



EXTENSION AND DISTRICT VOLUNTEER FIRE DEPARTMENT

EXTENSION AND DISTRICT VOLUNTEER FIRE DEPARTMENT

POLICY

SUBJECT: Terms and Conditions of Service	POLICY NO.: EXTFD-01 CROSS-REF.: EXTFD-02 – Workplace Bullying & Harassment Prevention Policy
EFFECTIVE DATE: October 20, 2025	APPROVED BY: Extension Volunteer Fire Department Society Board
REVISION DATE:	PAGE: 1 of 25

1.0 PURPOSE

This policy establishes the general terms and conditions of service for volunteer firefighters of the Extension & District Volunteer Fire Department (EXTFD). It provides a consistent framework for governance, operations, and member expectations in alignment with the Society Board's oversight responsibilities, and provincial regulations.

2.0 SCOPE

This policy and its Terms and Conditions of Service apply to all members of the EXTFD. It governs participation in all operational, training, and administrative activities carried out under the authority of the Fire Chief and the Society Board.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- To safeguard the morale of the service, promote the well-being of volunteers, and encourage positive working relationships among members and with the community.
- To ensure efficiency in operations and effectiveness in providing emergency response, fire prevention, and community safety services within the Extension & District Fire Protection Area, its service areas and through mutual aid agreements.
- To recognize the value of open communication, professionalism, and mutual respect in all matters pertaining to the EXTFD.
- Maintain a safe, respectful, and inclusive workplace by upholding this policy, the Firefighter Code of Ethics, and related policies (including EXTFD-02 – Workplace Bullying & Harassment Prevention).
- Clarify the distinct roles of the Society Board (governance), the Fire Chief and Officers (operations), and the Firefighters' Association (member support).



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4.0 DEFINITIONS

“EXTFD”	means the Extension & District Volunteer Fire Department, its officers, and members, operating under the authority of the Fire Chief and the oversight of the Society Board.
“Society Board”	means the duly elected Board of Directors of the Extension and District Volunteer Fire Department Society, responsible under the Societies Act of British Columbia for appointing the Fire Chief, approving budgets, and providing overall governance of the fire department.
“Senior Officers”	means the Fire Chief and the Deputy Chief
“Officers”	means the Fire Chief, the Deputy Chief, the Training Officer, the Captains and Lieutenants
“Engineering Committee”	means the group of EXTFD members appointed by the Senior Officers and responsible, under the Fire Chief’s authority, for the care, maintenance, safety, and operational readiness of all fire apparatus, vehicles, small engine equipment, and fixed systems (e.g., exhaust extraction, compressors).
“Members”	means all EXTFD volunteer Officers and firefighters
“Regular Member (Yellow Hat)”	means a member who has successfully completed the Department’s probationary requirements and required competencies, and has been confirmed by the Fire Chief (or designate). Regular Members are issued a yellow helmet and become eligible for stipend categories (see 20.0).
“Incident Commander (IC)”	means the officer or member in command of an incident under the Incident Command System (ICS). The IC is responsible for the overall management of emergency operations, including strategy, safety, resource deployment, and coordination with outside agencies.
“Operational Guidelines (OGs)”	means the written procedures established by the Fire Chief and approved by the Society Board for the safe and effective operation of the Department.
“Code of Ethics”	means the Firefighter Code of Ethics adopted by the EXTFD and included as an appendix to this policy.
“Fire Protection Area”	means the boundaries of the Fire Protection Service as established by Bylaw and amended from time to time.
“Mutual Aid Agreement”	means a written agreement authorizing assistance between EXTFD and another jurisdiction upon request.
“Service Agreement”	means a written agreement or contract to provide fire protection or related services to a person, corporation, agency, or area.
“Playbook Training Levels”	means the British Columbia Fire Service Minimum Training Standards categories adopted by EXTFD (e.g., Exterior Operations, Interior Operations, Full Service) to define operational scope, qualifications, and training requirements.



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“Firefighters’ Association”	means the separately incorporated Extension & District Volunteer Firefighters’ Association, whose purposes include promoting firefighter safety and welfare, representing firefighter perspectives, and supporting EXTFD. Membership is voluntary. The Association is not part of EXTFD’s governance or command structure and has no authority to appoint officers, direct operations, or make personnel decisions.
“BCWS-Tasked Incident”	means a wildfire incident within or immediately adjacent to the Extension & District Fire Protection Area for which EXTFD has been formally tasked by BCWS with a V# to attend and action the fire, typically operating in cooperation with BCWS (and/or the local authority having jurisdiction). Responses outside the Fire Protection Area remain subject to 9.0.

5.0 POLICY AND PROCEDURES

This policy replaces all previous internal constitutions, by-laws, or regulations governing the operations of the Extension Volunteer Fire Department, including the Extension Fire Department Constitution (adopted 1986, amended 2015).

- a) The Extension & District Volunteer Fire Department Society Constitution and Bylaws (2022) remain the legal and governing authority of the Society Board.
- b) This Terms and Conditions of Service policy (EXTFD-01) serves as the operational framework for the EXTFD under the authority of the Fire Chief and the oversight of the Society Board.
- c) Any conflicting provisions from prior constitutions, by-laws, or departmental rules are hereby rescinded.

6.0 POLICY OR PROCEDURE AMENDMENTS

The Society Board reserves the right to amend this policy at any time.

This policy is reviewed annually alongside Policy EXTFD-02 and tabled to the Society Board with any recommended updates.

The Society Board commits to reviewing changes to this Policy with the EXTFD members prior to their implementation. This Policy will be made available on the Extension Fire Department website and may be updated periodically. Hard copies can be made available upon the member’s request to the Senior Officers.

7.0 RELATIONSHIP TO THE SOCIETY BOARD (GOVERNANCE AUTHORITY)

The Society Board is the governing authority of the EXTFD Society and provides governance and financial oversight. Operational command remains with the Fire Chief and Officers under this policy. The Society is the service provider to the Regional District of Nanaimo (RDN) for fire protection in the district and is the Board’s connection and conduit to the RDN (service provider agreement; insurance and contract obligations).

