



## ***TOWN OF ELK POINT***

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P.O. Box 448  
Elk Point, Alberta  
T0A 1A0

File No. 16-227

August 26, 2016

Elk Point Fire Department  
Po Box 727  
Elk Point, Alberta  
T0A 1A0

ATTENTION: Jon Kadutski, Deputy Fire Chief  
Jordan Cousin, Assistant Deputy Fire Chief

Dear Jon & Jordan;

RE: Appointments Under Bylaw 578/96  
Deputy Fire Chief – Jon Kadutski  
Assistant Deputy Fire Chief – Jordan Cousins  
Elk Point Fire Department

Further to the former Deputy Fire Chiefs letter dated August 10, 2016 attached, we advise the Town of Elk Point Council approved at their Regular Council meeting on Monday, August 22, 2016 the Elk Point Fire Department's request to appoint yourself, Jon Kadutski as Deputy Fire Chief and Jordan Cousin as Assistant Deputy Fire Chief for the Elk Point Fire Department.

In accordance with Clause #3.1 of Bylaw 578/16 an annual appointment is required. Therefore, please notify myself in writing by letter or email each year after the Fire Departments Annual General Meeting.

Congratulations Jon and Jordan on your new positions and appointments.

Mayor Tung, Council and Administration looks forward to working with you and all fire fighters in Elk Point providing excellent fire services to the Town and the County.

Sincerely,

Ken Gwozdz  
Chief Administrative Officer  
Town of Elk Point

C.c Town of Elk Point - Mayor & Council  
C.c County of St. Paul No. 19 – Reeve & Council  
C.c Fire Committee  
C.c County of St. Paul Chief Administrative Officer, Sheila Kitz  
C.c Director of Environmental Services – Dennis Bergheim

[www.elkpoint.ca](http://www.elkpoint.ca)

**Attention:** Ken Gwozdz- Chief Administrative Officer- Town of Elk Point

**From:** Mark Gormley- (former) Deputy Fire Chief- Elk Point Fire Department

**Subject:** New leadership at the Elk Point Fire hall

Dear Ken,

On Monday, August 8<sup>th</sup>, 2016, on our regular Monday night practice, we held a special meeting to inform the membership of recent changes pertaining to the command group at our fire hall. We agreed to keep the Fire Chief position vacant for the rest of the 2016 year out of respect for our former Chief Ken Palamerek, and continue the year with a Deputy Chief and Assistant Deputy Chief.

Our New elected command structure is as follows:

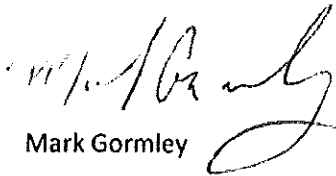
Deputy Fire Chief/County Tanker Captain: Jonny Kadutski

Assistant Deputy Chief/County Pumper Captain: Jordan Cousins

It is our hope that our selection of leadership in these individuals is acceptable to both the Town of Elk Point and County of St. Paul. I am positive they will serve and represent us well moving forward and strengthen our relationships with all parties.

Always serving and protecting our communities.

Mark Gormley



RECEIVED  
AUG 10 2016  
TOWN OF ELKPOINT

BYLAW 578/96  
TOWN OF ELK POINT

A BYLAW OF THE TOWN OF ELK POINT, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE TOWN COUNCIL TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF A FIRE DEPARTMENT.

PURSUANT to the provisions of Section 7 (a) of the Municipal Government Act, Statutes Of Alberta, 1994, Chapter M-26.1 with amendments in force as of July 15th, 1996 and any amendments thereto.

NOW THEREFORE, the Council of the Town Of Elk Point, in the Province of Alberta, in session duly assembled, enacts as follows:

1. SHORT TITLE:  
This bylaw shall be known as the "Fire Department Bylaw".

SECTION TWO - INTERPRETATIONS

- 2.1 "APPARATUS" - means any vehicle, machinery, devices, equipment, or materials for fire fighting, as well as any vehicles used for transporting fire fighters or supplies as well as the Rescue unit.
- 2.2 "COUNCIL" - means the Council for the Town of Elk Point.
- 2.3 "EQUIPMENT" - means any tools, contrivances, devices, or materials used by the Fire Department to combat an incident or other emergency.
- 2.4 "FIRE CHIEF" - means the member appointed by Council as head of the Fire Department.
- 2.5 "FIRE DEPARTMENT" - means the department established by this bylaw and includes any person duly appointed to the Fire Department by Council or the Fire Chief.
- 2.6 "FIRE PROTECTION" - means all aspects of fire safety, including but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire inspection, fire investigation, public education and information or other staff development and advising staff of those developments.
- 2.7 "INCIDENT" - means a fire, a situation where a fire or explosion is immanent or any other situation presenting a fire or possible danger to a life or property and to which the Fire Department has responded.
- 2.8 "MEMBERS" - means any person that is a duly appointed member of the Fire Department.
- 2.9 "TOWN" - means the Town of Elk Point, in the Province of Alberta.

SECTION THREE - FIRE CHIEF:

- \* 3.1 The Fire Chief shall be voted in by the Fire Department and appointed by Council.
- 3.2 The Fire Chief shall be responsible to the Council for the Fire Department and the protection of the people and property from fire in the Town.

