

**MUNICIPAL VOLUNTEER FIRE  
DEPARTMENT CODE  
CANADA 1962**

**ISSUED BY THE  
ASSOCIATE COMMITTEE ON NATIONAL FIRE CODES  
NATIONAL RESEARCH COUNCIL  
OTTAWA, CANADA**

The Use of this Code in Canada is commended by the following Organizations

- All-Canada Insurance Federation
- Association of Canadian Fire Marshals
- Canadian Association of Fire Chiefs
- Canadian Federation of Mayors and Municipalities
- Canadian Underwriters' Association

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## MUNICIPAL VOLUNTEER FIRE DEPARTMENT CODE

The Municipal Volunteer Fire Department Code is published by the National Research Council as an advisory document having for its primary purpose the promotion of effective volunteer fire department organizations throughout Canada and has been designed as a companion document to the Municipal Fire Department Code which has been developed for full-time fire departments. It has been drafted as a bylaw, but has no legal status until enacted by the proper local authority with a reference to the appropriate provincial enabling legislation. The Code is essentially a set of minimum requirements for the establishment and regulation of municipal volunteer fire departments in Canadian municipalities. Although all the functions outlined in the Code are necessary for the efficient operation of a large volunteer fire department, the same number of divisions may not be required to carry out the efficient operation of smaller volunteer fire departments. Some of the functions, therefore, may be deleted or consolidated according to the requirements of the particular municipality. Although the Code has been designed essentially for enactment by incorporated municipalities, it may be equally applied to any areas or fire districts so defined by the appropriate bylaws or legislation.

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Bylaw No. \_\_\_\_\_ being a  
bylaw to establish a fire department;

WHEREAS The \_\_\_\_\_ Act  
(Appropriate)  
provides that the Council may by bylaw establish and regulate a  
fire department;

Therefore, the Council of The Corporation of the \_\_\_\_\_  
(Municipality) of \_\_\_\_\_ (Name) enacts as follows:

- 1. In this bylaw, unless the context otherwise requires,
  - (a) "Council" means the Council of the \_\_\_\_\_ (Municipality)  
of \_\_\_\_\_ (Name).
  - (b) "Department" means the \_\_\_\_\_ (Name)  
Fire Department.
  - (c) "member" includes an officer.

2. A department for the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Name)  
to be known as the \_\_\_\_\_ Fire Department is  
(Name)  
hereby established and the head of the Department shall be known  
as the Chief of the Department.

3. In addition to the Chief of the Department, the Department  
personnel shall consist of a deputy chief and such number of district  
chiefs, captains and other officers and members as from time to  
time may be deemed necessary by the Council.

4. (1) The Chief of the Department may recommend to the  
Council the appointment of any qualified person as a member of  
the Department.

(2) A person is qualified to be appointed a member of the  
Department for fire fighting duties who

- (a) is not less than \_\_\_\_\_ years of age and not more  
than \_\_\_\_\_ years of age,
- (b) has successfully completed at least grade \_\_\_\_\_,
- (c) is of good character,
- (d) passes such aptitude and other tests as may be  
required by the Chief of the Department,
- (e) is medically fit to be a member as certified by a  
physician designated by the Chief of the Depart-  
ment, and
- (f) resides within the \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Name)

(3) A person appointed as a member of the Department  
for fire fighting duties shall be on probation for a period of \_\_\_\_\_  
\_\_\_\_\_ during which period he shall take such  
training and examinations as may be required by the Chief of the  
Department.

(4) If a probationary member appointed for fire fighting duties fails any such examinations, the Chief of the Department may recommend to the Council that he be dismissed.

5. The remuneration of all members of the Department shall be as determined by the Council.

6. The Chief of the Department is responsible to the Council for the proper administration and operation of the Department, for the discipline of its members, and

- (a) may make such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department and generally for the efficient operation of the Department, provided that such general orders and rules do not conflict with the provisions of any bylaw of the municipality,
- (b) shall review periodically the policies and procedures of the Department and may establish an Advisory Committee consisting of such officers as he may determine from time to time to assist him in this duty,
- (c) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal bylaws respecting fire prevention and exercise the powers and duties imposed on him by The \_\_\_\_\_ Act, (Appropriate)
- (d) is responsible for the enforcement of this bylaw and the general orders and departmental rules,
- (e) shall report all fires to the Fire Marshal or Fire Commissioner as required by The \_\_\_\_\_ Act, (Appropriate)
- (f) shall submit to the Council for its approval, as required by the Council, the annual estimates of the Department.