- a) The Society Board:
 - i. appoints the Fire Chief, approves budgets, and adopts or amends EXTFD policies;



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- ii. acts as the primary liaison with the RDN, entering into and administering service/funding/insurance agreements and ensuring compliance with applicable RDN bylaws and requirements (e.g., outdoor burning regulation and permitting within the specified area);
 - iii. receives reports from the Fire Chief on operations, training, safety, risk, and finances (as required), and may direct corrective actions through the Fire Chief;
 - iv. authorizes out-of-area deployments when required (including BCWS requests), in accordance with 9.0 Emergency Response;
 - v. hears appeals of member dismissals decided under 17.0 Corrective Action by the Senior Officers and makes the final decision on the appointment or dismissal of the Fire Chief.
- b) The Society Board does not:
- i. direct incident operations or exercise command at emergencies or training;
 - ii. appoint or remove Officers or members except as provided in this policy and on the recommendation of the Fire Chief;
 - iii. issue public statements on behalf of EXTFD unless authorized under 21.6 Communication with the Public.
 - iv. interfere in the day-to-day operations of the Department, which are under the authority of the Fire Chief and Officers, except through duly adopted policies, budgets, or formal directives issued to the Fire Chief.
 - v. adjudicate routine member discipline or dismissals; these are operational matters managed by the Senior Officers under 17.0 Corrective Action.
- c) Use of Society/EXTFD resources: Use of funds, facilities, apparatus, branding, or insurance coverage must comply with Society financial controls, insurance requirements, and applicable EXTFD policies, with operational approval by the Fire Chief where required.
- d) Public communications: Communications that represent EXTFD or the Society publicly require authorization as set out in 21.6 Communication with the Public and 21.6A Social Media and Electronic Communications.

7.1 OPERATIONAL AUTHORITY OF THE FIRE CHIEF AND OFFICERS

Operational command of the Department rests with the Fire Chief and Officers under this policy and the Incident Command System (ICS).

- a) The Fire Chief and Officers:
- i. exercise incident command at emergencies and training, including assigning/delegating Incident Command (IC) and ensuring scene safety and accountability;
 - ii. establish, implement, and enforce Operational Guidelines (OGs) and



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operational rules consistent with approved policies and budgets;

- iii. plan, deliver, and document training and competency maintenance in alignment with the Playbook and adopted standards;
- iv. ensure readiness, safe use, and maintenance of apparatus, equipment, PPE, and facilities including oversight of the Engineering Committee for readiness and lifecycle planning;
- v. manage operational staffing, attendance, and readiness, and enforce fit-for-duty requirements;
- vi. authorize and coordinate responses in accordance with 9.0 Emergency Response (items a–d), and seek Society Board authorization for deployments requiring approval (e.g., 9.0(e) BCWS or other agency requests);
- vii. ensure compliance with applicable laws, bylaws, and safety requirements (including WorkSafeBC), and implement corrective actions as needed.

b) The Fire Chief and Officers do not:

- i. exercise Society governance or financial/contract authority except as formally delegated by the Society Board;
- ii. commit the Society to expenditures, agreements, or public positions outside approved budgets, policies, or authorizations;
- iii. issue public statements on behalf of EXTFD or the Society except as permitted under 21.6 Communication with the Public.

c) Delegation and continuity of command:

- i. the Fire Chief may delegate operational duties or IC to Officers or qualified members; delegation does not relieve the Fire Chief of overall responsibility;
- ii. in the Fire Chief's absence, the Deputy Fire Chief assumes the Fire Chief's operational authority; further succession follows Department policy.

d) Reporting:

- i. The Fire Chief provides periodic operational, training, safety, and risk updates to the Society Board in accordance with 7.0.

7.2 ROLE SEPARATION: OFFICERS AND SOCIETY DIRECTORS

- a) Officer elected/appointed as Society Director. Any EXTFD Officer (Fire Chief, Deputy Chief, Training Officer, Captain, Lieutenant, or other designated Officer role) who is elected or appointed to the Society Board shall resign their Officer position upon assuming the Director role. The member may remain an active volunteer firefighter subject to this policy



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and the Operational Guidelines.

- b) Director accepting an Officer role. Any Society Director who accepts an operational Officer appointment must resign from the Society Board before assuming the Officer role.
- c) Timing. Resignations under (a) or (b) take effect immediately upon the effective date of the new role, or within 14 days if a brief transition is authorized by the Fire Chief (for operational continuity). During any transition, no member may exercise both governance and operational command authority concurrently.
- d) Conflicts. Members who serve as Society Directors (and are not Officers) must recuse themselves from Board deliberations where a real or perceived conflict of interest exists (e.g., matters directly concerning their own discipline, appointment, or stipend).

8.0 RELATIONSHIP TO THE FIREFIGHTERS' ASSOCIATION (MEMBER SUPPORT)

The Firefighters' Association is a separate society and is not an EXTFD governing body. EXTFD governance remains with the Society Board and operational command with the Fire Chief and Officers under this policy.

- a) Membership in the Association is voluntary and is not a condition of appointment or continued membership in EXTFD.
- b) The Association does not:
 - i. appoint or remove EXTFD officers or members;
 - ii. set or enforce EXTFD policies, Operational Guidelines, or training standards;
 - iii. direct incident operations, deployments, or staffing; or
 - iv. access or use confidential EXTFD information without authorization.
- c) Association activities held at EXTFD facilities or using EXTFD resources require prior approval of the Fire Chief (operational) and, where applicable, the Society Board (use of facilities, branding, insurance).
- d) Association communications must not purport to speak for EXTFD or the Society without written authorization under section 21.6 Communication with the Public and 21.6A Social Media & Electronic Communications.

9.0 EMERGENCY RESPONSE

The EXTFD shall not respond to a fire or emergency outside the limits of the Fire Protection Area except:

- a) when, in the opinion of the Fire Chief (or IC in the Fire Chief's absence), the fire or emergency threatens property in the Fire Protection Area;
- b) in another area with which a mutual aid agreement or automatic aid agreement has been entered into to provide fire protection;



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- c) on property with respect to which a service agreement has been entered into with any person, corporation, or agency to provide protection;
- d) by emergency authorization of the Fire Chief (or IC in the Fire Chief's absence), to dispatch equipment to another area for a disaster or when assistance has been specifically requested by another fire department;
- e) when specifically authorized by the Society Board to deploy apparatus or members outside the Fire Protection Area at the request of the British Columbia Wildfire Service (BCWS) or other recognized emergency management agency.

