



**ST. LAWRENCE VOLUNTEER FIRE DEPARTMENT
CONSTITUTION & BYLAWS**



**Passed by the
St. Lawrence Volunteer Fire Department Members
December, 2022**



ST. LAWRENCE VOLUNTEER FIRE DEPARTMENT CONSTITUTION & BYLAWS

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iii. MISSION STATEMENT

The St. Lawrence Volunteer Fire Department is dedicated to improving, and preserving the quality of life, property, and the environment through education, leadership, and effective response to emergencies

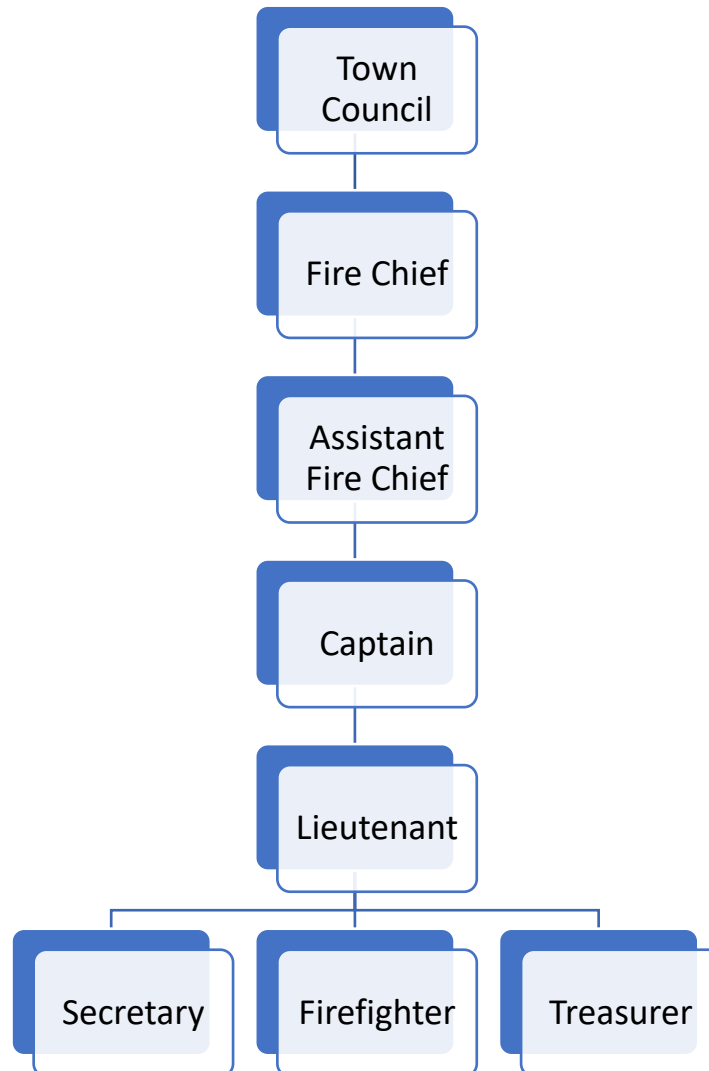
iv. VISION STATEMENT

The St. Lawrence Volunteer Fire Department shall provide its communities with exemplary service, while sharing the responsibility with the citizens to develop safe communities.



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vi. ORGANIZATIONAL CHART





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1.0 CODE OF CONDUCT AND ETHICS

As a Firefighter, my fundamental duty is to protect or save lives and safeguard property in the service of my community. In my role as a Firefighter, I will set a good example in all actions and deeds.

I will never use my position for personal gain, recognizing it as a symbol of public trust.

I will constantly strive to achieve the high objectives and ideals of this department and shall conduct myself at all times, both on and off duty, in such a manner as to reflect most favorably on the department.

I do solemnly swear that I will respect, honor, obey and enforce the laws and ordinances of the jurisdiction in which I serve.

I will treat my fellow firefighters and follow the direction of the officers with respect and professionalism in both our standby and operational capacities.

