

	<h1 style="color: red; margin: 0;">POLICY</h1>	<b>Department:</b> Salisbury Fire Department
	<h2 style="margin: 0;">SALISBURY FIRE &amp; RESCUE MEMBER RECRUITMENT AND APPOINTMENT POLICY</h2>	
<b>Effective Date:</b> May 9, 2023		<b>Last Reviewed Date:</b> January 13, 2023

## 1. PURPOSE STATEMENT

The purpose of this guideline is to outline:

- The recruitment process
- Probationary Period
- Requirements

## 2. DEFINITIONS

1. **“Chief”** means SFR’s active Chief or delegate;
2. **“Chief Administrative Officer”** means the head of the municipal administration, appointed under the Local Governance Act (“CAO”);
3. **“Clerk/Treasurer”** means the employee appointed as the municipal Clerk, pursuant to section 74(1) and 76(1) of the Local Governance Act, SNB 2018, c.18.;
4. **“Command”** refers to the SFR member in charge of the emergency (or “Scene Command”);
5. **“Emergency”** refers a need for SFR to respond to an emergency situation;
6. **“Firefighter”** refers to the individual serving SFR at any rank;
7. **“Level One”** refers to the certification program administered by the Office of the Fire Marshall, through the Department of Justice and Public Safety;
8. **“Officers”** refers to Firefighters with a rank of Lieutenant, Captain, Assist Deputy Chief, and Deputy Chief;
9. **“Pump Operator”** refers to a driver / pump operator only;
10. **“Town Office”** refers to the Municipal Office at 56 Douglas Street, Salisbury;
11. **“Training Officer”** refers to the officer who oversees training and is delegated the role by the Chief;
12. **“Recruit”** refers to the new firefighter that has not completed their probationary period or requirements;

13. **“Role”** refers to either firefighter or Pump Operator;
14. **“SFR”** refers to Salisbury Fire and Rescue.

### 3. APPLICATION PROCESS

Recruitment for the Salisbury Fire & Rescue Department is on an application-based system. The application process is as follows:

1. Applicants will fill out an application
  - Roles accepted are Firefighters or Pump Operators;
  - Applications are available at the Town Office, Fire Hall, or online
2. Applicants will meet with the Chief and an Officer of SFR
3. If all parties agree to proceed, the applicant will become a Recruit.

The Chief is responsible for notifying the Clerk/Treasurer of any Recruit. Before proceeding with training, the Chief must be notified in writing by the Town that the Recruit is insured and covered under application policies and regulations. The Recruit must also arrange to visit the Town Office to complete the process of establishing a personnel file.

In order to be considered for a role with the Salisbury Fire & Rescue Department, applicants must:

- Live in close proximity to the Fire Hall (within five kilometres);
- Be capable of meeting the minimum attendance requirements, outlined in the Attendance Policy;
- Accept to abide to applicable Town of Salisbury policies;
- Be willing to learn.

### 1. PROBATIONARY PERIOD

All Recruits, following the application process, are subject to a probationary period. During the probationary period, the Chief can release the Recruit without warning and without any obligation to provide notice.

The probationary phases are as follows:

#### **Phase 1 – Training only**

- Duration: six months maximum, at the discretion of the Chief
- Recruit must maintain a 50% attendance rate during training events during this period
- Gear will be provided by using left over available gear
- Approved by Chief or Training Officer to move to Phase 2.
  - Approval can be given at any time within the six months
  - If not approved to Phase 2 after six months, the Recruit will be released
- The Chief is required to inform the Town in writing upon completion of Phase 1 or release of the Recruit for the personnel file

## **Phase 2 – Attending Calls**

- Duration: one to two years
- Will begin responding to calls and can be used in limited capacity.
  - Recruits without a Level 1 certification should not be doing primary fire attack or internal searches
  - Tasks can be given by command which should be supervised by a delegate, at Command's discretion
- Recruits will wait to be assigned a vehicle by Command on a per-emergency basis.
- Level 1 training must be started, scheduled or planned by end of year two, based on the role
- Completion of Phase 2 is approved by the Chief
  - Approval can be given at any time after one year in Phase 2
  - If not approved in this phase after two years, the Recruit may be released.
- The Chief is required to inform the Town, in writing, of completion of all training and certification in addition to completion of Phase 2 for the purposes of personnel file(s)

## **Phase 3 – Full Time Firefighter**

- Upon reaching Phase 3, the member is no longer subject to probationary phases
- Gear and Work Dress will be ordered
- Access code to door and alarm will be granted, as per Town of Salisbury policy

## **2. APPOINTMENT OF OFFICERS**

Pursuant to Section 87(1)(h)(i) of the *Local Governance Act, 2017, SNB c 18*, the Fire Chief is a Senior Officer of the Town. The Fire Chief is appointed by Council and for the purposes of Municipal Policy, is considered a Department Head that reports to the Chief Administrative Officer (CAO) of the Town.

The Chief is responsible for appointing additional Officers amongst eligible officers of the SFR.

## **3. RECRUITMENT AND MEMBERSHIP OF SFR**

The Fire Chief is responsible for recruiting members for the SFR. In recruitment of members, the Chief must ensure adequate space and equipment when determining membership numbers amongst the Department.

The average number of active members on the Department is 28 members. The Chief is authorized to request additional members, pending approval from the Chief Administrative Officer, based on budgetary and space requirements. Any requests for increased membership that requires additional funding (for insurance, licensing, training, WorkSafeNB coverage or otherwise) should be requested by the Chief during annual budgetary planning.