

*By Laws 44*  
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BEING a By-law defining the duties of the several members of the Fire Department and setting out the rules and regulations governing the Department.

WHEREAS it is deemed advisable by the Municipal Corporation of the Town of North Bay to pass a By-law defining the duties of the several members of the Fire Department, and setting out the rules and regulations governing the Department.

BE IT ENACTED and it is therefore hereby enacted by the Municipal Council of the Town of North Bay as follows;-

1. Powers and duties of Fire Chief

- (a) He will report to and receive instructions from the Fire, Water & Light Committee.
- (b) He will engage and have charge of all men in the Department. He shall have power to suspend for cause any member of his force, and immediately report same to the Fire, Water, & Light Committee for action.
- (c) He shall have charge of all material, horses and appliances in connection with the Fire Department, including Fire Station, stables and rooms occupied by the Department.
- (d) He shall frequently test the boxes and equipment of the Fire Alarm System, so as to keep it continuously in a satisfactory working condition.
- (e) He shall take charge at all fires, and shall see that the men under his charge are capable and attend promptly to their several duties at all times.
- (f) He shall see that the men under his charge comply strictly to all the rules and regulations adopted for the government of the Department.
- (g) He will be expected to refrain from unnecessary noise, and rough or profane language, either when at fires, or at the Fire Station.
- (h) He will submit monthly reports of fires giving dates, time and length of time working at fire, and an estimate of the damage.

(i) He shall give both regular and volunteer firemen regular practice at stated intervals in order that all may be trained to work together.

(j) He shall see that the rule with reference to crossing of railway tracks is strictly complied with that accidents may thereby be prevented.

(k) He shall have power and it shall be his duty to inspect all buildings in the town limits, and to report to the Chief of Police any citizen who fails to comply with building by-laws.

2. Powers and duties of Assistant Fire Chief

(a) He shall work in harmonious conjunction with the Fire Chief, and act under his instructions.

(b) In the absence of the Fire Chief, he shall perform all the duties, assume all the responsibilities, and function of the Fire Chief, and perform such other duties as his superior may direct.

(c) He shall have command at fires, when he is first to arrive, and exercise command until the arrival of the Fire Chief.

3. Rules and Regulations governing Drivers.

(a) Drivers shall take proper care of their horses, and shall learn from personal observation the proper quantity of feed for each horse, and feed accordingly, without waste and taking care not to fatten.

(b) Horses shall be watered frequently with pure fresh water, and shall not be fed or watered when warm.

(c) Horses shall be fed at 6 A.M., 12 o'clock Noon, and 6 P.M., or as directed by the Fire Chief or his Assistant.

(d) Horses when in good health shall be exercised daily, except on Sunday, or in weather unfit to do so, in the immediate vicinity of the Fire Hall.

(e) Drivers shall take the shortest route to the box from which the alarm was sent, or location of fire, except when time, and wear and tear upon horses or apparatus, can be saved by passing through better improved streets.

(f) Drivers shall guard against collisions and accidents when proceeding to or from fires, by keeping to the right side of the road, unless some obstruction prevents, and ringing the bells and gongs at short intervals, especially when approaching a crossing, Horses must not be driven faster than a trot while turning corners, and on arriving at a fire. When more than one apparatus proceeds on the same street to and from a fire, they must be driven in single file, and any drivers who carelessly or wilfully comes into collision with a vehicle of any kind while so doing, shall be held responsible for any damages that may occur. Drivers must not allow any persons not connected with the Fire Department to ride upon the Fire Apparatus.

(g) Drivers must observe great caution while approaching all railway tracks, having their horses under complete control, and proceed slowly, and cross all railway tracks at a walk, or a slow trot. No excuse will be accepted for a violation of this rule.

(h) On returning from a fire or an alarm, horses shall not be driven faster than a trot, unless a second alarm is sounded before reaching their station.

#### GENERAL RULES

Members of the Department will conform to the following rules, Regulations, and Instructions.

1. Hose to be properly cared for should always be dry on the waggons, cotton hose when wet or damp will in no case be allowed to remain on the waggons longer than necessary.
2. None of the apparatus of this Department will be driven over lines of hose unless in case of absolute necessity, and in stretching a line of hose across railroad tracks, the Chief of Captain will station some one at or near such crossings, whose duty it will be to warn off all vehicles and cause the arrest of any person disregarding the same.
3. Hose after being used at a fire, and when returned to quarters if only wet or damp will be immediately hung up in the tower; if the hose is in a dirty condition from mud, etc., it shall be thoroughly cleaned with brooms or other appliances, when taken down.