Today, I recognize the crest of my office as a symbol of public faith and I accept it as a public trust.

I will strive to create a respectful and collaborative environment, where everyone's perspective is respected and welcomed in the professionalism of our organization.

I will strive to attend all training drills, meetings and other events where I am expected and befitting my position in the organization.

We are ALL inclusive in the following of this code, and our collective future's success depends on it.

And, furthermore, I hereby rededicate myself to the citizens and visitors who come to the Town of St. Lawrence to ensure their safety in the discharge of my duties.

Dated: December 7, 2022



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2.0 FIRE DEPARTMENT MEMBERSHIP

2.1 The St. Lawrence Volunteer Fire Department (herein referred to as SLVFD) shall maintain a list of 24 members on active responding duty. This number is the maximum number set and approved by Council.

2.2 When the number becomes less than 24, a new Recruitment shall commence.

2.3 Any member who voluntarily resigns from the Fire Department may be reinstated at a later date. Such a person must make a written application. If a member resigns and is out of the Fire Department for more than thirty (30) days, they may be reinstated as a probationary member providing there is an open position. If there is no position open, the firefighter must wait until the next vacancy opening within the Fire Department.

3.0 DUTIES OF FIRE DEPARTMENT MEMBERS

3.1 All members shall act with respect and dignity toward all other members and to everyone outside the SLVFD. This is in accordance with the SLVFD Code of Conduct and Ethics and the Town of St. Lawrence Code of Conduct.

3.2 All members shall avoid any unnecessary damage to other people's property at emergency scenes. It is our due-diligence to be as professional as can be.

3.3 When valuables such as money, jewelry, etc. are found at an emergency scene or while we are at a public function, members are to secure such valuables and notify the Officer in Charge.

3.4 All members of the SLVFD will be considered "on duty" while on Department grounds or property, in the performance of departmental duties, or in Department dress uniform.



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3.4 RESPONSIBILITIES OF FIRE DEPARTMENT MEMBERS

3.4.1 All SLVFD members are to adhere to the policies and guidelines contained throughout this document.

3.4.2 All SLVFD members are required to follow our Code of Conduct and Ethics, work within our Standard Operating Guidelines (SOG's) and follow our Departmental responsibilities.

3.4.3 All SLVFD members are to respond to as many calls for our services as they can. This would follow the 50/75/75 rule, unless excused due to illness, work or family emergencies. We are providing an emergency service to our fellow citizens and level of personal commitment should be to meet every member on an even amount of dedication.

3.4.4 All SLVFD members are to attend training sessions as set by the Training Officers for the Fire Department. Under NL Legislation, we have a certain level of service we need to maintain. That serves as a commitment from all of us.

3.4.5 All SLVFD members are to stay current in all Fire Department Operations.

3.4.6 All SLVFD members shall take part in regular Station and Equipment Maintenance. Station maintenance includes keeping the buildings clean.

3.4.7 It is the responsibility of all Fire Department members to fulfill their assigned operational duties.

3.4.8 All Fire Department members are expected and encouraged to carry their pagers with them at all times. Additional alerts may be available through additional means, ie. Email, apps, Messenger, etc. However, these are to considered secondary methods of contact and the SLVFD pager system must be considered the primary method of contact.

3.4.9 Purchasing – No member of the SLVFD shall make any purchase or incur any liability in the name of the Town of St. Lawrence or the St. Lawrence Volunteer Fire Department, except through the regular purchasing procedure of the Town of St. Lawrence and/or the St. Lawrence Volunteer Fire Department and then only with the consent of the Chief.



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3.4.10 Loan of Equipment – All equipment and materials must only be permitted to loaned out, when signed out by a member with the permission of the highest ranking officer available, and must be signed back in by a member on the return. A message must be sent to all members indicating that the piece of equipment loaned is out of service for that period.

4.0 EXECUTIVE OFFICERS AND THEIR DUTIES

4.1 The Executive Officers shall be those identified as: the Fire Chief, the Assistant Fire Chief, Captains, and Lieutenants.