7. The Deputy Chief shall report to the Chief of the Department on the activities of the divisions and carry out the orders of the Chief and, in the absence of the Chief, has all the powers and shall perform all the duties of the Chief.

- 8. (1) The Department is composed of the following divisions:
  - Division of Administration and Communications
  - Division of Apparatus and Equipment
  - Division of Fire Fighting
  - Division of Fire Prevention
  - Division of Training and Fire Civil Defence.

(2) Each division of the Department, except the Division of Fire Fighting, is under the direction of an officer who is responsible to the Deputy Chief for the proper operation of the division.

(3) The Division of Fire Fighting is under the direction of the Deputy Chief who is responsible to the Chief of the Department for the proper operation of the Division.

9. The officer in charge of the Division of Administration and Communications is responsible to the Deputy Chief for the carrying out of the following duties of the Division:

1. Provide administration facilities for the Chief and Deputy Chief of the Department.
2. Prepare the departmental budget and exercise control of the budget.
3. Prepare the payroll of the Department and initiate requisitions for materials and services and certify all accounts of the Department.
4. Maintain personnel records.
5. Arrange for the provision of medical services.
6. Arrange for the provision of new buildings.
7. Prepare the annual report of the Department.
8. Carry out the general administrative duties of the Department.
9. Receive alarms and despatch apparatus.
10. Prepare specifications for new communication systems and for additions to existing communication systems.
11. Maintain the communication systems of the Department.

10. The officer in charge of the Division of Apparatus and Equipment is responsible to the Deputy Chief for the carrying out of the following duties of the Division:

1. Prepare specifications for the purchase of apparatus and equipment.
2. Maintain and keep in repair all existing buildings, fire-fighting, rescue and salvage apparatus of the Department.
3. Modify apparatus and equipment.
4. Provide recharging facilities for fire-fighting extinguishers and cylinders and to test and repair hose.
5. Provide liaison with the Water Works Commission in order to ensure an adequate flow of water in new water works projects and the adequate maintenance of existing water works facilities for the use of the Department.
6. Issue clothing, equipment and cleaning supplies.
7. Prepare the annual report and budget of the Division of Apparatus and Equipment to be submitted to the Division of Administration and Communications.



11. (1) The Division of Fire Fighting is composed of \_\_\_\_\_ Districts.

(2) The \_\_\_\_\_ of \_\_\_\_\_  
(Municipality) (Name)  
 comprises \_\_\_\_\_ districts and each district is composed of such number of companies as the Chief of the Department may determine.

(3) The Deputy Chief is responsible to the Chief of the Department for the management and operation of the Division of Fire Fighting and for the carrying out of the following duties of the Division:

1. Prevent, control and extinguish fires.
2. Conduct through the Division of Fire Fighting or the Division of Fire Prevention, investigations of fires in order to determine cause, origin and circumstances, and, where appropriate, to notify the authority having jurisdiction to conduct an investigation.
3. Perform rescue and salvage operations and render first aid.
4. Respond and assist at such emergencies as may be required by the Chief of the Department.
5. Participate in training at stations.
6. Conduct company fire prevention and familiarization inspections of premises.
7. Perform apparatus maintenance and cleaning duties at stations.
8. Prepare the annual report and budget of the Division of Fire Fighting to be submitted to the Division of Administration and Communications.

(4) A District Chief is in command of the district to which he is assigned and is responsible to the Deputy Chief for the proper operation of that district.

(5) A Captain is in command of the Company to which he is assigned and is responsible for the proper operation of that company to the District Chief of the district in which the company is located.

(6) Where the Chief of the Department designates a member to act in place of an officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.

