

**THE RURAL MUNICIPALITY OF PINEY**

**“Fire Fighter Discipline Policy”**

\*\*\*\*\*

**Subject: Fire Fighter Discipline**

**Effective Date: March 9, 2022**

**Replaces Policy: New**

**Resolution No.: 69                      Resolution Date: March 8, 2022**

\*\*\*\*\*

**PURPOSE**

The purpose of this policy is to establish a standardized disciplinary approach for the RM of Piney Fire Service.

**POLICY STATEMENT**

The Rural Municipality of Piney is committed to ensuring that volunteer fire fighters are treated fairly and disciplined on a standard system. As the responsibility to ensure the safety of all, it is sometimes necessary to use disciplinary actions to rectify ongoing concerns. This policy outlines clear terms on how disciplinary actions shall proceed.

**POLICY**

The Protective Services Committee (PSC) hereby provides direction and maintenance of order and discipline, including the end right to hire, discipline, suspend, discharge, to assign work, to promote or demote, or to transfer members between departments and to relieve members from duty for any other legitimate reasons, are vested exclusively in the PSC, except as to the extent that Council may otherwise provide.

It is the duty of every volunteer fire fighter to comply with all the rules and regulations of the RM that are established, provided such rules do not conflict with any Provincial or Federal regulations.

Any volunteer fire fighter may be suspended and/or dismissed under the authority of the CAO or PSC. The volunteer fire fighter shall be advised in writing by the PSC of the reason for such dismissal or suspension within five (5) working days.

In the event of disciplinary action the following will apply within a 24 month period:

1. First occurrence – written verbal warning
2. Second occurrence – written warning
3. Third occurrence – two-week suspension
4. Fourth occurrence – dismissal

Should it be found, upon investigation that a volunteer fire fighter has been without fault and has been unjustly suspended or discharged, the volunteer shall be immediately reinstated.

Disciplinary slips shall be given in writing within five (5) working days of the PSC/CAO being aware of the infraction for which the disciplinary slip is being given with a copy placed in the fire fighter's file. An accumulation of three (3) disciplinary slips within a two-year period will result in a two (2) week suspension. Volunteer fire fighters shall have the right to check their file.

In extreme situations such as a breach of safety, illegal activities, harassment or any other member actions which directly and significantly jeopardize the RM of Piney Fire Service, the PSC/CAO may dismiss a member immediately without providing disciplinary slips.

### **Appeal**

If a matter cannot be resolved informally or if the fire fighter chooses to appeal a decision without first discussing the issue with their respective DC, then the appeal procedure may be initiated.

To initiate an appeal, the fire fighter must give written notice to the CAO outlining their desire to appeal a disciplinary decision and background information to support their request.

The PSC may request that the fire fighter meet with the committee, even if earlier discussions and attempts to resolve the issue have failed. However, if the CAO determines that a thorough review has already occurred, then the appeal shall be determined to have been previously addressed.

As a last resort, the volunteer fire fighter may appeal to council for final decision. It is at the sole discretion of council on whether to hear the appeal.