4.1.1 The Fire Chief will be the Chairperson of the meetings of the Fire Department.

4.1.2 The Assistant Fire Chief will assume the role if and when the Fire Chief is absent or delegates this responsibility.

4.2 The Fire Department Secretary and the Fire Department Treasurer shall be elected from and by the total membership and may be so elected from any position within the membership. These positions will be elected for a 2-year period unless elected out of sequence as per 10.1.

4.3 The Fire Chief or designate shall preside at all meetings of the Fire Department. He/she shall have the deciding vote on all Departmental matters in the event of a tie. He/she shall be the official spokesperson and Chief Liaison Officer of the Fire Department.

4.4 Any and all Departmental Operational Policy decisions shall be the responsibility of the Fire Chief.

4.5 The Secretary shall keep all records and minutes of the Fire Department and handle all correspondence as directed.

4.6 The Treasurer shall receive and deposit all monies accruing to the Fire Department in a bank and shall payout such monies on approval from the Fire Department. All such funds should be paid by cheque, signed by the Treasurer and anyone of the designated Signing Officers for the Fire Department.



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4.7 The Treasurer shall prepare and turn over the Fire Department's financial records to the Executive Committee and offer a report at the General Meetings on a monthly basis.

4.8 Chairpersons of other committees, as the need arises, may be appointed and/or elected by decision of the Fire Department and may be called to attend general meetings or meetings of the executive when called upon to report on a specific activity.

5.0 DUTIES OF ALL FIRE DEPARTMENT PERSONNEL

5.1 DUTIES OF CHIEF FIRE OFFICERS

5.1.1 The Fire Chief shall be the Senior Officer at all times.

5.1.2 The Fire Chief shall be the Chief Liaison Officer for the Fire Department.

5.1.3 The Fire Chief is the Fire Department Manager and is responsible to the Town Manager and Town Council.

5.1.4 The Fire Chief shall ensure that all Officers are performing their duties within the Fire Department.

5.1.5 The Fire Chief shall be the Chief Officer at all meetings of the Fire Department.

5.1.6 The Fire Chief shall have final decision authority in all areas of the Fire Department.

5.1.7 The Fire Chief shall have responsibility to all budget, purchases and processes to Council through the Town Manager.

5.1.8 The Fire Chief is responsible for, and appoints all Fire Officers in accordance with section 10 of this policy.

5.1.9 The full responsibilities, authority to manage and directions for the Fire Chief are laid out within the Municipalities Act.



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5.1.10 All Officers attending Conferences and Outside Meetings while on Fire Department business shall provide the Fire Department with a report of the information received.

5.1.11 The Fire Chief has oversight responsibility for the requisitioning, maintenance and operation of fire fighting equipment and preparing specifications for fire fighting equipment; and maintaining records of all fire department activities.

5.1.12 The Fire Chief shall direct the organization, training and direction of the firefighters

5.1.13 The Fire Chief shall respond to fires and other emergencies and exercise over-all supervision of the emergency operation as required

5.1.14 The Assistant Fire Chief shall be the Senior Officer for the Fire Department in the absence of the Fire Chief, and at such times shall perform the duties, accept the responsibilities and have the authority of the Fire Chief.

5.2 DUTIES OF CAPTAINS

5.2.1 Captains are supervisors under the Occupational Health and Safety Act.

5.2.2 Captains are responsible for firefighters on-scene during fire operations.

5.2.3 Captains shall ensure that good order is maintained and that all orders and Fire Department directives are being adhered to by the firefighters under their Command.

5.2.4 Captains shall ensure that all Fire Department equipment is working properly, and to report any deficiencies he/she may find

5.2.5 Captains shall be familiar with all Fire Department Standard Operating Guidelines, Policies, and Directives.

5.2.6 Captains shall have a good working knowledge of all firefighting procedures, Fire Department training manuals and Fire Department technical data



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at their disposal. Captains shall ensure that the information contained in the above is followed by personnel under their command.