12. The officer in charge of the Division of Fire Prevention is responsible to the Deputy Chief for the carrying out of the following duties of the Division:

1. Conduct fire-prevention inspections of premises.
2. Enforce fire-prevention bylaws.

3. Examine building plans.
  4. Provide personnel for fire-prevention lectures.
  5. Establish and maintain photography facilities.
  6. Maintain fire-loss records.
  7. Receive, process and follow up reports of fire-prevention inspections conducted under the Division of Fire Fighting.
  8. Prepare the annual report and budget of the Division of Fire Prevention to be submitted to the Division of Administration and Communications.
13. The officer in charge of the Division of Training and Civil Defence is responsible to the Deputy Chief for the carrying out of the following duties of the Division:
1. Conduct training for all personnel of the Department in fire administration, fire prevention and fire fighting.
  2. Administer training programs in stations.
  3. Prepare and conduct examinations of members as required by the Chief of the Department.
  4. Enrol fire civil defence personnel for the Department and provide for their training.
  5. Provide liaison with the local civil defence organization.
  6. Prepare fire civil defence operational plans and standard fire civil defence operating procedures.
  7. Prepare the annual report and budget of the Division of Training to be submitted to the Division of Administration and Communications.
14. (1) The provisions of this section with respect to the promotion of members do not apply to the Deputy Chief.
- (2) Any member having at least ..... years of service with the Department may make application to the Chief of the Department to qualify him for promotion to a rank immediately superior to his present rank.
- (3) Every recommendation for promotion of a member made to the Council by the Chief of the Department shall be based on the evaluation of:
- (a) the results of examinations taken by the member,
  - (b) the age and physical fitness of the member, and
  - (c) the fire and station record of the member.
- (4) When, in the opinion of the Chief of the Department, all other factors for the promotion of two or more members are equal, seniority of service in the Department governs.

(5) The fire fighting and station record of each member of the Department shall be evaluated annually as follows:

1. The Captain of each company shall evaluate each member of the company.
2. The District Chief of each district shall evaluate the Captains and other members under his jurisdiction.

(6) The Chief of the Department and the Deputy Chief shall evaluate all members of the Department who are participating in an examination for promotion.

(7) Every applicant for promotion shall take such written, oral and practical examinations as may be required by the Chief of the Department.

15. Every member of the Department appointed for fire fighting duties is subject to a medical examination at least once annually and at such other times as the Chief of the Department may require.

16. (1) Every member of the Department shall report for duty at the time prescribed by the departmental rules and shall remain on duty until relieved.

(2) In the case of a member failing to report for duty, the officer in charge shall report this in writing, through his superior officer, to the Chief of the Department.

(3) No member,

- (a) while in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except in the performance of his departmental duties,
- (b) if his ability is impaired by the use of an intoxicating beverage or drug, shall be permitted to remain on duty,
- (c) while on duty, shall consume any intoxicating beverage or drug.

(4) No member shall solicit the influence or support of anyone in order to secure a transfer, promotion or other advantage.

17. (1) The Chief of the Department may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this bylaw or the general orders and departmental rules that in the opinion of the Chief would be detrimental to the discipline and efficiency of the Department.

(2) Following the suspension of any member the Chief of the Department shall report the suspension and his recommendation to the Council.

(3) A member shall not be dismissed without being afforded an opportunity for a hearing before Council, if he makes a written request for such hearing within seven days after receiving notice of his proposed dismissal.

18. The Department shall not respond to a call with respect to a fire or an emergency outside the limits of the municipality except with respect to a fire or an emergency,

- (a) that in the opinion of the Chief of the Department threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,
- (b) in a municipality with which an agreement has been entered into to provide fire protection, or
- (c) on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefor.

19. This bylaw comes into effect on the day it is passed by Council.

Passed this ..... day of ..... 19.....

-----  
Head of Municipality

-----  
Clerk of Municipality

## ADVISORY REFERENCE MATERIAL

### INTRODUCTION

The reference material contained in this section shall not form part of the text of the Code, but is rather intended to assist councils and fire chiefs in the enactment and administration of the Code.

Explanatory notes have been prepared to provide additional information concerning the text of the Code, and the same numbering has been used as in the section to which they refer.

The statements regarding provincial enabling legislation indicate the provincial statutes under which local municipalities are given authority, in their respective provinces, to pass bylaws for the establishment and regulation of a fire department. It is recommended, however, that prior to passing any such bylaw, direct reference be made to the appropriate provincial laws.

The Organization Chart for a volunteer fire department, which formed the basis in drafting the Code, is included to assist in the development of a fire department organization.

