

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.01**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Firefighters Protective Clothing**

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## **GULDELINE STATEMENT:**

- All firefighters must don all Personal Protective Clothing to any and all Responses (also including training)
- All firefighters will be provided with medical gloves which should be accessible to the firefighters immediately (i.e.: one pair in turn-out gear at all times).
- All firefighters must wear SCBA when in a hazardous environment.
- Upon responding to motor vehicle accident, all firefighters responding must don all PPE, bunker suits along with a pair of Medical Gloves under their issued Protective Gloves where fire does not exist. At Motor Vehicle Accidents where fire or potential fire may result; do not wear medical gloves in under Protected Gloves.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.02**

Date Issued 2014-04-29

Date Revised 2023-03-07

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Fire Chief: Keith Peckford

Assistant Chief: Darren Dyke

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**SUBJECT: Response to MVA within Town Boundaries**

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## **GUIDELINE STATEMENT:**

- Upon receiving a call, all members should proceed to the Fire Department.
- The first firefighter to enter the department shall open all doors for apparatuses responding.
- At Least four firefighter will then proceed to get their bunker gear and fully dress before entering vehicles.
- Firefighters must remember that it is imperative that we maintain the proper protocol and professionalism at the scene.
- Firefighters must remember when parking at MVA in your private vehicles, Do not obstruct access to the scene nor impede the flow of traffic.
- *If responding use Who's Responding App (Hall, Scene) to let other member know you are on the way.*
- *Park personal vehicles on same side of road as Departments Emergency Vehicles.*

**Note: All firefighters are required to wear seatbelts.**

# GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG No.       **2.03**  
Date Issued    2014-04-29  
Date Revised   2023-03-07

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Fire Chief: Keith Peckford  
Assistant Chief: Darren Dyke

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**SUBJECT: Response to MVA Upon Request From Glovertown Fire  
Rescue/Gander Fire Rescue For assistance with the Jaws of Life.**

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## **GUIDELINE STATEMENT:**

- Within receiving a call, all members must proceed to the Fire Department.
- The first firefighter to enter the department shall open all doors for apparatuses responding.
- At Least four firefighters will then proceed to get their bunker gear and fully dress before entering vehicles.
- The Officer in charge shall call Glovertown Fire and Rescue/Gander Fire Rescue we are on route.
- Firefighters must remember that it is imperative that we maintain the proper protocol and professionalism at the scene.
- No smoking at the incident scene.
- Upon arriving at the MVA scene Officer in charge of the MVA shall give directions to responding Firefighters.
- Firefighters must remember when parking at MVA in your private vehicles, Do not obstruct access to the scene nor impede the flow of traffic.
- *Park personal vehicles of same side as Departments Emergency Vehicles.*

**Note:**       **All firefighters are required to wear seatbelts.**

# **GAMBO FIRE DEPARTMENT**

## **STANDARD OPERATING GUIDELINES**

SOG No.       **2.04**  
Date Issued    2014-04-29  
Date Revised   2023-03-07

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Fire Chief: Keith Peckford  
Assistant Chief: Darren Dyke

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**SUBJECT: Fire Calls within Town Boundaries**

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### **GUIDELINE STATEMENT:**

- Upon receiving the call all members should proceed to the Fire Department.
- The first firefighter to enter the Department must open all doors.
- There must be at least Four firefighters dress in turnout gear before any response vehicles leave the Fire Hall.
- All vehicle operators must identify over the radio system which unit is responding when leaving the Department and responding to the call.
- No vehicles or firefighters will leave the Fire Scene unless authorized to do so by Officer in Charge.
- Upon returning to Fire Department, all members should return to the department to restore all equipment into working order.
- All Fire apparatuses shall be wash thoroughly before returning home, (certain exceptions may apply i.e.; after midnight).
- *If responding use Who's Responding App (Hall, Scene) to let other member know you are on the way.*
- After each incident a short debriefing will be held to go over the call.

# GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG No. **2.05**  
Date Issued 2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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SUBJECT: **Personal Accountability System**

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## GUIDELINE STATEMENT:

- Personal Accountability System is to be used at all emergency incidents and training sessions where firefighters are in hazardous areas.
- Each firefighter shall have a name tag attached to their Personal Protective Equipment (PPE). Name tags shall be removed from PPE and given to Safety Officer at the scene and be placed on Accountability Board prior to entering Fire scene.
- At the conclusion of emergency incident or training session the Safety Officer shall give the accountability tag back to the Firefighter attached to his/her PPE.
- In the event of unsafe or dangerous conditions are encountered, **vehicle horns will sound continuously** until all firefighters have removed themselves from the hazardous area.
- Basic Concepts of Accountability:
  1. Minimum size team when operating in a hazardous area shall be two (2) firefighters.
  2. All teams will go in together, stay together and come out together.
  3. Team members shall always be in contact with each other through voice, vision or touch.
  4. Each team must be equipped with a radio to maintain contact with Incident Command.