5.2.7 Captains shall make every effort to attend all Fire Department Training Sessions and all Officer Training Sessions. This will include any and all Live Fire Training where Command Officers are required.

5.2.8 Captains may be required to assist the Training Division in their operations of Fire Department Training sessions.

5.2.9 Captains shall assist the Fire Department in meeting all Fire Department goals and objectives.

5.2.10 At emergencies, Captains shall assume Command when they are first on the scene, when there is a working incident, when asked by a Lieutenant, when there is no Officer assuming Command.

5.2.11 Captains shall prepare and maintain records and reports and is responsible for ensuring that all reports originating from them are clear, accurate, concise, and timely

5.3 DUTIES OF LIEUTENANTS

5.3.1 Lieutenants are supervisors under the Occupational Health & Safety Act.

5.3.2 Lieutenants are responsible for the operations of firefighters on-scene during fire operations.

5.3.3 Lieutenants shall ensure that good order is maintained and that all orders and Fire Department directives are being adhered to by the firefighters under their Command.

5.3.4 Lieutenants shall ensure that all Fire Department equipment is working properly, and to report any deficiencies he may find.

5.3.5 Lieutenants shall be familiar with all Fire Department Standard Operating Guidelines, Policies, and Directives.



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5.3.6 Lieutenants shall have a good working knowledge of all firefighting procedures, Fire Department training manuals and Fire Department technical data at their disposal.

5.3.7 Lieutenants shall make every effort to attend all Fire Department Training Sessions and all Officer Training Sessions. This will include any and all Live Fire Training where Command Officers are required.

5.3.8 Lieutenants may be required to assist the Training Division in their operations of Fire Department Training sessions.

5.3.9 Lieutenants shall assist the Fire Department in meeting all Fire Department goals and objectives.

5.3.10 Lieutenants shall ensure that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment.

5.3.11 Lieutenants shall supervise assigned personnel. They shall ensure that all department administrative policies and procedures are implemented, and communicate policy and procedural changes to others as necessary

5.3.12 Lieutenants shall prepare and maintain records and reports and is responsible for ensuring that all reports originating from them are clear, accurate, concise, and timely

5.3.10 At emergencies, Lieutenants shall assume Command when they are first on the scene, when there is a working incident, and when there is no Officer assuming Command.



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5.4 DUTIES OF FIREFIGHTERS

5.4.1 Firefighters shall work under the direction of a Lieutenant, and/or a Captain, and/or a Senior Officer who is in charge.

5.4.2 Firefighters shall carry out all duties and tasks as assigned by the Officer in charge, which reflect and are consistent with the overall Fire Department Policies and Guidelines.

5.4.3 Firefighters shall carry out their duties and assigned tasks efficiently and promptly.

5.4.4 Firefighters shall work with other firefighters in a team effort.

5.4.5 Firefighters shall comply with all Fire Department rules, regulations, Policies, Guidelines and Directives

5.4.6 Firefighters shall attend all Fire Department training sessions in order to gain and maintain their respective firefighting knowledge and skills.

5.4.7 Firefighters shall ensure they are familiar with all firefighting equipment.

5.5 DUTIES OF TRAINING OFFICER

5.5.1 Training Officer shall be responsible to the Fire Chief for all Departmental Training.

5.5.2 Training Officer shall be responsible for the research, design implementation and review of all Fire Department Training Programs as per Fire and Emergency Service's Guidelines.

5.5.3 Training Officer shall make and keep accurate Fire Department training records which are properly logged. These records will be reviewed by the Fire Chief. The Fire Department's Training Records shall be in accordance with NFPA 1401.



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6.0 FIRE DEPARTMENT EXECUTIVE COMMITTEE

6.1 The Executive Committee will consist of the Fire Chief, the Assistant Fire Chief, Captains and Lieutenants. The Secretary and Treasurer may be present at Executive Meetings but only in the capacity of their roles.

6.2 The Secretary and the Treasurer will not have voting privileges during Executive Committee meetings. Their roles will be of an advisory capacity.