A Medical Examination Report Form which has been reviewed and approved by the Academy of Medicine (Canada) and an application form are included to assist fire chiefs in determining the physical condition of recruits and in processing their applications.

A set of disciplinary rules for a volunteer fire department and a constitution and bylaws to form an association have been prepared by the Committee and copies may be obtained by writing to the Secretary, Associate Committee on National Fire Codes, National Research Council, Ottawa 2.

## EXPLANATORY NOTES

1. (a) Where the Municipal Council has delegated certain of its administrative powers to an Executive Authority, this Authority should be cited, rather than the Council, throughout the text of the Code wherever the word *Council* appears.

3.-4. All members of a volunteer fire department should be appointed by the Municipal Council on the recommendation of the Chief of the Department. This applies particularly to the Chief, Deputy Chief and officers of the Department, in which case such appointment should be expressed by bylaw of the municipality. The former practice of the members of a volunteer fire department electing their chief and officers is not recommended as it does not always provide the most qualified individual, and in many cases it prevents the most essential continuity of service for fire department officers.

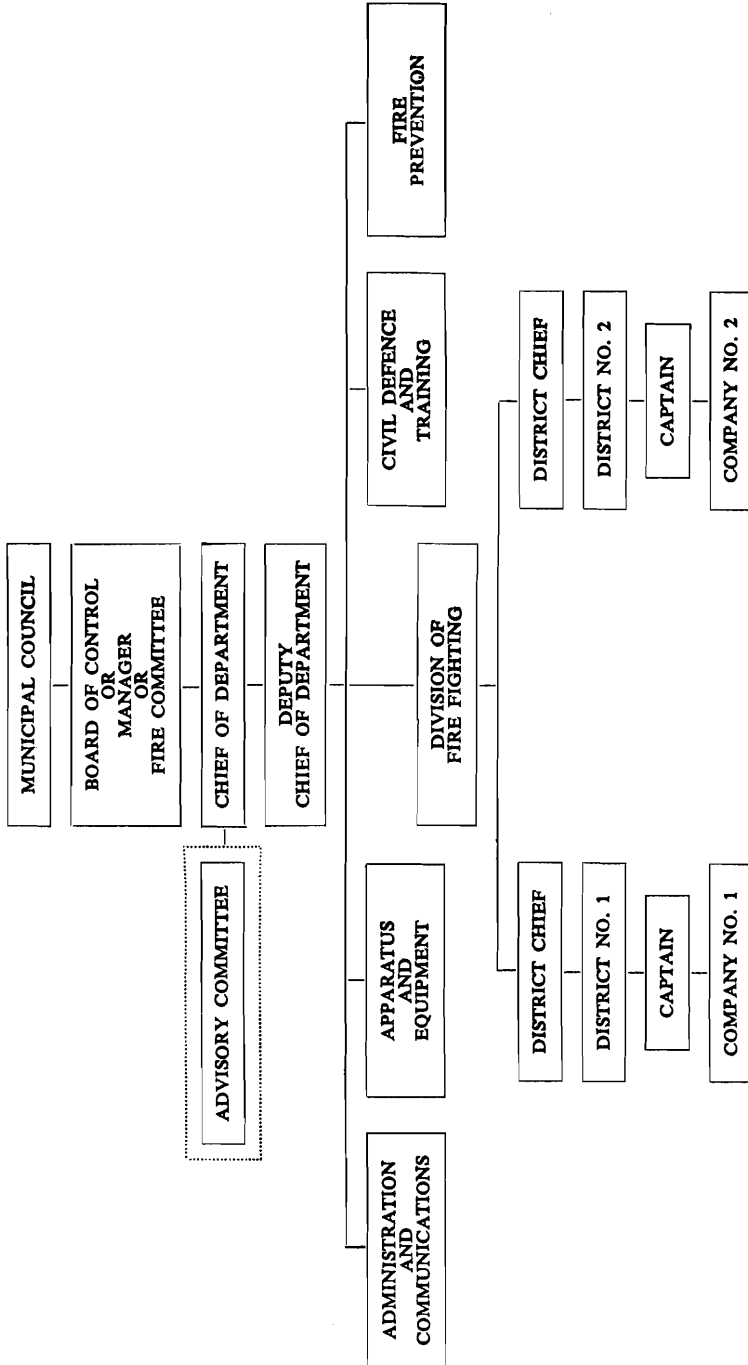
6. The Acts referred to in this section are the Provincial Fire Marshals or Fire Commissioners Acts or the Fire Prevention Acts of the respective Provinces.

