

**RULES
and
REGULATIONS**

OTTAWA FIRE DEPARTMENT

1951

**RULES
and
REGULATIONS**

OTTAWA FIRE DEPARTMENT

1951

SCHEDULE "A" TO BY-LAW NUMBER 9516

Rules and Regulations of the Fire Department

1. The uniformed force of the Fire Department shall consist of the Chief, Deputy Chiefs, District Chiefs, Superintendent and Assistant Superintendent of the Fire Alarm System, Chief Mechanic, Mechanics, Senior Inspector, Inspectors, Captains, Lieutenants and such other officers and men as may be designated by the Chief.

2. The uniformed force of the Department, with the exception of the Chief, the Chief Mechanic, the fire alarm and inspection staffs, shall be divided into two platoons who shall work according to the following system, namely: one platoon shall work day work of 10 consecutive hours, commencing at 8 o'clock a.m., followed immediately by 14 consecutive hours off duty, while the other platoon shall work night work of 14 consecutive hours, commencing at 6 o'clock p.m., followed immediately by 10 consecutive hours off duty, each platoon to alternate every seventh day from night work to day work and vice versa.

3. (1) The hours of duty of the Chief Mechanic, Superintendent and Assistant Superintendent of the Fire Alarm System and the inspection staff shall be from 8 a.m. to 5 p.m. from Monday to Friday inclusive of each week and from 8 a.m. to 1 p.m. on Saturday.

(2) The hours of duty of the office staff shall be from 9 a.m. to 5 p.m. from Monday to Friday inclusive of each week and from 9 a.m. to 1 p.m. on Saturday.

(3) Fire alarm transmitter operators and telephone operators shall work in shifts of eight hours each, commencing at 8 a.m., 4 p.m. and 12 midnight each day of the week, and shall be entitled to one day off duty in each calendar week.

4. The Deputy Chief shall be the second senior officer of the Department and shall be subject to and obey the orders of the Chief. It shall be the duty of the Deputy Chief, under the direction of the Chief:

- (a) to see that all buildings, apparatus and equipment of the Department are kept in a neat and clean condition and that all fire fighting apparatus and equipment is at all times ready for immediate use;
- (b) to see that all fire fighting members of the Department take part periodically in physical culture exercises and are trained in fire fighting and fire prevention;
- (c) to obtain from the officer in charge of each station such reports in writing respecting the building, apparatus, equipment, men and work performed by the station under his control as the Chief may from time to time require;
- (d) generally to assist the Chief in the fighting and prevention of fires and in maintaining the discipline and efficiency of the Department;
- (e) to assume command of all companies and to perform the duties of the Chief on all occasions when the latter is absent.

- (f) Have general charge of the platoon assigned to him and to see that all fires under his command are extinguished with the least possible damage to life and property.
- (g) The Deputy Chief or District Chief shall immediately investigate sickness or accidents of any member when reported, and forward a report to the Chief.

5. District Chiefs shall be the third senior officers of the Department and they shall be subject to and obey all orders of the Chief and Deputy Chiefs. Each District Chief shall:

- (a) have general charge of the companies and stations in the district assigned to him;
- (b) be responsible for the condition of all buildings, apparatus and equipment of the Department and for the condition, efficiency and manning of each company in his district;
- (c) assume command of the companies during fires until the arrival of his superior officer; and see that all fires are extinguished with the least possible damage to life and property.
- (d) visit each company and station in his district at least twice each week for the purpose of inspecting buildings, apparatus, equipment, reports and men.

6. Deputy and District Chiefs shall be on duty constantly during their day and night shifts at their respec-

tive quarters, except when called elsewhere on Department business.

The Drillmaster shall be responsible for all training in the handling of fire fighting and lifesaving apparatus and equipment, and shall direct and supervise promotional examinations, and shall keep all forms and records pertaining to the Drill School as the Chief may require from time to time. The Drillmaster shall be subject to and obey all orders of the Chief and Deputy Chiefs.

7. (1) The Superintendent of the Fire Alarm System shall, subject to the direction of the Chief, have the entire charge of the telegraph lines, instruments, battery and battery room and all other apparatus belonging thereto, and shall keep them in working order. He shall give practical instructions to all members of the Department in the operation of the fire alarm and radio. He shall promptly report in writing to the Chief all infractions of the rules and regulations by persons employed in the Fire Alarm Branch, and interruptions in the workings of the lines or apparatus which might cause a delay in giving or receiving an alarm of fire, and when a repair has been made he shall immediately notify the Chief in writing of the fact.

(2) The Assistant Superintendent of the Fire Alarm System shall assist the Superintendent in the performance of his duties and shall carry out the duties of Superintendent when the latter is absent from duty.