4. In loading a new supply of hose on waggons, at the hose tower, see that the couplings and swivels are in perfect order and all have proper washers. A small quantity of oil or tallow should be used on the threads and swivels but not enough to run on the fabrics, as oil will injure it. If any of the lengths are burst, they shall be marked, and set aside, and the Chief of the Department notified of the fact.
5. Members are cautioned that in handling hose, couplings, pipes, and nozzels, the utmost care must be observed, as a slight dent in either renders them valueless for the purpose intended.
6. In freezing weather, the greatest care must be taken of the hose, if any surplus or burst hoses should be taken from the lines, it must not be allowed to lie on the street, but be taken and placed in the wagon or carried into some building where it will be protected from the weather, until such time as the Company is taking up.
7. Meal Hours to be observed. Breakfast 6 to 9 A.M., Dinner 11.30 A.M. to 2.30 P.M., Supper 4.30 to 7.30 P.M., and each Member shall go to meals as directed by the Chief or Captain of the Department.
8. In case of dangerous illness of Wife, Child, Parents, Brother or Sister ( when a Doctor's certificate shall be forwarded to the Chief of the Department ) leave of absence for a reasonable period may be granted, and in case of death of any of the foregoing relatives, of any member, such leave to extend from the time it is granted until a reasonable time after the burial.
9. Special leave of absence are such as may be granted ( without pay ) by the Chief of the Department for the purpose of business or recreation, but if such leave be for a period of more than five days, the application shall be forwarded to the Committee Board for approval or disapproval, before being granted.
10. Such leaves of absence must be applied for to the Chief authorized to grant them, at least twelve hours before eight o'clock A.M. of the day upon which the leave applied for is to begin, except in case of dangerous illness or death in the family.
11. All members will be held responsible for any disorderly conduct while on leave of absence, whether they are in uniform or not.

12. No Member of the force can excuse himself from duty, absence without leave shall be cause for dismissal from the service, or such other penalty as the Chief may inflict.
13. Conform to and promptly and cheerfully obey all laws, by-laws, resolutions, regulations, and order for the government of the Department or individuals, and be strictly on time to the minute, obedience must be prompt, implicit, unqualified.
14. Promptly cause all persons in danger, in the burning or adjoining premises to be removed therefrom, with the least possible injury to life or limb.
15. Endeavour to detect and obtain evidence to convict persons bringing or sending false alarms for fire.
16. Shall not loan, sell or give away any public property.
17. Not leave quarters, fires, or any duty without permission from the Chief of the Department.
18. Not use obscene, immoral, disrespectful, impudent or improper language, but always be respectful, and gentlemanly to superiors, equals, and citizens, and courteous to subordinates.
19. Give at least five days' notice of intended resignation, and promptly report change of residence.
20. Any members having been dismissed from the Force for any breach of discipline, shall not under any circumstances have his case reopened or again be a member of the Department, without a recommendation from the Chief.
21. Any work that is necessary to be done to station, telegraph line and any other work that is connected with the Department, shall be done by the Members.
22. It is required that all members of the Department shall make themselves thoroughly acquainted with the location of the hydrants and fire alarm boxes, and for that purpose, they will be furnished with lists containing the same.
23. Company inspection shall be made twice each day, 10 A.M., and 8 P.M., horses hitched up and men in place, and all things noted to be in perfect readiness for immediate use.
24. The men are to wear their old uniforms while doing the station work, in order to keep the new clothing clean.

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25. If any member or members of the Fire Department shall prevent or try to prevent any other member thereof from carrying out the prescribed rules of the Department, or acting in any way that will interfere with the well working of the same, such person or persons shall be reported to the Chief of the Department.

26. Once each week, while cleaning quarters, remove all wheels one at a time, of the apparatus and grease the axles, first wiping off the old oil or grease, from the axle arm, and wheel boxes, new axles will be examined, and if necessary oil or grease same after each run, for the first threemonths of use.

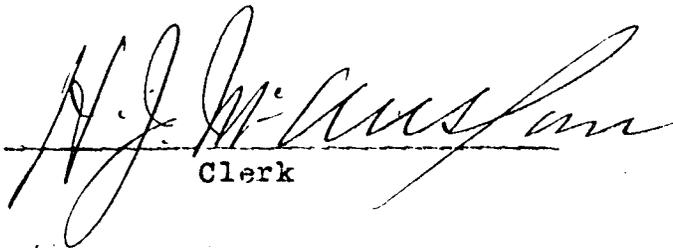
27. Officers and Regular Firemen will be supplied with one full uniform, and a summer and winter cap each year. Each Member of the Department, will be charged with the cost of the same without holding back any of his salary, except in case of his resignation or dismissal, and will be credited for its use while an employee of the Department, in the following manner.

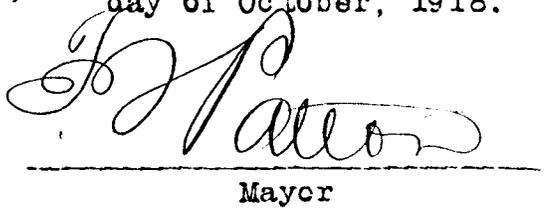
After	1	Month's	use	10%	of	cost
"	2	"	"	20%	"	"
"	3	"	"	30%	"	"
"	4	"	"	40%	"	"
"	5	"	"	50%	"	"
"	6	"	"	60%	"	"
"	7	"	"	70%	"	"
"	8	"	"	80%	"	"
"	9	"	"	90%	"	"
"	10	"	"	100%	"	"

28. Officers and Regular Fireman will sleep in the Fire Station, and will have one day of twenty-four hours off duty per week, and leave of absence ten days annually, but in case of fires during the day they are off duty, they will be expected to report for duty.

By-law No. 539 is hereby repealed.

Passed in open Council this 7<sup>th</sup> day of October, 1918.

  
Clerk

  
Mayor