



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From: Rick Harrison**

**Position: Fire Chief**

**Title / Subject: Fire Department Policy**

**Date of Report: September 25, 2023**

**Date of Meeting: October 10, 2023**

**Report No: 2023-PS-017**

#### 1.0 Issue / Origin

Firefighter Travel-Time to Their Assigned Fire Station

#### 2.0 Background

In 2015 the Fire Chief developed a policy to permit a non-resident of the Township of Brock to maintain their position as a volunteer firefighter with the Township of Brock Fire Department.

Recent concerns brought forward to the Fire Chief regarding present active volunteer firefighters residing outside the boundaries of the Township of Brock resulted in the need to review the policy.

#### 3.0 Analysis

The review resulted in the following revised policy:

##### 1.0 SCOPE:

- 1.1 This guideline is to be followed by all volunteer firefighters employed by the Township of Brock Fire Department.
- 1.2 Every volunteer firefighter has a responsibility to learn and understand what is required in the performance of their duties and to stay current with information provided in the department policy and guideline manual.

## **2.0 DEFINITIONS:**

2.1 None

## **3.0 PURPOSE:**

- 3.1 To establish criteria for the travel-time of a volunteer firefighter from his/her place of residence and/or workplace to the firefighters assigned fire station for the purpose of an emergency response.
- 3.2 To establish criteria for volunteer firefighters residing within the boundaries of the Township of Brock and volunteer firefighters not residing within the boundaries of the Township of Brock.

## **4.0 POLICY:**

- 4.1 This policy must be adhered to as per the effective date of October 10, 2023, therefore any approvals prior to this policy shall remain in effect.
- 4.2 All Township of Brock volunteer firefighters residing within the boundaries of the Township of Brock shall reside within a 10-minute travel time of their assigned fire station.
- 4.3 All Township of Brock volunteer firefighters shall notify the District Chief and/or the Fire Chief within fifteen (15) days of a change in their residential address.
- 4.4 Hiring of Township of Brock volunteer firefighters who do not reside within the boundaries of the Township of Brock, but may work within the boundaries of the Township of Brock shall adhere to the following:
- 4.4.1 If that employment ceases to exist, the volunteer firefighter will no longer be considered a member of the Township of Brock Fire Department.
  - 4.4.2 Work location shall be located within a 10-minute travel time to their assigned fire station.
  - 4.4.3 Shall be exempt from the 10-minute travel time from their place of residence to their assigned fire station.
  - 4.4.4 Shall notify the District Fire Chief(s) and/or the Fire Chief within fifteen (15) days of a change in their work location.
- 4.5 All Township of Brock volunteer firefighters governed by this policy must adhere to the requirements of the Fire Department attendance policy(s), whereby they shall maintain the following attendance percentage:
- Incident response – 35 %
  - Scheduled maintenance – 80 %
  - Scheduled training – 80 %
- 4.6 Failure to adhere to the attendance policy(s) may result in the volunteer firefighter losing their status as a Township of Brock volunteer firefighter.
- 4.7 This policy shall be reviewed annually and may also be reviewed as per a need to basis.
- 4.8 Council shall be advised of revisions to this policy.

## **5.0 REFERENCES:**

- 5.1 Duty Crew Attendance Policy
- 5.2 Training Attendance Policy
- 5.3 Fire Call Attendance Policy

## **6.0 APPROVED BY THE FIRE CHIEF RICK HARRISON**

### **4.0 Related Policies / Procedures**

Duty Crew Attendance Policy  
Training Attendance Policy  
Fire Call Attendance Policy

### **5.0 Financial / Budget Assessment**

None

### **6.0 Climate Change Impacts**

None

### **7.0 Communications**

Policy shall be distributed to all Fire Department personnel and posted at all fire stations.

### **8.0 Conclusion**

The policy is a fair process to govern the travel distance of all Township of Brock volunteer firefighters to their assigned fire station for the purpose of an emergency response.

### **9.0 Recommendation**

BE IT RESOLVED Report 2023-PS-017 "Fire Department Policy" be received for information.