Outdoor burning activities and permits within the Fire Protection Area must comply with RDN Outdoor Burning Regulation Bylaw No. 1028; the Fire Chief (or designate) may administer permits/inspections and restrict or suspend burning when conditions warrant.

Where BCWS issues a V# for an incident within or immediately adjacent to the Fire Protection Area, the Fire Chief (or IC in the Chief's absence) may commit resources consistent with this policy and applicable agreements.

10.0 RESPECTFUL WORKPLACE AND STANDARDS OF CONDUCT

- a) Members will perform and conduct themselves in an appropriate, professional manner.
- b) Anyone who volunteers with the EXTFD is bound by:
 - This policy (EXTFD-01 – Terms and Conditions of Service)
 - Policy EXTFD-02 - Workplace Bullying & Harassment Prevention Policy
 - Fire Department Operational Guidelines, as may be amended from time to time
 - Firefighter Code of Ethics (Appendix)
- c) Bullying and harassment are not acceptable or tolerated. EXTFD adopts and enforces Policy EXTFD-02, which governs definitions, reporting, investigation, training, and non-retaliation. Substantiated findings under EXTFD-02 may result in corrective action under this policy, up to and including dismissal.

11.0 CONDITIONS OF APPOINTMENT

To be appointed to the Volunteer Fire Department, a person must:

- a) Reside in the specific Fire Protection Area or within 10 minutes of the fire hall, or at the Fire Chief's discretion, in order for the department to meet dwelling protection grades;
- b) be between the ages of eighteen (18) and sixty (60) years;
 - i. The Fire Department may accept Junior Members who are between fifteen (15) and eighteen (18) years of age. Junior Members may not enter a burning building or drive vehicles. Other restrictions may be laid upon Juniors from time to time by order of the Fire Chief.



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- ii. The Fire Department may accept area residents over the age of 60 as senior members. Such members may be assigned to restricted duties as required by any governing regulations and consistent with their ability to perform the duties assigned.
 - iii. Junior Member Consent & Letter of Understanding. Applicants between fifteen (15) and eighteen (18) years of age must submit the Parental/Legal Guardian Consent for Junior Membership Application and sign the Junior Member Letter of Understanding before appointment. These documents shall be retained in the member's personnel file and renewed upon request or when guardianship changes. Until current consent is on file, the applicant/member is ineligible to participate in EXTFD activities. Junior member duties and restrictions (e.g., no entry to live fire; only trained tasks; officer supervision; priority seating for fully qualified members) apply at all times.
- c) be able to meet the BC competency and training playbook standards (the training program);
 - d) be able to meet NFPA 1001 standards as determined by the Fire Department;
 - e) notwithstanding items (c) and (d), members with long-standing service who were trained prior to the implementation of the BC Fire Service Minimum Training Standards ("Playbook") and NFPA 1001 shall be recognized for their experience, training, and years of service. These members shall not be excluded from the Department on the sole basis of not meeting the current Playbook or NFPA 1001 standards, provided they remain active, contribute to the operations of the Department, and comply with ongoing training as reasonably assigned by the Fire Chief;
 - f) meet the physical and medical assessment requirements of the Fire Service, which can include but is not limited to CPAT physical testing and PAR-Q Medical clearance forms;
 - g) be of good character, which means at a minimum adhering to the Firefighters Code of Ethics attached to and part of this policy; and
 - h) sign the Firefighters Code of Ethics Acknowledgement Form as a condition of appointment. The signed acknowledgement shall be retained in the member's personnel file. Failure to sign will render the appointment incomplete and may result in denial or revocation of membership.

Note: an unsuccessful applicant may submit a new application should they decide to seek Membership at a later date.

Required application documents—including the Junior Member Consent and Letter of Understanding where applicable—are set out in the EXTFD Application Package and must be completed and filed prior to appointment.

Any member who appears unfit for duty may be ordered to have a complete physical examination at the discretion of the Fire Chief and Deputy Chief.



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Dismissal authority. A member's appointment may be suspended or revoked by the Fire Chief, with the concurrence of the Deputy Fire Chief (or, if the Deputy is unavailable/recused, another Officer designated by the Fire Chief) in accordance with Section 17.0 Corrective Action. The member will be notified in writing of the reasons and the effective date. The member may appeal the decision to the Chair of the Society Board (chair@extensionfire.ca) within 14 days of receiving notice. The Board's role on appeal is limited to ensuring a fair process and that the decision was reasonable based on the record.

12.0 VOLUNTEER FIRE DEPARTMENT OFFICER ROLES

The Officers of the EXTFD shall consist of a Fire Chief, a Deputy Chief, a Training Officer and not less than two Captains and/or two Lieutenants, or as otherwise determined by the Fire Chief.

13.0 GENERAL DUTIES OF THE VOLUNTEER FIRE DEPARTMENT SENIOR ROLES

13.1 FIRE CHIEF

- a) The Fire Chief is responsible to the Society Board for all matters pertaining to the operation of the Fire Department; and the Fire Chief shall attend meetings (when requested).
- b) The Fire Chief shall exercise general supervision of all the affairs of the EXTFD. The Fire Chief shall carry out and enforce the Regulations of the Fire Department. The Fire Chief will perform other duties as assigned by the Society Board.
- c) The Fire Chief shall be in complete charge at all emergencies and at practices unless the Fire Chief delegates this responsibility. In the Fire Chief's absence, the Deputy Chief or IC present shall act as Fire Chief, exercising all the powers of the Fire Chief.
- d) It shall be the duty of the Fire Chief to appoint the Deputy Chief, Training Officer, Captains and Lieutenants, and to appoint members to the Engineering Committee from among the Members according to their qualifications and experience, and, when necessary, terminate such appointments.
- e) The Fire Chief and the Deputy Fire Chief shall jointly decide upon the total number of Active Members, Senior Members, and Junior Members to be considered the "effective strength" of the Fire Department and submit for approval to the Society Board. They will be responsible for keeping the Active Volunteer complement at that level, but never below the minimum strength of fifteen (15) as laid down in the Fire Underwriters Insurance minimum requirements per fire station.
- f) The Fire Chief shall ensure that all members complete a satisfactory criminal record check upon application and thereafter as requested by the Fire Chief.
- g) The Fire Chief shall ensure that the residents of the area are kept informed of fire hazards in the community and of the activities of the Department.
- h) The Fire Chief shall see that each fire is investigated as required, to determine the cause, if possible. In the case of suspicious circumstances, the Fire Chief shall secure and preserve all possible evidence for future use.