6.3 Minutes of the Executive Committee meetings shall be considered confidential and shall be restricted to Executive Committee members only.

6.4 The Executive Committee will receive, review, discuss, dismiss and/or accept or ratify the recommendations of the membership and present them, once ratified, and/or accepted and/or denied to the general membership.

6.9 The Treasurer shall supervise the collection of funds and expenditures and manage all monies for the Association of the SLVFD. The Treasurer shall keep written records of all monies transactions and also provide written reports to the membership at the first general meeting of each month. All financial and bank statements shall be available to the members of SLVFD at general meetings and upon request to the Fire Chief.

7.0 ATTENDANCE AND CONDUCT

7.1 St. Lawrence Volunteer Fire Department will conduct training activities weekly, on Wednesday evenings beginning at 7 p.m. Other training sessions may be conducted as the need arises or should opportunities arise that will be of benefit to the department.

7.2 All active members of the Fire Department should attend all required meetings of the Fire Department and training sessions, and must conduct themselves in accordance with the SLVFD Code of Conduct and Ethics.

7.3 Any members, who are unable to attend Fire Department meetings and/or training sessions, shall notify the Fire Chief or designate of their reasons for



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absence. When a reason is not supplied prior to the meeting, it will be considered as unexcused.

7.4 All Fire Department Officers shall make a special effort to attend all required meetings of the Fire Department.

7.5 All conversation by every member will be conducted in a professional manner and in accordance with the SLVFD Code of Conduct and Ethics.

7.6 All members shall direct their conversation through the Chair.

7.7 No member shall attend a meeting under the influence of drugs or alcohol.

7.8 Members shall refrain from using profane and demeaning language.

7.9 All privileged information discussed in meetings shall be kept confidential.

7.10 Conduct unbecoming a Fire Department member, may result in disciplinary action through the SLVFD Progressive Discipline Policy.

7.11 All members shall work to obtain the minimum required levels of attendance in the following categories: • 50 % for Call-Outs; • 75 % for Training Sessions; and, • 75 % for General Meetings, unless excused due to work commitments, illness, or family emergency. Extenuating circumstances can be approved by the Fire Chief.

7.11.1 Members who are on “out of town” turn around work schedules are expected to be at all call outs, training sessions and general meetings unless excused, due to illness or family emergency, when on the “home” part of their turn around schedule. Extenuating circumstances can be approved by the Fire Chief.

7.11.2 These attendance percentages are the minimum standard requirement.

7.11.3 Any sub-standard attendance may be subject to review by the Executive in conjunction with the SLVFD Code of Conduct and Ethics.

7.11.4 Failure by any member to meet these minimum requirements may result in a demotion and up to and including dismissal.



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8.0 LEAVE OF ABSENCE

8.1 Any member who will not be partaking in Fire Department Operations for an extended period of time shall apply for in writing, email or directly to the Fire Chief, a request for a Leave of Absence (LOA).

8.2 At the discretion of the Fire Chief, the number of members requesting leave may be limited.

8.3 A leave of absence will be granted for no longer than three (3) months, and will only be granted to firefighters who have completed and passed their probationary period.

8.4 Extenuating circumstances will be considered on an individual basis. Any and all leaves of absence will require the approval of the Fire Chief.

8.6 Members returning from a Leave of Absence shall inform the Chief

9.0 HONORARY MEMBERS

9.1 Eligibility for the Distinction of Honorary Member - Leaving members shall meet the following criteria: • Minimum of 15 years of service with distinction. • Made significant contribution to the promotion of the SLVFD.

9.4 A list of our Honorary Members shall be kept on file by the Fire Department Secretary.

9.5 Honorary Members shall be invited the Annual St. Lawrence Fireman's Ball.



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10.0 OFFICER PROMOTIONS

10.1 The positions of Fire Chief, Assistant Fire Chief, Secretary and Treasurer shall be elected by the general membership. The Fire Chief and Secretary shall be elected in odd numbered years, ie. 2021, 2023 etc., while the positions of Assistant Chief and Treasurer will be elected in even numbered years, ie. 2022, 2024, etc. All other officers will be appointed after consultation between the Fire Chief and Assistant Fire Chief as in 10.2 – 10.5.9.

