
- 3.3 On receipt of the written complaint, the Fire Commissioner shall convene and chair a Board of Inquiry composed of the Fire Chief, one officer or firefighter selected by the Officer or firefighter making the complaint and the other member or members of the Fire Committee.
- 3.4 After investigation and hearing the complaint, the Board shall send its written report to the Chairman of Commissioners who shall present such a report to the Commissioners, whose decision on the matter shall be final.

ARTICLE XI

- Credit for Hours of Active Duty -

Section 1

No member shall be marked present who does not personally report his/her absence, at the fire (or at the Engine House) for a period not exceeding thirty (30) minutes, it being not possible for him/her to attend before the apparatus would return to the Fire Station - to one of his/her Company Officers, or to the Officer directly in charge of his/her Company at the fire - either during or immediately after the fire. Attendance may not be logged, if exceptionally late for a training session.

Section 2

Any member leaving a fire before the roll is called will be considered as not present at the fire, unless previously excused by his/her officer.

Section 3

Members will have until the regular meeting night, or the last Monday of the month next following a fire to check with their Company Officers regarding any mistakes appearing in their time. No changes or corrections will be made or complaints entered after this allotted time.

For instance - Mistakes regarding fires occurring during January MUST be reported before, or at the regular February meeting, or by the last Monday in February if not regular meeting is to be held.

Section 4

The secretary is authorized to make only those corrections ordered and okayed by the Officers of the machines.

ARTICLE XII

- Amendments to By-Laws -

Section 1

No amendment or alteration of the constitution and By-Laws of the Crapaud Volunteer Fire Department, Articles I to IV inclusive, as herein written, shall be made unless proposed in writing at a regular meeting of the Department, when the procedure shall be as follows:

In the event of a change being proposed, as above, the Secretary shall notify each member of the Department of such proposed change at least by the day directly preceding the next regular meeting of the Department at which time the proposed change shall be considered, and voted upon.

Section 2

Such amendments or alterations shall require the vote of three-fourths ($3/4$'s) of the members present for adoption.

Section 3

Amendments or alterations in the Constitution and By-Laws may be considered, voted upon and adopted in the manner stated above, at special meetings during the summer months when such special meetings are requested and called in the usual manner as stated under Article II, Section 3, except that in this case each voting member shall have at least one week's notification.

Section 4

No Firefighter on probation, shall receive or purchase a Firefighter's uniform until probation period has ended. (Jackets, coveralls, etc.)

Section 5

Final approval for any and all amendments to By-Laws or Constitution must be ratified by the Village Commission and a written explanation must be given to officer body before decision is final and binding.

ARTICLE XIII

- Duties of Fire Commissioner -

Section 1

The Fire Commissioner will be responsible to report all Fire Department matters to the Village Commission, and shall attend annual and monthly meetings and bring back to Commission any new business.

Section 2

The Village Commission may, at their discretion, for services rendered, pay to members of the Fire Department an annual grant.

Section 3

A Liaison Committee consisting of 2 officers and 2 firefighters shall be set up within the Fire Department to meet with the Fire Commissioner at least quarterly or more often, if necessary, to maintain good communication and relation with the Village Commissioners.

Section 4

The Fire Commissioner shall report annually a breakdown of the previous years expenditures.

Section 5

The following shall be the form signed by appointed members of the Fire Department:

I, the undersigned, agree and undertake, as long as I respectfully remain a member of this Department, to serve the Village of Crapaud as a volunteer firefighter, without pay or remuneration of any kind, and to obey the commands and orders of my superior officers and faithfully observe all ordinances, rules and regulations of the Village, or of this Department, relating to my duties as such firefighter.

I hereby waive and disclaim any charge, which I or my representatives might hereafter be held to have against the Village, or any of its officers for any damages, injury or happening whatsoever to me, or any of us, occurring in the performance of my duties, except as such remuneration therefore as the Village shall provide in the way of insurance for my benefit. I undertake to accept all grants or money made to me hereafter by the Village as gratuities given in appreciation of regularity of service and not otherwise.

DATED this day of , 19 .

SIGNATURE

ARTICLE XIV

- Rules of Order -

Section 1.

One member, and only one member, shall be entitled to the floor at any one time.

Section 2.

Every member desiring the privilege of the floor shall arise and address the chair.

Section 3.