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- i) The Fire Chief shall take all proper measures for the prevention, control, and extinguishment of fires for the protection of life, property, and the environment. This includes responsibility for fire prevention programs, public education, and compliance with applicable codes, bylaws, and the Fire Services Act.
- j) The Fire Chief shall be responsible for disaster planning, pre-fire planning, and maintaining operational readiness, ensuring that resources are effectively organized for emergencies.
- k) The Fire Chief shall establish and enforce rules, regulations, and operational guidelines as necessary for the proper organization and administration of the Department, including the conduct and discipline of members and officers.
- l) The Fire Chief and Deputy Fire Chief shall oversee and coordinate training activities in collaboration with the Training Officer, including:
 - i. Administration of new recruit training and ongoing maintenance training programs.
 - ii. Scheduling of internal and external training courses, exercises, and evaluations.
 - iii. Maintaining accurate training records and certifications in accordance with the BC Fire Service Minimum Training Standards (“Playbook”) and NFPA requirements.
- m) The Fire Chief shall oversee the use, care, and protection of all EXTFD apparatus, equipment, and property through the Engineering Committee.
- n) The Fire Chief shall appoint such committees as may be required from time to time, including:
 - i. Safety Committee
 - ii. Engineering Committee

The term of duty of each Committee shall be established by the Fire Chief. The Fire Chief shall be an ex-officio member of every committee.

- o) Maintain liaison with the Office of the Fire Commissioner and ensure compliance with applicable provincial fire legislation and regulations, and local bylaws and policies (e.g., outdoor burning), in coordination with the Society Board for any RDN requirements
- p) Ensure disciplined application of the Incident Command System (ICS), including span of control, unity of command, and continuity of command across all incidents and training.
- q) Lead recruitment, engagement, and retention initiatives suitable to a rural volunteer environment; support mentorship and recognition.
- r) Oversee operational, training, personnel, and incident records; ensure timely reporting to the Society Board (and, where applicable, to RDN under service agreements).
- s) Provide administrative leadership for equipment and facilities management and ensure effective coordination with the Engineering Committee for readiness and lifecycle planning.



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- t) Collaborate with the Society Board on budget planning, purchasing priorities, grants, and cost controls that support operational effectiveness and training needs.
- u) Represent EXTFD in community engagement, risk-reduction initiatives, and media/partner relations consistent with department communications policy.
- v) Aim to reside within the Fire Protection Area or within approximately ten (10) minutes of the main hall to support reasonable response times; where not feasible, maintain an equivalent operational readiness plan acceptable to the Society Board.

13.2 DEPUTY FIRE CHIEF

- a) The Deputy Fire Chief shall assist the Fire Chief in the general supervision and administration of the Fire Department and shall perform such duties as may be assigned by the Fire Chief.
- b) In the absence of the Fire Chief, the Deputy Fire Chief shall assume all responsibilities and authority of the Fire Chief, including command at emergencies, practices, and administrative functions.
- c) The Deputy Fire Chief shall assist the Fire Chief with the day-to-day operations of the Department, ensuring readiness of apparatus, equipment, and members for emergency response.
- d) The Deputy Fire Chief shall support the Fire Chief in disaster planning, pre-fire planning, and maintaining operational preparedness.
- e) The Deputy Fire Chief shall assist the Fire Chief in budget planning, equipment purchasing, and policy development, providing input on operational and training requirements.
- f) The Deputy Fire Chief shall ensure that all members follow proper safety procedures during training, practices, and incidents, and shall report any concerns to the Fire Chief.
- g) The Deputy Fire Chief shall take command of incidents as assigned by the Fire Chief or as required when the Fire Chief is unavailable, acting as Incident Commander (IC) until relieved.
- h) The Deputy Fire Chief shall act as a mentor to Captains, Lieutenants, and senior members, supporting leadership development and succession planning within the Department.

13.3 TRAINING OFFICER

- a) The Training Officer is appointed by the Fire Chief and is responsible to the Senior Officers. In the absence of the Fire Chief and Deputy Fire Chief, the Training Officer shall perform their duties as required.
- b) The Training Officer shall determine the training needs of the Department in consultation with the Senior Officers.
- c) The Training Officer shall maintain accurate training records for all members of the EXTFD, ensuring compliance with the BC Fire Service Minimum Training Standards ('Playbook') and NFPA requirements.
- d) The Training Officer shall develop and deliver training programs in consultation with the Senior Officers, including recruit training, ongoing maintenance training, and specialized skills development.
- e) The Training Officer shall evaluate the continuity, effectiveness, and outcomes of training programs, and



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conduct training sessions as required.

- f) The Training Officer shall perform other duties as assigned by the Senior Officers.

13.4 ENGINEERING COMMITTEE

- a) The Engineering Committee is appointed by the Senior Officers and is responsible to the Fire Chief for the care, readiness, and maintenance of all fire apparatus, vehicles, small engine equipment, and related fixed systems.
- b) The Senior Officers may designate a Maintenance Lead to coordinate the committee's work, scheduling, supplier interface, and records.
- c) The committee shall:
 - i. conduct and document regular inspections;
 - ii. schedule and perform (or arrange) routine maintenance and repairs;
 - iii. ensure compliance with applicable safety standards, testing, and certifications (e.g., pumps, ladders, SCBA compressors, hose, apparatus annuals);
 - iv. tag unsafe or defective equipment Out of Service (OOS) and promptly notify the Senior Officers and the IC when operationally relevant;
 - v. maintain accurate records of inspections, services, repairs, tests, and OOS status;
 - vi. recommend procurement, replacement, and lifecycle plans to the Senior Officers and support budget planning;
 - vii. assign qualified members to assist with maintenance tasks, ensuring only trained/authorized members operate or repair apparatus and equipment.
- d) In urgent operational situations, the Senior Officers may authorize temporary/emergency repairs; the committee will document the work and arrange permanent remediation.
- e) The committee will provide periodic status reports (readiness, defects, costs, upcoming work) to the Senior Officers and, when requested, to the Society Board via the Fire Chief.
- f) The committee shall perform other duties related to apparatus/equipment as assigned by the Senior Officers.