*J.P. B.*

- 3.3 The Fire Chief shall appoint other officers and members to the Fire Department.
- 3.4 The Fire Chief may appoint other officers of the Fire Department to act as Fire Chief on his behalf.
- 3.5 The Fire Chief shall have complete responsibility and authority over the Fire Department, in conjunction with Council, to which he shall be responsible, and in particular, may carry out all fire protection activities and such other activities as Council directs including, but not limited to:
- (a) Rescue, including Vehicle Extraction.
  - (b) Extinguishing fires.
  - (c) Pre-fire planning.
  - (d) Department Disaster Plan.
  - (e) Preventative training in schools, and workshops when and where able.
  - (f) Training of members.
  - (g) public relations.
- 3.6 The Fire Chief, subject to the ratification by the Council by bylaw, may establish rules, regulations, policies and administrative framework necessary for the proper organization and administration of the Fire Department including but not limited to:
- (a) use, care and protection of Fire Department property.
  - (b) conduct and discipline of officers and members of the Fire Department, and
  - (c) efficient operation of the Fire Department.
- 3.7 The Fire Chief, or in his absence, the Senior Member present, shall have control, direction and management of any and all Fire Department apparatus, equipment and manpower assigned to an Incident and, where a Member is in charge, he shall continue to act until relieved by an officer authorized to do so.
- 3.8 The Fire Chief, or the Member in charge, at an Incident may at his discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
- 3.9 No person shall enter the boundaries or limits of an area prescribed in accordance with Section 3.8 herein, unless he has been authorized to enter by the Fire Chief or the Member in charge.
- 3.10 The Fire Chief, or the Member in charge, at an Incident may request the RCMP to enforce restrictions on persons entering within the boundaries or limits outlined in Section 3.8. herein.
- 3.11 The Fire Chief, or Member in charge, at an Incident is empowered to enter, pass through or over buildings or property adjacent and to cause Members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property, where he deems it necessary to gain access to the Incident or to protect any persons or property.
- 3.12 The Fire Chief may obtain assistance from other officials of the Municipality as he deems necessary in order to discharge his duties and responsibilities under this bylaw.
- 3.13 Regulations, rules or policies made pursuant to Section 3.5, herein shall not be inconsistent with the legislation and regulations of the Province of Alberta.



SECTION FOUR - CONTROL OF FIRE HAZARDS:

- 4.1 If the Council finds within its municipal boundaries on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.
- 4.2 When Council finds that an order is made pursuant to Section 4.1 herein, has not been carried out, it may enter on the land with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 4.3 The owner or occupier of the land on which work has performed pursuant to section 4.2 herein, shall on demand reimburse the Council for the cost of the work performed and in default of payment the Council has a lien for the amount against the land and improvements on it.

SECTION FIVE - RECOVERY OF COSTS:

- 5.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident within or outside the Municipal boundaries of the Town or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within or outside of the Municipality, including any such action taken by the Fire Department on a false alarm, the Council may, in respect of any costs incurred by the Fire Department in taking such action charge any costs so incurred by the Fire Department to the person who caused the fire or the owner or occupant of the land in respect of which the action was taken.
- 5.2 The schedule of fees to be charged from fire, rescue, also rescue from vehicle extraction, and dangerous goods, shall be set from time to time by resolution of Council.
  - 5.2.1 the Town may recover such costs or fees as a debt due and owing to the Town.
  - 5.2.2 in the case of action taken by the Fire Department in respect of land within the Town, where the cost or fee is not paid upon demand by the Town, then in default of payment, such costs may be charged against the land as taxes due and owing in respect of that land.

SECTION SIX - OFFENSES:

- 6.1. No person shall:
  - 6.1.1 impede, obstruct or hinder a Member of the Fire Department, or other person assisting or acting under the direction of the Fire Chief or the Member in charge at any Incident.
  - 6.1.2 damage or destroy Fire Department apparatus or equipment.
  - 6.1.3 at an Incident, drive a vehicle over any equipment without permission of the Fire Chief or the Member in Charge.
  - 6.1.4 obstruct a Member from carrying out any function or activity related in any way to fire protection.

A handwritten signature in dark ink, appearing to be 'J.R. P.', is located in the bottom right corner of the page.

- 6.1.5 falsely represent themselves as a Fire Department Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.
- 6.1.6 obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for fire-fighting purposes.

SECTION SEVEN - PENALTIES:

- 7.1 Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or who refrains from doing anything required to be done by the provisions of this bylaw, or who does any act or thing or omits any act or thing, thus violating any of the provisions of this bylaw, and upon conviction, is liable to a fine not less than \$1,000.00 and not more than \$2,500.00. No person found guilty of an offence under this bylaw shall be liable to imprisonment.

SECTION EIGHT - BYLAWS RESCINDED:

- 8.1 Bylaw #76 dated January 1958 is hereby rescinded.
- Bylaw #249 dated December 1976 is hereby rescinded.

SECTION NINE - EFFECTIVE DATE:

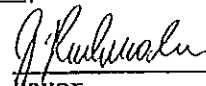
- 9.1 This bylaw shall come into force and effect on the final date of passing thereof.

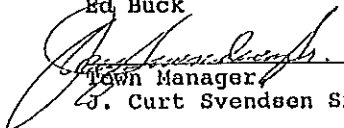
READ A FIRST TIME THIS 9<sup>th</sup> DAY OF December, 1996.

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF December, 1996.

RESOLUTION # 96-110 APPROVED THIRD READING THIS 9<sup>th</sup>, DAY OF December, 1996.

READ A THIRD TIME AND FINALLY PASSED BY A MAJORITY OF THOSE PRESENT THIS 9<sup>th</sup> DAY OF December, 1996.

  
\_\_\_\_\_  
Mayor,  
Ed Buck

  
\_\_\_\_\_  
Town Manager,  
J. Curt Svendsen Sr.