9. (3) Many volunteer fire fighters are remunerated on the basis of a point system with each point having a certain monetary value. Points are given for attendance at training exercises, performance of fire prevention duties, attendance at fires and any other function they may be assigned by the Chief of the Department.

**STATEMENTS REGARDING  
PROVINCIAL ENABLING LEGISLATION**

<i>ALBERTA</i>	City Act, Section 276, Para "n", Towns and Village Act, Section 303, Para "o".
<i>BRITISH COLUMBIA</i>	Municipal Act, R.S.B.C. 1957, Chapter 42, Part XIX and Sec- tion 641(1).
<i>MANITOBA</i>	Municipal Act.
<i>NEW BRUNSWICK</i>	Villages Act, R.S.N.B. Chapter 242, 1950. Towns Act, R.S.N.B. Chapter 234, 1952. Districts Act, R.S.N.B. Chapter 136, 1952.
<i>NEWFOUNDLAND</i>	Local Government Act and City Acts.
<i>NOVA SCOTIA</i>	Municipal Act, Section 21, Towns Incorporation Act, Section 215, City Charter.
<i>ONTARIO</i>	Municipal Act, R.S.O. 1960, Chapter 249, Section 379(1), Paras 24, 25.
<i>PRINCE EDWARD ISLAND</i>	Fire Prevention Act, Chapter 59, April 9, 1952.
<i>QUEBEC</i>	Municipal Code, Articles 407-419 and 78-3A-78-3B. Cities and Towns Law Chapter 233 (1941), Revised Statutes, Paras 18-39.
<i>SASKATCHEWAN</i>	City Act, Chapter 137, Revised Statutes 1953, Section 235(1). Town Act, Chapter 138, Revised Statutes 1953, Section 221(1). Village Act, Chapter 49, 1960, Sections 182(1), 246(1), 155. Rural Municipality Act, Chapter 50, 1960, Sections 190(1), 157.

# Organization Chart — Municipal Volunteer Fire Department



This chart illustrates the organization of a volunteer fire department describing operational command and divisional responsibilities. Due to space limitations only two districts are shown but additional districts may be incorporated as required. This chart is functional and may be adjusted to conform to different sized municipal operations. However, regardless of size of municipal operations all the functions illustrated in the chart are required to be performed by an efficient organization and if desired for small departments two or more of the divisional functions may be combined.



MEDICAL EXAMINATION REPORT

Title of Position	Date of Birth
	Month                      Day                      Year

Name \_\_\_\_\_ Date \_\_\_\_\_

A. TO BE COMPLETED BY MEDICAL EXAMINER

Height (without shoes) \_\_\_\_\_ ft. \_\_\_\_\_ in.

Weight \_\_\_\_\_ lb. Has weight changed within the last year? Gained \_\_\_\_\_ lb.

Lost \_\_\_\_\_ lb.

Eyes: Left 20/\_\_\_\_\_ Right 20/\_\_\_\_\_

Both 20/\_\_\_\_\_ Colour Vision \_\_\_\_\_

Chest: Inspiration \_\_\_\_\_ Expiration \_\_\_\_\_

Lungs: Check for asthma, tuberculosis, bronchitis. \_\_\_\_\_

Heart: Cardio-vascular system \_\_\_\_\_

Pulse Rate \_\_\_\_\_ Blood Pressure: Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_