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13.5 CAPTAINS AND LIEUTENANTS

- a) The Captains and Lieutenants shall carry out duties as delegated to them by the Fire Chief, Deputy Fire Chief, or Training Officer.
- b) Captains and Lieutenants shall provide direct leadership and supervision of members during training, practices, and emergency incidents as assigned.
- c) Captains and Lieutenants may assume Incident Command (IC) at training or emergency incidents when delegated or when circumstances require. Senior Officers are not required to relieve them of command, allowing Captains and Lieutenants to gain operational leadership experience, unless the situation warrants otherwise.
- d) Captains and Lieutenants shall support the training program by mentoring members, reinforcing safety standards, and ensuring operational readiness of their assigned crews and equipment.
- e) Report equipment defects and readiness issues promptly and coordinate with the Engineering Committee to support safe, timely repairs and OOS controls.

14.0 AVAILABILITY and ATTENDANCE (Meetings and Practices)

All members are responsible for participating in training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the EXTFD.

Any member failing to follow the Operational Guidelines that include attendance requirements will have their appointment status in the EXTFD reviewed by the Fire Chief.

Members shall be excused from attending any meeting or practice on grounds of sickness, work, holiday, or while on leave of absence granted by the Fire Chief (such leaves may be up to three (3) months and may be extended by the Fire Chief).

Any member whose attendance falls below the Department's expectation will be given the opportunity to demonstrate there were extenuating circumstances for not meeting the attendance expectation.

Should a Member be absent for reasons recognized by this section, it shall be recorded in the attendance record.

A Member unable to maintain attendance is to notify the Fire Chief.



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15.0 RECRUITMENT

Applications for membership are submitted using the EXTFD Application Package. Only complete applications—with all required documents and consents—will be considered. When vacancies arise, applicants may be shortlisted for an interview and/or other assessments. Successful candidates may be required to complete medical and physical assessments prior to attending their first regular practice.

New recruits enter a structured onboarding and skills program led by the Training Officer and Senior Officers. During the first three months, recruits focus on foundational competencies. Upon successful completion of this initial training period, and once the Training Officer and Senior Officers confirm the required competencies, recruits may be authorized to attend calls within their training scope and will be issued an approved alerting device (e.g., a radio pager or other EXTFD-approved dispatch/alerting technology). Use of any alerting device and participation in calls remains subject to fit-for-duty requirements, PPE issuance, Operational Guidelines, and officer direction. Department-issued devices remain EXTFD property and must be cared for and returned upon separation.

Recruits will be introduced to members at the hall once onboarding begins and will serve a twelve (12) month probationary period. Progress will be reviewed in accordance with this policy and the Department's training and performance expectations.

Confirmation as a Regular Member (Yellow Hat). Upon successful completion of the Department's probationary requirements and required competencies, the Fire Chief (or designate) may confirm the member as a Regular Member and issue a yellow helmet. Confirmation is recorded in the member's file and used to determine eligibility for stipend categories that are limited to Regular Members (see 20.0)

16.0 TRAINING AND DEVELOPMENT OF EXTFD MEMBERS

16.1 ORIENTATION

All members shall be provided with a copy of the EXTFD-01 Terms and Conditions of Service and Operational Guidelines and are expected to be familiar with them and any future amendments. Officers are responsible for conducting a departmental orientation session with all new members. As required by Workers' Compensation Act legislation, members will be provided with a requisite safety orientation prior to commencing any activities.

Members will receive onboarding and annual refresher training required by Policy EXTFD-02.

All members shall have the opportunity to contact the Society Board (chair@extensionfire.ca) to ask honorarium/payroll questions they may have.



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16.2 PROBATION REVIEW

Members shall complete a probationary period of twelve (12) months' service to determine suitability for continued appointment.

The Fire Chief will meet with the member every three (3) months during the probationary period to review the members' performance. Should the member prove unsuitable, appointment to the Fire Department will be terminated. In specific situations, the Fire Chief, with the agreement of the member, may extend the probationary period.

Probationary members are governed by the Rules and Guidelines for Probationary Members, which form part of this policy.

16.3 PERFORMANCE REVIEW

Every member should have the opportunity to grow and develop in the Fire Department. The opportunity for growth and development is determined by both the member's interest and abilities and the needs of the fire service. Performance discussions will be regular and ongoing; however, should any member wish to have a more formal review, a review with the Fire Chief can be scheduled.

16.4 EDUCATIONAL REIMBURSEMENT

- a) When a member is required to attend educational courses or conferences or upgrading courses related to the Fire Department, the Fire Department shall cover fees and reasonable costs incurred on a pre-approved basis. Members required to take designated courses and/or examinations shall be eligible to receive reimbursement for travel expenses at prevailing federal rates (transportation, food and lodging) upon pre-approval from the Fire Chief.
- b) A member, who is approved by the Fire Chief to attend education or upgrading courses related to the Fire Department and for which the Fire Department has paid, and fails to successfully complete the course may be required to successfully complete the course at the member's own expense, or to repay the expense of the course. Any such retesting or course costs will be at the expense of the member, unless the Fire Chief determines that extraordinary circumstances justify the Fire Department covering the costs.
- c) When a member attends a course or takes an examination, not required under the previous paragraphs, with the advance approval of the Fire Chief, the Fire Department may, at its sole discretion, reimburse the member for some or all of the fees and travel expenses (transportation, food, and lodging) at prevailing federal rates and may grant leave of absence.

17.0 CORRECTIVE ACTION

The goal of corrective action is to provide an environment—through training, development, and supportive management—for a member to correct behaviour or performance quickly and to learn from the experience. This process applies to on-the-job performance matters and general conduct issues.

Where conduct constitutes bullying or harassment, Policy EXTFD-02 applies to reporting and investigation; substantiated findings will be addressed under this section.



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Breaches of the Firefighter Code of Ethics, 10.0 Respectful Workplace and Standards of Conduct, 21.6 Communication with the Public, 21.6A Social Media and Electronic Communications, or 21.7 Confidentiality of Information are subject to this Corrective Action process. Depending on severity and risk, corrective action may begin at any step, including Immediate Revocation under 17.3.