8. (1) It shall be the duty of the Secretary of the Department to keep all such books, accounts and records as the Chief may require and to make requisition

upon the instructions of the Chief for all supplies required by the Department.

9. The Chief Mechanic shall, subject to the orders of the Chief and Deputy Chiefs:

- (a) maintain and keep in repair all buildings, apparatus and equipment of the Department;
- (b) keep such records as the Chief may from time to time require of the work performed by the mechanical staff;
- (c) give all drivers and operators of fire fighting apparatus and equipment adequate instruction in the handling of the same.

10. Senior and other inspectors shall, subject to the orders of the Chief and Deputy Chiefs, exercise with care and diligence the powers set forth in Sections 15 to 19 inclusive of By-law Number 9516 and shall report daily upon a form prescribed by the Chief the results of their inspections.

11. A Captain shall be the senior officer in charge at a station and, subject to the orders of the Chief, Deputy Chiefs and District Chiefs, shall perform the following duties:

- (a) keep the station building and all apparatus and equipment therein in a neat and clean condition and all fire fighting apparatus and equipment at all times ready for immediate use;
- (b) see that all members of the Department under his command take part periodically in physical culture exercises and are trained daily except

Sunday in fire fighting, fire prevention and the proper handling of fire fighting and life saving equipment;

- (c) make such reports in writing and keep such records respecting the station and the apparatus, equipment and members of and work performed by the station, as the Chief may from time to time require;
- (d) generally assist his superior officers in the fighting and prevention of fires and in maintaining the discipline and efficiency of the Department;
- (e) assume command at all fires in his district until a superior officer arrives, and to see that all fires are extinguished with the least possible damage to life and property.

12. A Lieutenant shall be the second officer in charge at a station and shall be subject to and obey all orders of the Captain and of all officers senior thereto. He shall assist the Captain in the performance of his duties and shall carry out the duties of Captain when the latter is absent from duty.

13. The member in charge at a station when an alarm of fire is received shall be responsible for despatching apparatus and directing it to the location from which the alarm originated.

14. In addition to the duties specifically referred to in these rules and regulations, all members of the Department shall perform such duties as are defined by any By-law of the Corporation and by these or any subse-

quent rules and regulations and as may from time to time be prescribed by their superior officers.

15. All persons applying to be appointed to the Department shall complete such form of application and pass such medical examination as may from time to time be prescribed by the Chief.

16. Every member of the Department shall be re-examined by the Medical Officer as to his fitness to perform his duties in an efficient manner at intervals of two years following the date of his appointment and on any other occasion when he may be directed by the Chief to report for examination.

17. Roll call shall be made at 8 o'clock a.m. and at 6 o'clock p.m. by the commanding officer of the relieving shift and no member shall go off duty before he has been properly relieved. In case of tardiness or absence the same shall be noted and a report immediately made in writing to the Deputy Chief who shall forward the report to the Chief.

18. Tardiness extending 15 minutes or over shall constitute failure to report and in such case the Deputy Chief shall at once be notified, the position filled by a substitute or substitutes and a report made to the Deputy Chief. Members reporting 15 minutes or more late shall not be permitted to go on duty until ordered to do so by the Deputy Chief.

19. Immediately following the roll call of each shift reporting for duty, the commanding officer shall read all general or special orders received unless otherwise ordered.

20. Members on night shift shall rise at 7 o'clock a.m., make their beds in the prescribed manner, be cleaned up and in uniform before being relieved by the following shift. Beds shall not be occupied between 8 a.m. and 10 p.m. except in case of sickness.

21. ~~Members on day shift upon completion of their duties about the station shall be cleaned up and in uniform.~~

22. In case any runs shall require the cleaning of apparatus or equipment the same shall be done immediately on returning to the station by the members on duty.

23. In case of working at a fire at the hour when shifts change, it shall be the duty of the commanding officer of the relieving shift to call roll at company quarters at the appointed hour and proceed without delay with the said shift to the fire and report to the officer in command.

24. When any officer or member is detailed to act in the capacity of a higher rank he shall be allowed all the privileges pertaining to such rank and his orders shall be obeyed in all cases with the same promptness as if given by the officer regularly holding the higher rank.

25. Except as provided in section 19, no member shall work in any other member's place on the opposite shift unless so ordered by the Chief or Deputy Chief.

26. No time off duty for meals shall be allowed for members employed on shifts.

27. Every member shall immediately report to the officer in charge of his company any sickness or accident

suffered by him at the time of its occurrence, stating the cause of same and the extent of sickness or injury. The officer in charge of the company shall immediately notify the Chief of such sickness or accident on the form prescribed by the Chief and shall immediately notify the medical officer of the Department.