No member shall be allowed to speak until properly recognized by the chair.

Section 4.

At the opening of every meeting, the Chair shall assign one member to attend the door, answer the phone, etc.

ARTICLE XV

- Order of Business -

1. Roll Call.
2. Reading minutes of previous meeting.
3. Reports of Committees.
4. Reading and disposing of communications.
5. Presentation of bills and action on same.
6. Nomination of candidates for membership.
7. Election of officers and members.
8. Unfinished business.
9. New business.
10. Good of the Department.
11. Roll Call.
12. Closing.



VILLAGE OF CRAPAUD

CRAPAUD, P. E. I.

INCORPORATED AUGUST 1st, 1950

Prince Edward Island's First Incorporated Village



VILLAGE OF CRAPAUD FIRE DEPARTMENT BY-LAW

The following is a certified extract of a motion passed at a meeting held May 13, 1981.

"Moved by Commissioner, Edgar Mason and seconded by Commissioner, Arnold Stewart, that the Commissioners unanimously approve the Section 9 By-Law, for the Village of Crapaud Fire Department to be a By-Law of the Village of Crapaud, and direct that it be forwarded to the Minister of Community Affairs for approval under the Village Service Act."

Motion carried

Gary C. McLure
Gary C. McLure
Village Clerk

APPROVED THIS 4th DAY OF June, 1981 BY THE MINISTER OF COMMUNITY AFFAIRS.

Patrick G. Binns

PATRICK G. BINNS

VILLAGE OF CRAPAUD - FIRE DEPARTMENT

Section 9

1.1 The Fire Department of the Village shall consist of a Chief, Deputy Chief, 2 Captains, 3 Lieutenants, and not less than twenty-one men.

1.2 No new member of the Fire Department shall be taken on strength with the Department, for a probation period or otherwise, without the approval of the Commissioners. The probation period shall consist of 12 months from the time the new member signs on the Department.

1.3 Any individual who has previously been a member of the Fire Department and left in good standing, and desires to be re-instated may be re-instated with the approval of the Commission and probation period can be waived on the recommendation of the Chief with the approval of the Commission.

1.4 Every member of the Department shall be physically fit, a resident of a designated protected area, of good reputation, eighteen years or over, and a Canadian citizen.

1.5 The firemen shall be appointed by the Commissioners to hold office during good behaviour. The Commissioners may accept or reject any application and their decision shall be final.

2.1 The Fire Chief and Deputy Fire Chief shall be appointed by Firemen and approved by the Commissioners.

2.2 The annual cost of operating the Department shall be included in the annual estimates of the Village.

2.3 Every able-bodied person, resident of the Village during the time of a fire and when called upon to do so by the Chief, or the officer of the Department in charge of fire - fighting apparatus, equipment or supplies belonging to the Department, shall render all possible assistance.

Grapaud Fire Department continued

2.4 The Fire Chief or senior officer present shall have full command and control at all fires. He shall direct all proper measures for extinguishing fires, protecting property therefrom, preserving order thereat, and enforcing the laws, ordinances and regulations respecting fires. All members of the fire Department and all fire apparatus shall be under his control until dismissed or returned to the fire hall. He shall at any fire have authority by himself or through his officers to require any person there present to assist in the extinguishment of such fire in such reasonable manner as he may deem fit, or in the protection or removal of property thereat or therefrom, and to require the use of any vehicle readily accessible for the like purpose; and any person refusing or failing to assist as so required or to allow the use of such vehicle when required shall be guilty of an infraction of this by-law.

2.5 The Deputy Fire Chief shall assist the Chief in all his duties and shall in the absence of the Fire Chief at a fire perform his duties and exercise his authority. In the absence of both Fire Chief and Deputy Fire Chief, the senior officer shall be acting Chief.

3 The Fire Chief shall have control in disciplinary matters over the Department.

The procedure for a hearing of a complaint by an officer or man shall be as follows;

- 3.1 The officer or man shall present his complaint in writing to the Fire Chief, who within 7 days, shall interview the man.
- 3.2 If the officer or man is not satisfied with the decision of the Chief, he may ask that the matter be passed to the Chairman of the Fire Committee.
- 3.3 On receipt of the written complaint, the Chairman of the Fire Committee shall convene and chair a Board of Inquiry composed of:

the Fire Chief, one officer or man selected by the officer or man making the complaint and the other member or members of the Fire Committee.