Performance-related issues will normally be addressed verbally before a Formal Warning is issued. However, the corrective action process may be shortened or truncated based on the specific circumstances.

All formal warnings will: (i) describe the behaviour/performance issue and expectations; (ii) cite the relevant section(s) of this policy and/or the Code of Ethics; and (iii) provide the member an opportunity to submit a written response within a reasonable timeframe. Outcomes may include education/coaching, written warnings, temporary removal from duties, role changes, or recommendation to revoke appointment, as set out below.

Decision authority and appeal. Operational discipline, up to and including dismissal, is decided by the Fire Chief with the concurrence of the Deputy Fire Chief (or a designated Officer if the Deputy is unavailable/recused). Board involvement is limited to appeals of such decisions, and to matters involving the appointment or dismissal of the Fire Chief.

The corrective action process is as follows:

1. First Formal Warning

The written warning explaining the behaviour, its consequences and what the member needs to do to correct the situation, must be shown to the member prior to entering such material into that member's personnel file. In addition, such member shall be given the opportunity of acknowledging, by signature, that they have seen the entry. The member will receive a copy of the written warning.

2. Second Formal Warning

If the behaviour or situation does not improve, the member will receive a second formal warning stating when it is expected the member will correct the action. The written warning will also state, "Any further violation could result in termination." The written warning is to be signed by the Fire Chief and the member, and it will be filed in the member's personnel file. The member will receive a copy of the warning.

3. Grounds for Immediate Revocation of Appointment (Dismissal)

Notwithstanding the progressive corrective action process, the Fire Chief, with the concurrence of the Deputy Fire Chief (or designated Officer), may immediately revoke a member's appointment where serious misconduct or actions have occurred that place the safety, integrity, or effective operation of the Department at risk. Examples include, but are not limited to:

- Serious breaches of safety procedures that endanger life or property.
- Serious breaches of the Department's Code of Conduct, including harassment, bullying, discrimination, or intimidation of other members.



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- Conduct intended to undermine the unity, morale, or effective functioning of the Department, including attempts to improperly influence, pressure, or coerce members into supporting the removal of other members or officers without due process.
- Behaviour that disrupts the orderly governance of the Department or undermines the authority of the Fire Chief, Officers, or Society Board.
- Criminal activity, including theft, violence, or substance abuse while on duty or representing the Department.
- Willful damage or misuse of Department property or equipment.
- Gross insubordination or refusal to follow lawful orders at an emergency scene.

Immediate revocation shall only be used in extraordinary cases where continued membership would compromise safety, public trust, or the ability of the Department to function effectively. The member shall be informed in writing of the reason(s) for the dismissal and shall have the right to appeal through the Dispute Resolution Process.

4. Appointment Revoked

Should a member fail to make the changes detailed in the formal warning process—or where 17.3 applies—the Fire Chief, with the concurrence of the Deputy Fire Chief (or designated Officer), may revoke the member's appointment. The decision will be provided in writing, stating the reason(s), effective date, and the member's right of appeal.

Appeal. A member may appeal a revocation by submitting a written notice to the Chair of the Society Board (chair@extensionfire.ca) within 14 days of receipt. The Society Board (or an appeal panel it appoints) will review the record, may request written submissions from the member and Fire Chief, and will issue a final decision. The Board's review is limited to process fairness and reasonableness of the decision; it does not conduct incident command or operational re-adjudication.

Upon written request by the member, formal warning documentation may be removed from the member's personnel file only after completion of a three (3) year period from the time of the incident and where there has been no recurrence of the behaviours which led to the warning.

In order to ensure material is removed from a member's file, the member will provide a written request to the Fire Chief. The Fire Chief will review the file and, if conditions outlined above have been met, remove the material and return it to the member.

Disciplinary and investigation records will be retained in accordance with EXTFD records practices and applicable privacy law.



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18.0 DISPUTE RESOLUTION PROCESS

A member who is dissatisfied with any personnel rule or with a corrective action decision should first bring the matter to the Fire Chief. If the matter involves the Fire Chief personally, the member may bring it to the Deputy Fire Chief. Appeals of suspensions or dismissals decided under 17.0 may be made to the Chair of the Society Board within 14 days of written notice. The Society Board's role is limited to appeals and to the appointment or dismissal of the Fire Chief.

Appeals of findings made under Policy EXTFD-02 follow this Dispute Resolution Process unless an external investigator/appeal route is required for impartiality.

19.0 RECOGNITION AND ENGAGEMENT

Material of a positive or complimentary nature, such as letters of commendation, will be shown to the member and subsequently placed in their personnel file.

20.0 HONORARIA, STIPENDS & EXPENSES

There are two—and only two—stipend categories at EXTFD: (1) Tuesday Night Training Sessions, and (2) BC Wildfire Service (BCWS) Tasked (V#) Incidents. Rates and any category-specific rules are set by the Society Board and published in the EXTFD Stipend Schedule.

- a) Authority. The Society Board approves stipend categories, rates, eligibility criteria, and payment cadence; details are posted in the EXTFD Stipend Schedule.
- b) Eligibility (general). Stipends are available to active members in good standing who meet attendance, training, and conduct expectations set by this policy and Operational Guidelines, and who are on EXTFD payroll.
- c) Payment cadence (quarterly). Stipends are issued quarterly for full quarters only. Quarters are: Q1 (Jan–Mar), Q2 (Apr–Jun), Q3 (Jul–Sep), Q4 (Oct–Dec). No pro-rating is applied for partial quarters.
- d) Start of stipend eligibility. Stipend payments begin with the first full quarter after the member is added to payroll, subject to the category rules below.

- i. Category 1 — Tuesday Night Training Sessions (Regular Members only)

The Tuesday training stipend is payable only to Regular Members (Yellow Hat). Recruits and Junior Members are not eligible for this category during probation. Eligibility begins the first full quarter after confirmation as a Regular Member (see 15.0).

- ii. Category 2 — BCWS-Tasked (V#) Incident Pay

The BCWS-tasked (V#) incident stipend is payable to authorized members who attend and action a BCWS-Tasked Incident under an issued V#.