28. Except as otherwise provided by By-law Number 9516 and by these or any subsequent rules and regulations, no member shall be absent from duty without permission in writing of the Chief or Deputy Chief of the Department, and such permission shall be granted only on the application in writing of the member desiring to be absent made through his superior officer.

29. All uniformed members of the Department shall wear the uniform issued to them at all times when on duty and when proceeding to or from duty between their homes and quarters of companies to which they may be attached and shall not wear such uniform at any other time.

30. All members engaged in fighting a fire shall wear all fire fighting clothing and equipment issued to them.

31. All members shall be responsible for the loss of their uniform, bed clothing, fire fighting equipment, etc. issued to them and shall keep same clean at all times and in good repair.

Members to supply sheets and pillow slips and shall keep same clean at all times.

32. All clothing and equipment issued to members shall be inspected at least once in every year by the chief officers of the Department.

33. No member shall sell, trade, transfer, give or loan to any other member or person not a member any badge, clothing or departmental property issued to him or in his charge.
34. Department telephones shall not be used for other than Department business.
35. All members shall provide means of telephonic communication at or near their places of residence and keep the Department informed of the correct telephone number.
36. No member shall use any departmental badge or all or any part of his uniform for the purpose of obtaining free entry to places of public amusement where payment is required, or for any other purpose not required by the performance of his duty.
37. Every member of the Department shall devote his whole time to the work of the Department, and no member shall be engaged in, employed in, or give his personal attention to any other work or business.
38. The daily report submitted to the Chief shall be an accurate and complete history of the doings and operations of each company for each day and of the members thereof, both individually and collectively.
39. All communications relating to the Department shall be forwarded to the Chief.
40. No meetings or gatherings of persons not members of the Department shall be permitted in any station, except as authorized by the Chief, but this shall not be construed to prohibit visitors at stations, provided they

do not loiter or congregate there. Visitors shall not be permitted in any station after ten o'clock p.m. without the permission of the officer in charge of the station.

41. Except for the purpose of exercising his franchise, no member of the Department shall take part in any municipal elections, other than those pertaining to the Department, by distributing printed matter, electioneering, working on committees, or in any other manner whatsoever.

42. No member shall directly or indirectly solicit any political influence or intercession with the Chief for the purpose of effecting his transfer or promotion.

43. All members of the Department shall promptly discharge debts contracted during their term of employment.

44. All members of the Department shall reside within the limits of the City.

45. No member shall be under the influence of intoxicants while on duty.

46. No member shall gamble with cards or any instrument or device while on duty.

47. No member while in uniform shall smoke in any public place or conveyance.

48. No member of the Department shall use profane, immoral or indecent language or be guilty of conduct which may in any manner be prejudicial to the good reputation, order and discipline of the Department.

49. No member of the Department shall wantonly or maliciously make any false report of any other member either as to any offence or as to the work of the Department which may be calculated to create a disturbance or bring such other member of the Department into discredit.

50. No member shall prevent or in any way interfere with any other member carrying out these rules and regulations.

51. Infraction of any one or more of these rules and regulations shall constitute sufficient cause for suspension or dismissal.

52. The rules and regulations set out in Schedule "A" to By-law Number 6242 as the same have from time to time been amended by the Chief shall be superseded by the present rules and regulations, but all general orders of the Chief not contained in the first mentioned rules and regulations which are not in conflict with the present rules and regulations shall remain in full force and effect.

SCHEDULE "A" TO BY-LAW NUMBER 241-77
RULES AND REGULATIONS OF THE FIRE DEPARTMENT

1. The uniformed force of the Fire Department shall consist of the Chief, Deputy Chiefs, District Chiefs, Superintendent and Assistant Superintendent of the Fire Alarm System, Chief Mechanic, Mechanics, Senior Inspector, Inspectors, Captains, Lieutenants and such other officers and men as may be designated by the Chief.

2. The uniformed force of the Department, with the exception of the Chief, the Chief Mechanic, the fire alarm and inspection staffs, shall be divided into two platoons who shall work according to the following system, namely: one platoon shall work day work of 10 consecutive hours, commencing at 8 o'clock a.m., followed immediately by 14 consecutive hours off duty, while the other platoon shall work night work of 14 consecutive hours, commencing at 6 o'clock p.m., followed immediately by 10 consecutive hours off duty, each platoon to alternate every seventh day from night work to day work and vice versa.

3. (1) The hours of duty of the Chief Mechanic, Superintendent and Assistant Superintendent of the Fire Alarm System and the inspection staff shall be from 8 a.m. to 5 p.m. from Monday to Friday inclusive of each week and from 8 a.m. to 1 p.m. on Saturday.

(2) The hours of duty of the office staff shall be from 9 a.m. to 5 p.m. from Monday to Friday inclusive of each week and from 9 a.m. to 1 p.m. on Saturday.

