



TOWN POLICY

POLICY NUMBER: 2301

REFERENCE:

Council 290.08.10

ADOPTED BY:

Town Council
4 August 2010

PREPARED BY: Fire Department

DATE: 17 August 1994

TITLE: Strathmore Fire Department Operating Policy

Page 1 of 2

Policy Statement

The Town of Strathmore provides the following pursuant to Bylaw #05-02 as procedural guidelines for the administration and operations of the Strathmore Fire Department, so as to provide for the safety and well being of the lives and property of the Citizens of Strathmore.

1. **Scope**

1.1 This policy and the supporting procedural manual, and any updates which may be issued from time to time, shall govern the administration, operations and conduct of all members of the Strathmore Fire Department.

2. **Responsibilities**

2.1 Council

2.1.1 To approve policy for the Strathmore Fire Department pursuant to the Municipal Government Act RSA 2000 c. M-26.

2.2 Chief Administrative Officer (CAO)

2.2.1 To appoint a Fire Chief and prescribe his/her duties.

2.2.2 To approve the procedures of the Strathmore Fire Department.

2.3 Deputy Chief Administrative Officer (Deputy CAO)

2.3.1 To review proposed Fire Department procedures and make recommendations for approval to the CAO.

2.3.1 To advise the Fire Chief of decisions and views of Council.

2.4 Fire Chief

2.4.1 To perform his/her duties as per his/her job description.

2.3.2 To apprise the CAO of the events of the Strathmore Fire Department.

2.3.3 To advise the CAO of all matters relating to the Fire Department, Fire Prevention and Fire Protection in the Town of Strathmore.

2.3.4 To endeavour to ensure to the extent possible, that the Strathmore Fire Department is available for emergency response.

2.4 All Fire Department Members

2.4.1 Carry out their duties as per their job description and the Standard Operating Guidelines of the Department.

3. **End of Policy**