Basis of payment: members are paid for hours worked on the V# incident at the rate set in the EXTFD Stipend Schedule. Time must be supported by approved incident



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timekeeping (e.g., BCWS V# timesheets/crew sheets, ICS-214 or unit logs, and/or EXTFD time records), signed by the IC/Officer and validated by the Fire Chief (or designate).

Records & close-out: V# documentation (task number, dates, roster, hours) shall be retained with the incident package and provided to the Society Treasurer for payment processing.

- e) Tax reporting. Stipend/honoraria amounts may be reported to the CRA (e.g., T4A). Members are responsible for their own tax/rate impacts.
- f) Expenses (separate from stipends). Pre-approved expenses (e.g., training travel) are reimbursed per the EXTFD Expense/Reimbursement procedure and must include receipts. See 16.4 Educational Reimbursement.
- g) Stipends/honoraria are provided in recognition of volunteer service and do not create an employment relationship.
- h) The Society Treasurer (or designate) administers stipends and payroll onboarding; questions can be directed to the Society via the contact published in the Stipend Schedule.

Note: Specific stipend rates, categories, and the payment calendar are contained in the EXTFD Stipend Schedule approved by the Society Board.

21.0 GENERAL CONDITIONS

21.1 PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS

The Fire Department will pay membership dues in collaboration with the Fire Chief for Officers for Fire Service-related Associations subject to budget approval.

21.2 SMOKING AND VAPING

Smoking or vaping, is not permitted anywhere in EXTFD facilities or Department vehicles.

21.3 ALCOHOL AND DRUGS

No alcohol is permitted in the fire hall, or any other Department facility, nor in Department vehicles at any time.

Members shall not consume or be in possession of alcohol or illegal drugs while representing the Department in any capacity.

Prescription medications or over-the-counter substances that may impair judgment or physical ability must be disclosed to the Fire Chief or Senior Officer prior to participation in any fire, practice, or duty.

21.4 IMPAIRMENT FROM PERFORMING DUTIES

- a) No member may participate at any fire, practice, or meeting if impaired by alcohol, cannabis, prescription drugs, illegal drugs, or any other substance — including fatigue. The judgment of the



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Senior Officer, or IC present on the scene is final on the matter.

- b) Any offence under this heading is grounds for corrective action under 17.0, up to and including dismissal.

21.5 FACILITY USE BY THE FIREFIGHTERS' ASSOCIATION

Meetings or events of the Firefighters' Association at EXTFD facilities must be scheduled so as not to impact operational readiness and remain subject to all EXTFD policies (safety, alcohol, smoking/vaping, conduct, confidentiality, and communications). Use of apparatus or equipment is not permitted unless expressly authorized by the Fire Chief. Booking and access must be coordinated through the Fire Chief (or designate). The Association may not imply EXTFD or Society sponsorship without prior authorization under 21.6 Communication with the Public and 21.7 Confidentiality of Information.

21.6 COMMUNICATION WITH THE PUBLIC

Any requests for information from the media (such as newspapers, television, etc.) must be referred to the Fire Chief.

The Firefighters' Association shall not issue public statements on behalf of EXTFD or the Society without prior written authorization from the Fire Chief or the Society Board.

The Firefighters' Association may issue communications about its own activities; however, such communications must not imply representation of EXTFD or the Society and must comply with this policy, the Confidentiality of Information section, and 21.6A Social Media & Electronic Communications.

21.6A SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS

- a) Only the Fire Chief (or designate) or the Society Board may issue public statements on behalf of EXTFD or the Society.
- b) Members and the Firefighters' Association must not imply representation of EXTFD or the Society without express authorization.
- c) Do not post or share incident details, photos, video, radio traffic, or any identifiable images of people, vehicles, or property without authorization from the Fire Chief (or designate).
- d) Do not post about an incident until cleared by the Fire Chief or Incident Commander.
- e) Do not use the EXTFD or Society name, crests, uniforms, apparatus, or facilities in personal posts in a manner that implies official endorsement or sponsorship.
- f) Online conduct must comply with the Code of Ethics, Policy EXTFD-02 (Workplace Bullying & Harassment Prevention), and 10.0 Respectful Workplace and Standards of Conduct.
- g) Do not share internal EXTFD messages, documents, training materials, or paging/dispatch information outside approved internal channels. Do not disclose personal information obtained through EXTFD activities; comply with FOIPPA and this policy's 21.7 Confidentiality of Information.



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- h) When speaking generally about the fire service from a personal account, include a clear disclaimer (e.g., “Views are my own and do not represent EXTFD or the Society”). A disclaimer does not permit disclosure of confidential or operational information.
- i) Breaches of this section may result in corrective action under 17.0 Corrective Action, up to and including immediate dismissal, and may also be addressed under Policy EXTFD-02.

21.7 CONFIDENTIALITY OF INFORMATION

- a) Members will be as transparent as possible with the public concerning the conduct of EXTFD and the Society Board while respecting the need to protect information that is designated as confidential. Confidential information will only be shared with individuals authorized to see it.
- b) The provisions of the Freedom of Information and Protection of Privacy Act will be respected especially with respect to the protection of personal or private business information.
- c) Members and the Firefighters' Association shall not make public statements or release information on behalf of EXTFD or the Society without the express authorization of the Fire Chief or the Society Board.
- d) The Firefighters' Association is not authorized to receive EXTFD confidential information unless expressly approved by the Fire Chief or the Society Board for a defined purpose.

21.8 EQUIPMENT USE

- a) No member shall drive the fire apparatus unless properly qualified and directed to do so by the Fire Chief, Deputy Chief, or by an Officer delegated by them. Members shall observe all traffic regulations.
- b) No person, not a member of the Department, unless authorized by a Department Officer, shall be allowed to ride on the apparatus or to handle equipment.
- c) When equipment or apparatus is involved in an accident, the driver shall immediately report the incident to the IC, and both shall make a written report to the Fire Chief.
- d) Any member involved in an accident while on duty in a private car, shall immediately report the accident to the IC and both shall make a written report to the Fire Chief.
- e) Any injuries incurred in the performance of duties shall be reported immediately to the IC and both shall make a written report to the Fire Chief.
- f) Defective or unsafe equipment shall be removed from service (OOS) and reported to an Officer and the Engineering Committee without delay.
- g) Repairs or adjustments to apparatus and safety-critical equipment shall be performed only by qualified personnel as authorized by an Officer or the Engineering Committee.