Crapaud Fire Department continued

- 3.4 After investigation and hearing the complaint, the Board shall send its written report to the Chairman of Commissioners who shall present such a report to the Commissioners, whose decision on the matter shall be final.
- 4.1 The Department shall meet, at the call of the Chief or Deputy, or training officer, not less than once a month for practise and instruction in the use of all apparatus and in the principles of fire prevention and fire protection.
- 4.2 All members of the Department shall attend at least 85% of the fire calls and practises, and at the "all out" should answer roll call so that the Chief may have his register up to date. Failure to do so, unless excused by the Fire Chief with the approval of the Fire Committee, automatically retires the member from the Department.
- 4.3 The Chief shall have power to fill any deficiency in strength of force temporarily.
- 4.4 The members of the Department may organize for social purposes and other purposes intended to further the interest and welfare of the Department and members thereof.
- 4.5 No person shall impede, interfere with or hinder any officer or firemen in the discharge of his duties at a fire, in responding to a fire alarm or at a practise.
- 4.6 No person shall damage any apparatus, equipment or supplies of the Department and no person shall put to any use, unauthorized by the Chief, any such apparatus, equipment or supplies.
- 4.7 The Fire Committee or Department, or members of the Department, or the Village shall not be liable for

Crapaud Fire Department continued

any claim made by persons injured or property damaged during the course of duties of the Department.

4.8 In the event of the absence of the Chief and Deputy, a temporary Chief shall be appointed by the Chariman of the Fire Committee. Such appointment shall not be for a period of more than 30 days, provided another appointment may be made by the Chairman under such circumstances as in his opinion may be required.

5 The Fire Department shall not respond to any fire calls outside the limits of the Village, EXCEPT:

5.1 in a municipality, district, or village with which an agreement has been entered into, to provide fire protection on an agreement or where due payment is made by those receiving the service.

5.2 such fires as in the opinion of the Chief threatens any property within the district of the protected (designated) area, unless under an agreement with surrounding departments.

5.3 The Chief shall keep an inventory of all fire equipment on hand.

5.4 The Chief shall be required to keep a book to record the attendance of members of the Department at fires and practises, the particulars of every fire call reported to the Department and the apparatus, equipment and supplies used for each fire call, and any breakage, shortage and deficiencies in the apparatus, equipment and supplies, and any other information that may be required at any time by the Commissioners.

5.5 Upon the sounding of the fire alarm, the Chief or Deputy Chief must, when necessary, immediately notify the Maritime Electric Company.

Crapaud Fire Department continued

5.6 The Chief must report, within three days, all fires to the Fire Marshall of Prince Edward Island, on the printed form supplied for such purpose and otherwise comply with the provisions of the Fire Marshall's Act and Regulations, and the other Provincial laws for which the Fire Chief is an enforcing officer.

5.7 The officers and firemen shall carry out the orders of their senior officers.

5.8 The Chief, when duly appointed, automatically becomes assistant to the Fire Marshall and carried out the duties of that office, in relation to fire prevention in his own constituency.

5.9 The Commissioners may, at their discretion, for services rendered, pay to members of the Fire Department an annual grant.

5.10 A Liaison Committee consisting of 2 officers and 2 firemen shall be set up within the Fire Department to meet with the Fire Committee at least quarterly or more often, if necessary, to maintain good communication and relation with the Village Commissioners.

5.11 The following shall be the form signed by appointed members of the Fire Department:

I, the undersigned, agree and undertake, as long as I respectfully remain a member of this Department, to serve the Village of Crapaud as a volunteer fireman, without pay or remuneration of any kind, and to obey the commands and orders of my superior officers and faithfully observe all ordinances, rules and regulations of the Village, or of this Department, touching my duties as such fireman.

Crapaud Fire Department continued

5.11 cont'd

I hereby waive and disclaim any charge, which I or my representatives might hereafter be held to have against the Village, or any of its officers for any damages, injury or happening whatsoever to me, or any of us, occurring in the performance of my duties, except as such remuneration therefore as the Village may provide in the way of insurance for my benefit. I undertake to accept all grants or money made to me hereafter by the Village as gratuities given in appreciation of regularity of service and not otherwise.

Dated this _____ day of _____ 19 __.

Witness: _____