**NOTE: AT NO TIME SHALL THE NAME TAGS BE REMOVED FROM THE  
ACCOUNTABILITY BOARD.**

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.06**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Radio Procedures**

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## **GUIDELINE STATEMENT:**

- All members should become thoroughly familiar with all fire department radio equipment.
- Avoid any unnecessary radio transmissions during an emergency incident, as this may block out an important message.
- The first arriving officer or apparatus should provide a size up report for the other responding units.
- Always identify the apparatus, person or station you are calling, then identify yourself.
- Always key the microphone, for two seconds before starting to talk to enable the repeater to activate.
- Do not use profane or obscene language on the air.
- Do not give the names, address or other details of incident victims or casualties over the airways. (Remember family members and/or the media may be listening).

# GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG No. **2.07**  
Date Issued 2014-04-29  
Date Revised **2019-11-01**

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Fire Chief: Keith Peckford  
Assistant Chief: Darren Dyke

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**SUBJECT: Sick Committee**

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## **GUIDELINE STATEMENT:**

- **Fruit Basket or Suitable Item**

- Firemen in hospital or home under Doctors care (more than three days)
- Partner of Firemen in hospital or under Doctors care (more than three days)
- Children of firemen in hospital or under Doctors care (more than three days)
- Retired firemen in hospital or home under Doctors care
- Retired firemen's partner in hospital or home under Doctors care
- Parents of firemen in hospital or home under Doctors care

Note:

- Fruit Basket, given one time for same sickness.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.08**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Car into Pole / Pole Broken off with Wires Down**

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## **GUIDELINE STATEMENT:**

- Perform a scene survey.
- Assess the hazards.
- Keep crowds and EMS personal back.
- Assume wires are energized.
- Stay back 10 meters (30 ft.)
- Contact Newfoundland Power: 1-866-667-5511.
- If car is not on fire advise person or persons to stay in vehicle, until Newfoundland Power says the scene is safe.
- If car is on fire advise person or persons to stand on base of door and jump with two feet together until clear of vehicle.
- Use fog pattern and remain back 10 meters (30 ft.)



# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.09**  
Date Issued 2014-04-29  
Date Revised

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Fire Chief: Tom Burry

Assistant Chief: Darren Dyke

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**SUBJECT: Down Power Line / Pole Fire**

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## **GUIDELINE STATEMENT:**

- Perform a scene survey.
- Assess the hazards.
- Keep crowds and EMS personal back.
- Assume wire is energized.
- Stay back 10 meters (30 ft.)
- Contact Newfoundland Power: 1-866-667-5511.
- Do not become a casualty
- Wait until Newfoundland Power gives O.K. to action fire

# GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG No.      **2.10**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: House On Fire with Power Still On**

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## **GUIDELINE STATEMENT:**

- Perform a scene survey.
- Assess the hazards.
- If no persons trapped inside, use defensive firefighting until power is cut and advised by Newfoundland Power.
- If a search is required for trapped persons, the Officer in charge will make the call to enter the building.
- Power meters **will only be removed by Newfoundland Power personal.**
- If an electrical panel is located and not on fire, the main switch can be turned off if there is no danger to firefighter.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.      **2.11**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Opening of Locked Vehicles and Homes**

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## **GUIDELINE STATEMENT:**

- Members of this department will not enter locked vehicles unless it is deemed an emergency.  
    Examples of emergencies:
  1. Child locked in vehicle
  2. Accident
  3. Unconscious person in vehicle, etc.
- If there is no emergency, locked houses will only be opened on request of a police officer and only if they are on the scene.

Note: This is provided as a guideline and may be altered by the officer in charge of the scene.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.12**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry

Assistant Chief: Darren Dyke

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**SUBJECT: Forest Fires within Town**

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## **GUIDELINE STATEMENT:**

- Upon receiving a call, all members proceed to the fire hall.
- All calls must be reported immediately to the Department of Natural Resources (Forestry).
  - Local Forestry Office 674-4625
  - Duty Offices 674-1521
- The first firefighter to enter the department shall open all doors for apparatuses responding
- At Least four firefighter will then proceed to get their turn out gear on.
- Gambo Fire department will make every attempt to contain and suppress fire as per normal procedures.
- Forest fires in remote areas (inaccessible by vehicle) will be attacked using portable pumps upon discretion of officer in charge.
- Upon arrival of Forestry personnel, Gambo Fire Department will be discharged if fire is under control and no longer a threat to the Town or Structures
- Upon arrival of Forestry Water Bombers, all personnel immediately leave the fire scene and report back to the Pumper Truck.
- Gambo Fire Department will cooperate with the Forestry Department and assist in suppression as long as fire is threatening the town or Structures.