Genito-Urinary: Varicocele \_\_\_\_\_ Obesity \_\_\_\_\_

Hydrocele \_\_\_\_\_ Flat Feet \_\_\_\_\_

Kidneys \_\_\_\_\_ Hammer Toes \_\_\_\_\_

Hernia (actual or potential) \_\_\_\_\_ Varicose Veins \_\_\_\_\_

Spinal Curvature \_\_\_\_\_ Extremity Defects \_\_\_\_\_

Nose \_\_\_\_\_ Hands \_\_\_\_\_

Hearing \_\_\_\_\_ 20/\_\_\_\_\_ Teeth \_\_\_\_\_

Evidences of previous operations \_\_\_\_\_

Disabilities: (Chronic catarrh, sinus, rectal diseases, etc.) \_\_\_\_\_

CLINICAL REPORT

Wasserman (or Kahn) \_\_\_\_\_ Urinalysis: Sugar \_\_\_\_\_

X-ray \_\_\_\_\_ Albumin \_\_\_\_\_

Positive Findings and Remarks \_\_\_\_\_

I hereby certify that this is a true record of the examination of the above candidate and that I have found him (not) physically fit for the duties of \_\_\_\_\_

Medical Examiner

**B. TO BE COMPLETED BY THE APPLICANT**

1. Are you now or have you ever been associated with a tubercular person or have you a family history of mental or nervous disorders to the best of your knowledge and belief? (Give details)

---

2. To the best of your knowledge and belief have you ever had or been under observation for any disease or disorder:

- |  |                    |
|--|--------------------|
| a) Of the brain or nervous system (convulsions, nervous breakdown, insanity, loss of consciousness, spinal disease or paralysis included)? | Yes or No<br>_____ |
| b) Of the throat, lungs or chest (pleurisy, asthma or bronchitis included)?  | _____              |
| c) Of the heart, blood vessels or abnormal blood pressure (palpitation or shortness of breath included)?                                   | _____              |
| d) Of the stomach, intestines or liver (gall stones, ulcer or appendicitis included)?  | _____              |
| e) Of the genito-urinary organs (any kidney trouble, prostatitis, gonorrhoea, diabetes, albumin or sugar in urine included)?               | _____              |
| f) Including anemia, arthritis, neuritis, rheumatism, syphilis, tumor, cancer, goitre, tuberculosis, rectal trouble or mastoiditis?        | _____              |
| g) Including any kind of hernia, bodily deformity, impaired vision or hearing, or any illness, injury or impairment not already mentioned? | _____              |

3. Have you ever had:

- |                                       |       |
|---------------------------------------|-------|
| a) a surgical operation?              | _____ |
| b) surgery advised and not performed? | _____ |

4. Have you consulted a physician in the past ten years other than as above (including check-ups)?

\_\_\_\_\_

5. Have you at any time had an examination by a psychiatrist?

\_\_\_\_\_

6. What are the details of any "yes" answers to questions No. 2, No. 3, and No. 4?

Nature of Disorder	Month	Year	Duration	Result	Names and addresses of all Doctors and Hospitals

7. Are you now in good health to the best of your knowledge and belief?

\_\_\_\_\_

I certify that the information given in these answers is true

\_\_\_\_\_  
Applicant

APPLICATION FOR MEMBERSHIP IN

VOLUNTEER FIRE DEPARTMENT

- 1. Name \_\_\_\_\_
- 2. Address \_\_\_\_\_ Telephone number \_\_\_\_\_
- 3. Length of time at present address \_\_\_\_\_
- 4. Previous address (if less than five years at present address)  
\_\_\_\_\_
- 5. Age \_\_\_\_\_ 6. Marital Status \_\_\_\_\_
- 7. Present Employer \_\_\_\_\_
- 8. Address \_\_\_\_\_ Telephone Number \_\_\_\_\_
- 9. Nature of employment \_\_\_\_\_
- 10. Will your employer allow you to attend fire calls during working hours?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Employer's Signature \_\_\_\_\_
- 11. Are you on shift work? Yes \_\_\_\_\_ No \_\_\_\_\_
- 12. Education: Elementary \_\_\_\_\_ High \_\_\_\_\_ College \_\_\_\_\_
- 13. Military Service: Army \_\_\_\_\_ Navy \_\_\_\_\_ Air Force \_\_\_\_\_
- 14. Ability to drive: Car \_\_\_\_\_ Truck \_\_\_\_\_ Other Vehicles \_\_\_\_\_
- 15. Sports \_\_\_\_\_
- 16. Musical instruments \_\_\_\_\_
- 17. Special abilities \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature—wife, parent or guardian \_\_\_\_\_

<b>FOR DEPARTMENT USE ONLY</b>	
Fire Chief's Report: Favourable _____	Unfavourable _____
_____ Chief of Department	_____ Date