10.2 All nominations for election will be scheduled for the 2nd general meeting of the new year. Voting will take place in person at the 3rd general meeting of the new year. Members unable to vote in-person will submit their vote in a sealed envelope by 4 pm of the date of the 3rd general meeting of the new year. Votes completed by envelope should be sent/submitted to the Town Manager.

10.3 Should one of the positions listed in 10.1 become open during the 2-year period, an election to fill the position will be held within 2 weeks of the person leaving, unless the position becomes open within the last 3 months of their term of office. The newly elected member will fill that position on an interim basis until the regular 2-year term, for that position, is scheduled to end.

10.4 The SLVFD Promotional Committee will consist of: • Fire Chief; and, • Assistant Fire Chief.

10.5 There will be an assigned Fire Department member to observe the process and to maintain the objectivity of the process. The assigned member cannot be one of the persons applying for any of the positions.

10.6 The support for this process comes through and is approved by Council as recommended by the Fire Chief. There is also the specific legal authority supporting the Fire Chief through the Municipalities Act.

10.7 The criteria for the promotional process will cover the following:

10.8.1 A posting and criteria sheet will be posted in Firehall providing the available position information.



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10.8.2 Applications including a resume and cover letter for the position in question will be submitted in writing to the Fire Chief.

10.8.3 Each qualifying applicant will be scheduled for an interview after the closing of the posted application process.

10.8.4 The interview process will discuss the operational duties of the position, the responsibilities of the position, the intentions of the Applicant and a question/answer session.

10.8.5 Promotions to Officer positions will be based on interview performance, experience, training/courses completed or begun dealing with the position, seniority, and attendance.

10.8.6 Once the interviews are complete, the successful candidates will be notified by the Fire Chief.

10.8.7 The effective date of the promotion, the notification of the Fire Department Membership will be posted ASAP after the process has been completed.

10.8.8 The Fire Chief reserves the right to hire, fire, promote and demote as he/she sees fit, in the best interest of the Fire Department.

11.0 RECRUITING VOLUNTEER FIREFIGHTERS PROCESS

11.1 Any person expressing interest in joining the SLVFD must do so by written application. Application forms shall be made available at the Town Office.

11.2 Applicants wishing to join the SLVFD must be eighteen (18) years of age.

11.3 When the SLVFD wishes to express a requirement for the addition of new members, the Fire Chief shall make said known to the Town Manager and Town liaison Committee. Once approved, the Fire Department can then advertise for Volunteer Firefighters.

11.4 The Fire Chief shall provide the Town Manager with the justification for the adding of potential volunteer firefighters before any approval is granted.



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11.5 Applications and media notifications are to be sent out with pre-determined closing date.

11.6 Applications shall to be reviewed by the Executive Committee.

11.7 Volunteer firefighter applicant interviews will be scheduled. Interviews will consist of representatives from the Executive Committee and the Town of St. Lawrence Liaison Committee.

11.9 All potential volunteer firefighter recruits must supply a valid approved medical from their respective doctor, if successful.

11.10 All potential volunteer firefighter recruits must supply a current Criminal Records Screening Certificate from the RCMP or RNC

11.11 Once approved for probationary service, new recruits will follow the training procedure as outlined in the Department SOPs.

12.0 GENERAL MEETINGS - ORDER OF BUSINESS

12.1 Order of Business Guideline - The Chairperson should follow the approved order of business as closely as possible and as outlined below. If deemed necessary, the Chairperson may omit one or more items in the order of business.