# **GAMBO FIRE DEPARTMENT**

## **STANDARD OPERATING GUIDELINES**

SOG No.       **2.13**  
Date Issued    2014-04-29  
Date Revised   2023-03-07

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Fire Chief: Keith Peckford  
Assistant Chief: Darren Dyke

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**SUBJECT: En Route Guideline to Fire Calls**

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### **GUIDELINE STATEMENT:**

- No Fire Department Member shall respond with fire department apparatus unless they hold the required licenses and have been authorized to drive the apparatus.
- All vehicle drivers must identify which unit is responding when leaving the Fire Hall.
- All vehicle operators shall adhere to the rules of the road and the provisions of the Highway Traffic Act.
- Members responding to an incident shall not park their private vehicles within 50 meters of the scene.
- Members shall not ride on the vehicles, or rear, or side steps. Do not stand on Don Bunker Gear or other equipment while vehicles are in motion.
- No member shall operate fire apparatus or take part in any firefighting or training while under the influence of Alcohol or Drugs.
- *Park personal vehicles on same side of road as Departments Emergency Vehicles.*
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# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.14**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Tanker Accident/Spill Fire within Municipal Boundaries**

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## **GUIDELINE STATEMENT:**

- Upon receiving a call, all members should proceed to the Fire Department.
- The first firefighter to enter the department shall open all doors for apparatuses responding.
- At least four firefighter will then proceed to get their bunker gear and fully dress before entering vehicles.
- Firefighters must remember that it is imperative that we maintain the proper protocol and professionalism at the scene.
- Firefighters must remember when parking at the emergency scene in your private vehicles, do not obstruct access to the scene nor impede the flow of traffic.
- Officer in charge assess situation and take appropriate action, i.e. contact Town Manager, Canutec, RCMP, Hazmat Team, etc.
- Priority given to life, property and access in and out of Town.
- Consider Mutual Aid assistance.
- Fire Hall to become control center for co-ordination of additional resources.
- If Propane fire - allow all gas to burn off if discharge cannot be controlled and continue using water on the Tanker.
- Continue to assess situation and implement appropriate action until scene is safely under control.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.15**

Date Issued 2014-04-29

Date

Revised 2023-06-06

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Fire Chief: Keith Peckford

Assistant Chief: Darren Dyke

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**SUBJECT: Expectations of a Firefighter**

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## **GUIDELINE STATEMENT:**

- All Firefighters shall abide by all guidelines as outlined in Standard Operating Guidelines manual.
- All Firefighters are expected to respond to calls, regardless of the time of day or night.
- All firefighters are expected to participate in fundraising events.
- All firefighters are expected to attend not less than 15% of fire calls during the year.
- All Firefighters are expected to attend not less than 60% of meetings and training.
- Failure to meet the requirements of the last two statements will result in the firefighter not receiving their honorarium for that year.
- Any firefighter not able to attend a meeting/training must notify the chairperson or any officer before 7:30pm on the meeting night, or leave a message on the answering machine.
- 3 consecutive meetings without reason are grounds for automatic dismissal.
- 3 consecutive months with reason, membership will be reviewed by executive with discussion with the member on how to proceed.
- If a noticeable exploitative pattern is noted with attendance the member will be approached by the executive about their membership.
- All firefighters are responsible to have knowledge of the operations and organization of the department.
- All firefighters must adhere to the municipal code of conduct.

- No firefighter shall respond to a call under the influence of any substance that may impair his/her mental or physical ability to function, including but not limited to alcohol or drugs.
- All firefighters will be civil, professional, and courteous to the public and to fellow firefighters.
- The use of cellular phone texting or taking photographs is strictly prohibited at any incident.
- No firefighter will smoke or use profane language at any emergency scene or training scene.



# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.16**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry

Assistant Chief: Darren Dyke

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**SUBJECT: Out of Town Fires in Cabin Developments**

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## **GUIDELINE STATEMENT:**

- Within receiving a call, all members must proceed to the Fire Department.
- Gambo Fire Department **WILL ONLY** respond to these out of town calls when there is enough equipment and firefighters available to protect the Town of Gambo and conditions permit

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.17**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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**SUBJECT: Search and Rescue Protocol**

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## **GUIDELINE STATEMENT:**

- Upon receiving a call to respond to a search and rescue, the Gambo Fire Department will call the person on the phone and inform them that the RCMP at Glovertown is responsible for any and all Search and Rescues.
- If the number is unavailable the Fire Department will call RCMP and pass on the information.

# **GAMBO FIRE DEPARTMENT**

## **STANDARD OPERATING GUIDELINES**

SOG No.       **2.18**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry

Assistant Chief: Darren Dyke

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**SUBJECT: Vehicle Fires**

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### **GUIDELINE STATEMENT:**

- Within receiving a call, all members must proceed to the Fire Department.
- Procedures:
  1. Full Bunker Gear and SCBA must be worn in fighting all vehicle fires.
  2. Establish a safety perimeter around the involved vehicle. The safety perimeter shall Be an area within a 100 ft. radius of the vehicle.
  3. Adequate water supply
  4. Officer in charge will do a scene size-up.
  5. Position apparatus uphill and up wind from involved vehicle and in a way to act as Barrier to protect firefighters at the scene. Apparatus should be placed no closer than 100 ft. from the involved vehicle.
  6. Officer in charge to report on conditions and determine type of vehicle involved.

#### **Safety Considerations**

- Within receiving a call, all members must proceed to the Fire Department.
- Procedures:
  1. Full Bunker Gear and SCBA must be worn in fighting all vehicle fires.
  2. Establish a safety perimeter around the involved vehicle. The safety perimeter shall Be an area within a 100 ft. radius of the vehicle.
  3. Adequate water supply
  4. Officer in charge will do a scene size-up.
  5. Position apparatus uphill and up wind from involved vehicle and in a way to act as

barrier to protect firefighters at the scene. Apparatus should be placed no closer than 100 ft. from the involved vehicle.

6. Officer in charge to report on conditions and determine type of vehicle involved.

#### Safety Considerations

1. Never enter the vehicle with any part of your body while fighting the fire.
2. Never open the hood, trunk lid, or hatch back without first bending the edges and cooling the struts.
3. Consider traffic hazards to personnel.
4. Firefighters anticipate some of the hazards that could be present, such as:
  - Type of fuel
  - Fuel tanks
  - Possible explosion of fuel system
  - Exploding tires
  - Exploding batteries
  - Hazardous contents
  - Air bags
  - Magnesium fires
  - Gas shocks
  - Hazardous contents
  - Air bags
  - Magnesium fires
  - Gas shocks

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.19**  
Date Issued 2014-04-29  
Date Revised

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Fire Chief: Tom Burry

Assistant Chief: Darren Dyke

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SUBJECT: Responding to Medical Emergencies

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## **GUIDELINE STATEMENT:**

- The Gambo Fire Department will only respond to Medical Emergencies upon the request of the Ambulance services for assistance only.

# GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG No.       **2.20**  
Date Issued    2014-04-29  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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SUBJECT: **Incident Information**

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## GUIDELINE STATEMENT:

- The incident information form must be filled at all Fire department responses.
- Information required
  - Type of incident
  - Date of incident
  - Call Time received
  - Response Time
  - Officer(s) on scene
  - Apparatus Drivers
  - ***Owner information***
    - Name
    - Civic Address
    - Phone number
  - ***Fire information***
    - Property Type i.e. residence, business
    - Fire Origin
    - Smoke Alarms -Present –Working
    - Equipment used
    - Method of extinguishment
    - Time on scene
    - Number of Members (check off their names in the appropriate space on the Form)

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.21**  
Date Issued 2015-05-31  
Date Revised

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Fire Chief: Tom Burry  
Assistant Chief: Darren Dyke

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SUBJECT: Membership

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## **GULDELINE STATEMENT:**

- There shall be not more than a maximum of 32 members on the Roster at any given time.
- Any recruitment will be done through a wait list.
- If in the case there is not wait list there will be an active recruitment campaign.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.22**  
Date Issued 2016-04-12  
Date Revised

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Fire Chief: Richard Harvey

Assistant Chief: Darren Dyke

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- **SUBJECT** Conduct of Members
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## **GULDELINE STATEMENT:**