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21.9 RULES AND GUIDELINES FOR PROBATIONARY MEMBERS

- a) As a probationary member you will serve a minimum twelve-month probationary period (this period may be extended).
- b) After serving your probationary period, you will be assessed as to whether you have met your probationary requirements. Following a successful assessment, you will be offered membership with the department.
- c) Beards and moustaches are not allowed if they interfere with an air mask seal.
- d) Members must notify the IC or Fire Chief when leaving duty.
- e) Probationary junior members may not enter burning buildings or drive fire vehicles.
- f) Members must not talk about Fire Department business outside the EXTFD. The Fire Chief is the only spokesperson for the department, and any questions on a fire will be directed to the Chief.
- g) Members shall obey and respect officers at all times.
- h) As a probationary member, you should familiarize yourself with the posted Volunteer Terms and Conditions of Appointment and operational guidelines.
- i) Probationers may be requested to complete physical and medical assessment requirements of the Fire Service before participating in any fire related activities including but not limited to fire and emergency responses, training and practices.
- j) Stipend eligibility during probation. Recruits and Junior Members are not eligible for the Tuesday Night Training Sessions stipend until confirmed as Regular Members (Yellow Hat) (see 15.0 and 20.0). BCWS-Tasked (V#) Incident Pay may be earned only when the member is authorized, qualified, on payroll, and assigned to the V# incident under EXTFD procedures.
- k) External training eligibility. Members are eligible for third-party/external training, courses, or conferences only after successful completion of the twelve (12) month probationary period and confirmation as an active member. Prior to the completion of probation, training is limited to in-house/on-department training. The Fire Chief may authorize earlier external training only where an operational need exists; such approval does not alter probation status. Reimbursement and approvals are governed by 16.4 Educational Reimbursement.

22.0 WORKPLACE BULLYING & HARASSMENT PREVENTION

EXTFD maintains a respectful, safe, and inclusive environment. Bullying and harassment are not acceptable or tolerated. Policy EXTFD-02 – Workplace Bullying & Harassment Prevention Policy governs definitions, reporting channels (including when a supervisor/Chief is implicated), investigation procedures, required training, and non-retaliation.

Substantiated findings under EXTFD-02 will be addressed through the Corrective Action provisions of this policy, up to and including dismissal.

For clarity, reasonable direction, justified performance feedback, and disciplined IC command decisions do not constitute bullying or harassment.



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23.0 ADDENDUM TO VOLUNTEER FIRE DEPARTMENT POLICY

The Extension & District Volunteer Fire Department (EXTFD) holds its members to the highest standards of professionalism, integrity, and accountability. Membership in the Department is a privilege, not a right, and requires conduct that maintains public trust and fosters a safe, respectful, and effective working environment.

This Code of Ethics is binding on all members of EXTFD, whether on duty, off duty, or representing the Department in any capacity. Failure to uphold this Code may result in corrective action, up to and including the revocation of appointment, in accordance with the Department's Corrective Action and Dismissal Policy.

By accepting appointment to the EXTFD, each member affirms their commitment to abide by this Code of Ethics and to conduct themselves in a manner that honors the Department, the Society, the fire service profession, and the community we serve.

FIREFIGHTER CODE OF ETHICS

As members of the Extension & District Volunteer Fire Department (EXTFD), we serve in a position of public trust. Our actions, both on and off duty, reflect not only on ourselves but on the Department, the fire service profession, and the community we protect. We recognize our responsibility to uphold the highest standards of integrity, professionalism, and respect.

Therefore, as members of EXTFD, we pledge the following:

PROFESSIONAL CONDUCT

- Always conduct ourselves, on and off duty, in a manner that reflects positively on ourselves, EXTFD, and the fire service as a whole.
- Accept responsibility for our actions and the consequences that follow.
- Exercise professionalism, competence, respect, and loyalty in the performance of our duties.
- Support the concept of fairness and the value of diverse thoughts and opinions.

INTEGRITY AND ACCOUNTABILITY

- Be truthful and honest at all times and report acts of dishonesty, cheating, or other conduct that compromises the integrity of the fire service.
- Conduct personal affairs in a manner that does not improperly influence the performance of our duties, nor bring discredit to EXTFD or the Society.
- Avoid financial interests, outside employment, or other activities that conflict with our role or create



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the perception of impropriety.

- Never propose or accept personal rewards, special privileges, benefits, or gifts that may create — or appear to create — a conflict of interest.

SAFETY, RESPECT, AND INCLUSION

- Be respectful and conscious of each member's safety, welfare, and dignity.
- Never harass, intimidate, threaten, or bully any fellow member of the Department or the public, and report such behavior if observed.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, disability, or medical condition.
- Avoid situations that could adversely affect the credibility, safety, or public perception of EXTFD and the fire service.

STEWARDSHIP AND PUBLIC TRUST

- Recognize that Department resources — uniforms, facilities, vehicles, and equipment — are publicly funded and shall be used responsibly and protected from misuse, theft, or waste.
- Ensure confidentiality of information gained in the course of duty, using such information only to benefit those we serve.
- Avoid substance use or impairment that compromises judgment, safety, or the performance of our duties.

SOCIAL MEDIA AND PUBLIC COMMUNICATIONS

- Responsibly use social media, electronic communications, and other media opportunities in a manner that does not discredit, dishonor, or embarrass EXTFD, the fire service, or the community we serve.
- Recognize that failure to resolve or report inappropriate use of media equates to condoning such behavior.



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CODE OF ETHICS – MEMBER ACKNOWLEDGEMENT

I, _____ (**print full name**), acknowledge that I have read and understand the Extension & District Volunteer Fire Department Code of Ethics.

I recognize that membership in the Department is a privilege that carries with it responsibilities to the community, my fellow members, and the fire service profession.

I agree to uphold the standards outlined in the Code of Ethics at all times, on duty and off duty, and to conduct myself in a manner that reflects positively on myself, EXTFD, the Society, and the fire service as a whole.

I further acknowledge that failure to comply with this Code may result in corrective action, up to and including the revocation of my appointment as a member of the Extension & District Volunteer Fire Department, in accordance with Department policy.

Member Name: _____

Signature: _____

Date: _____

Witness (Fire Chief or Deputy Fire Chief): _____

Signature: _____

Date: _____