12.2 The Chairperson may change the order of business if the need arises.

12.3 Order of Business:

1. Meeting called to order
2. Business Arising from Minutes
4. Adoption of Minutes
3. New Business
5. Financial Report, to be provided every month
6. Committee Reports
7. Correspondence and Bills
8. General membership Business
9. Adjournment



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13.0 ORGANIZATIONAL GRIEVANCES

13.1 Organizational Grievances will be dealt with according to the policy outlined in the Departmental SOPs.

14.0 PROGRESSIVE DISCIPLINE

14.1 The SLVFD Progressive Discipline Policy is established to identify and address Departmental disciplinary related issues.

14.2 This policy applies to all Fire Department members' conduct that the SLVFD, in its sole discretion, determines must be addressed by discipline.

14.3 The SLVFD will take a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

14.4 Conduct by a member of the SLVFD that warrants discipline may fall under the following categories: • unacceptable behavior; • poor performance; or, • violation of the SLVFD's policies, practices or procedures.

14.5 However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Fire Department need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

14.6 The supporting document for this policy is the SLVFD Code of Conduct and Ethics, which is and has been signed by all personnel and is proudly hung in both Fire Stations.

14.7 Progressive discipline may be issued on Fire Department members even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.



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14.8 Probationary Fire Department members are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary Fire Department members.

14.9 This disciplinary process is approved and supported by the Town of St. Lawrence

14.10 The SLVFD will normally adhere to the following three progressive disciplinary procedure steps:

14.10.1 Verbal Warning: A verbal warning will identify the Departmental infraction to the party(s) involved, usually by the Fire Chief. As the first step in the progressive discipline procedure, a Fire Department member(s) will be given a verbal warning when an infraction is identified that justifies a verbal warning. Verbal warnings will be conducted by the Fire Chief, Assistant Fire Chief, Captains or Lieutenants where required. Warnings will be documented and maintained by the Fire Chief or his/her designate for a period of not less than six (6) months.

14.10.2 Written Warning: A written warning identifies the Departmental infraction to the party(s) involved, usually written by the Fire Chief. A written warning is more serious than a verbal warning. A written warning will be given when a Fire Department member(s) engages in conduct that justifies a written warning or the Fire Department member(s) engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings will be conducted by the Fire Chief or Assistant Fire Chief. Written warnings are maintained by the Fire Chief or his designee in a Fire Department member's personnel file and remains in effect for a period of not less than one (1) year.

14.10.3 Termination: A written and action enforced termination of said party(s) from the SLVFD. A Fire Department member(s) will be terminated when he/she/they engage in conduct that justifies termination or does not correct the matter that resulted in less severe discipline. A termination action will be conducted by the Fire Chief. Again, while the Fire Department will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

14.11 All discipline records shall remain in the firefighters file for a period of one (1) year unless otherwise indicated.



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15.0 EXTERNAL TRAINING OPPORTUNITIES/FIRE SCHOOL

15.1 All members of the St. Lawrence Fire Department will be encouraged to engage in training opportunities that become available. Applications will be made available from the Chief.

15.2 Applications will be reviewed, as to their relevance to firefighting and to their need within the department.

15.3 Approved applications will be supported, financially, as per the rates the rates approved by the Town of St. Lawrence in their travel policy.

16.0 ANNUAL FIREFIGHTER'S BALL

16.1 The Annual Firefighter's Ball will be held on the third Saturday in November of each year.

16.2 All members of the St. Lawrence Fire Department will receive invitations as well as all living Honorary Firefighters.

17.0 ANNUAL FIREFIGHTER'S CONVENTION

17.1 All members of the St. Lawrence Fire Department will be eligible to attend the Annual Firefighter's Convention.

17.2 The number of attendees will be determined by the Chief in any particular year. The number will be dependant on the department's budget for that year, the amount of interest, and the perceived value of attendance to the department.

17.3 Selection of attendees will include one position for the Chief or his/her designate, and all others selected by random draw. This process may be changed by the Chief in a particular instance where an extraordinary situation occurs. Members who attended in a particular year will remain at the bottom of the list for attendance in the following year.



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18.0 HONORARIUM

Honorarium will be paid to each member of the St. Lawrence Fire Department on an annual basis. This honorarium will be based on attendance at calls, training and general meetings.