- Members wearing and/or displaying all or a portion of a Gambo Fire Department uniform, or identifying him/herself as a member of Gambo Fire, shall be subject to the rules and regulations of this department.
- Actions of members which reflect on or involve Gambo Fire in any manner shall be subject to disciplinary action.
- No member shall enter into a contract, or incur debt under the name of Fire department without prior approval of the Fire Chief.
- No member shall engage in physical or verbal altercations in the station.
- No member shall furnish persons not involved with Gambo Fire any information relative to its internal business, except as may be authorized by the Fire Chief.
- No member shall impart any information on department affairs to the news media without approval of the Fire Chief.
- No member shall represent them self as a spokesperson for any group in the department, or the department as a whole without approval of the Fire Chief.
- Talks, tours, lectures, demonstrations, or other related activities of Gambo Fire shall be conducted with the complete knowledge and consent of the Fire Chief.
- No member shall absent them self from an assigned duty without first obtaining permission from the Incident Commander or the Fire Chief.
- Members shall treat the public as well as department members with due courtesy and respect at all times.



- The use of harsh, profane, or insolent language shall be strictly prohibited.
- All members shall remain impartial in their dealings with other members and the public.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.23**  
Date Issued    2016-04-12  
Date Revised

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Fire Chief: Richard Harvey

Assistant Chief: Darren Dyke

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- **SUBJECT:** Station Rules
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## **GULDELINE STATEMENT:**

- No property belonging to Gambo Fire shall be taken from this station, except on department business, without prior approval of the Fire Chief.
- It shall be the responsibility of each member to maintain the station in a clean and orderly fashion. Each member is expected to clean up after each use.
- Any person entering the station shall be treated with due respect and courtesy.
- Visitors to the station shall not be left unattended.
- The last person to leave the station shall secure the building and turn off unnecessary lighting heating to most economical setting.
- Smoking shall be prohibited in the station facilities. Cigarette butts shall be deposited in can provided at front of building.
- The use of the department computer shall be limited to department members only. Members shall not load any software, pictures or any other files to the computer without the permission of the fire chief.
- At any time that the fire station is unoccupied, such as during an emergency alarm, all doors and windows are to be closed and secured.
- All cooking appliances, televisions, etc. are to be turned off prior to leaving the station.

- Any personal property that is lost or damaged shall not be the responsibility of the department.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.24**  
Date Issued 2016-04-12  
Date Revised

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Fire Chief: Richard Harvey

Assistant Chief: Darren Dyke

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- **SUBJECT:** Crime Scene Preservation Policy
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## **GULDELINE STATEMENT:**

- Every effort should be made to protect and preserve potential evidence at every incident scene. However, normal firefighting operations shall not be compromised.
- If you believe that you have discovered evidence of any crime, use whatever means are available to protect that area/item from contamination. This might include roping off an area or room, placing a box over an item or otherwise physically protecting an item or area.
- Do not touch any item that you believe may be evidence unless it must be moved to complete your emergency function or make the area safe. If any item of evidence is moved from its original location you must notify command and the crime scene investigator.
- The best outcome is to touch as little as you can and leave the area undisturbed for the investigator to photograph and process.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No. **2.25**  
Date Issued 2016-11-01  
Date Revised

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Fire Chief: Richard Harvey  
Assistant Chief: Darren Dyke

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**SUBJECT: Property Committee/Hall Rental**

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## **GUIDELINE STATEMENT:**

### **Hall Rental**

- Fire Hall is not to be rented out to the general public.
- A firefighter can book the hall for use by their immediate Family only. (Parent, Children, Brother, Sister and Grandparent).
- Firefighter is responsible for unlocking building, for making sure hall is locked and that everything is turned off when booking is over.
- Firefighter is responsible for cleaning of hall and removing all garbage after use.
- All rentals of building must be book through the property committee, all bookings will then be written on board so members will know what dates are booked.
- Use of hall for fire department business takes priority over any bookings.
- Use of any equipment from hall must be done through property committee.

# **GAMBO FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

SOG No.       **2.26**  
Date Issued    2018-01-28  
Date Revised   2021-02-02

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Fire Chief: Keith Peckford

Assistant Chief: Darren Dyke

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- SUBJECT: Sick Leave\Special Leave
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## **GULDELINE STATEMENT:**

Any firefighter that is put off work by a doctor shall supply Fire Chief with a Doctor's note and will be put on sick leave from the Fire Department. In order to return to active-duty firefighter must supply a clearance note from Doctor. If after 12 months the firefighter cannot return to active duty his/her membership in department shall to terminated. If they want to return to the Department at a later time they will have to reapply and they will not lose his/her years of service, they will be given priority when reapplying.

Leave will be granted for up to 6 months for any member requesting family responsibility leave to caring for an immediate family member.