



REQUEST FOR DECISION

Meeting: March 23, 2026

Bylaw 1828 -- Fire Services Bylaw 1st Reading

DESCRIPTION:

The fire chief position has been vacant for a year; the deputy chief has been filling in on an interim basis. The Town would like to fill the vacancy, and we are proposing to go from a full-time to a part-time chief. This will require a change in the Fire Services Bylaw, which establishes the chief position as a full-time role.

The bylaw establishes the fire department and its service levels in Section 3, and the fire chief and associated responsibilities in Section 6. The bylaw also establishes the position of an inspection officer. This position has not been filled in recent years but will have to be filled as we transition from a full to part-time chief. This position will be paid in accordance with existing department wage schedule (as per the Intermunicipal Emergency Services Agreement). The inspection officer will have to be trained in inspections and will provide support in the following sections of the bylaw:

Section 3.1: Council hereby establishes the Claresholm Fire Department for the purpose of:

- Carrying out Fire inspections and prevention patrols

Section 3.2: The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:

- Carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan

All duties and responsibilities established through the bylaw can be accomplished through a part-time fire chief, deputy, inspection officer and remainder of the department members. The amendment to the bylaw required to facilitate the transition from a full to part-time chief has been attached.

The inspection officer will add expenses to the department's wages/salaries. Additionally, we are proposing an honorarium for the chief (\$500/month) and deputy chief (\$300/month) to recognize additional workloads they will bear. However, these expenses will be offset by the savings found in transitioning from full-time wages and benefits. These savings can offset the expense of the firehall expansion loan payments and be allocated to fire reserves and other areas of operations.

If Council is in favour of proceeding, we will require motions to approve the new fire services bylaw. Once the bylaw passes, administration will recruit a part-time chief, as per section 7 of the bylaw. All other positions in the fire department (including the Inspection Officer) are recruited by the fire chief.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give 1st reading to Bylaw 1828, the Fire Services Bylaw.

ATTACHMENTS:

- 1.) Bylaw 1828, Fire Services Bylaw
- 2.) New Inspection Officer Job Description

PREPARED BY: Abe Tinney – CAO

Date: March 19, 2026