(3) Fire alarm transmitter operators and telephone operators shall work in shifts of eight hours each, commencing at 8 a.m., 4 p.m. and 12 midnight each day of the week, and shall be entitled to one day off duty in each calendar week.

4. The Deputy Chief shall be the second senior officer of the Department and shall be subject to and obey the orders of the Chief. It shall be the duty of the Deputy Chief, under the direction of the Chief:

- (a) to see that all buildings, apparatus and equipment of the Department are kept in a neat and clean condition and that all fire fighting apparatus and equipment is at all times ready for immediate use;
- (b) to see that all fire fighting members of the Department take part periodically in physical culture exercises and are trained in fire fighting and fire prevention;
- (c) to obtain from the officer in charge of each station such reports in writing respecting the building, apparatus, equipment, men and work performed by the station under his control as the Chief may from time to time require;
- (d) generally to assist the Chief in the fighting and prevention of fires and in maintaining the discipline and efficiency of the Department;
- (e) to assume command of all companies and to perform the duties of the Chief on all occasions when the latter is absent.

5. The Assistant Deputy Chief shall be the third senior officer of the Department and shall be subject to and obey the orders of the Chief and Deputy Chief. The Assistant Deputy Chief shall subject to the direction of the Chief perform the duties of the Deputy Chief when the latter is absent.

6. District Chiefs shall be the fourth senior officers of the Department and they shall be subject to and obey all orders of the Chief, Deputy Chief and Assistant Deputy Chief. Each District Chief shall:

- (a) have general charge of the companies and stations in the district assigned to him;
- (b) be responsible for the condition of all buildings, apparatus and equipment of the Department and for the condition, efficiency and manning of each company in his district;
- (c) assume command of the companies during fires until the arrival of his superior officer;
- (d) visit each company and station in his district at least twice each week for the purpose of inspecting buildings, apparatus, equipment, reports and men.

7. Deputy and District Chiefs shall be on duty constantly during their day and night shifts at their respective quarters, except when called elsewhere on Department business.

8. (1) The Superintendent of the Fire Alarm System shall, subject to the direction of the Chief, have the entire charge of the telegraph lines, instruments, battery and battery room and all other apparatus belonging thereto, and shall keep them in working order. He shall give practical instructions to members of the Department employed in the Fire Alarm Branch. He shall promptly report in writing to the Chief all infractions of the rules and regulations by persons employed in the Fire Alarm Branch, and interruptions in the workings of the lines or apparatus which might cause a delay in giving or receiving an alarm of fire, and when a repair has been made he shall immediately notify the Chief in writing of the fact.

(2) The Assistant Superintendent of the Fire Alarm System shall assist the Superintendent in the performance of his duties and shall carry out the duties of Superintendent when the latter is absent from duty.

9. (1) It shall be the duty of the Secretary of the Department to keep all such books, accounts and records as the Chief may require and to make requisition upon the instructions of the Chief for all supplies required by the Department.

(2) The Assistant Secretary shall assist the Secretary in the performance of his duties and shall carry out the duties of Secretary when the latter is absent from duty.

10. The Chief Mechanic shall, subject to the orders of the Chief and Deputy Chiefs:

- (a) maintain and keep in repair all buildings, apparatus and equipment of the Department;
- (b) keep such records as the Chief may from time to time require of the work performed by the mechanical staff;
- (c) give all drivers and operators of fire fighting apparatus and equipment adequate instruction in the handling of the same.

11. Senior and other inspectors shall, subject to the orders of the Chief and Deputy Chiefs, exercise with care and diligence the powers set forth in Sections 15 to 19 inclusive of By-Law Number 9516 and shall report daily to the Chief upon a form prescribed by the Chief the results of their inspections.

12. A Captain shall be the senior officer in charge at a station and, subject to the orders of the Chief, Deputy Chiefs and District Chiefs, shall perform the following duties:
 - (a) keep the station building and all apparatus and equipment therein in a neat and clean condition and all fire fighting apparatus and equipment at all times ready for immediate use;
 - (b) see that all members of the Department under his command take part periodically in physical culture exercises and are trained daily except Sunday in fire fighting, fire prevention and the proper handling of fire fighting and life saving equipment;
 - (c) make such reports in writing and keep such records respecting the station and the apparatus, equipment and members of and work performed by the station, as the Chief may from time to time require;
 - (d) generally assist his superior officers in the fighting and prevention of fires and in maintaining the discipline and efficiency of the Department;
 - (e) assume command at all fires in his district until a superior officer arrives.
13. A Lieutenant shall be the second officer in charge at a station and shall be subject to and obey all orders of the Captain and of all officers senior thereto. He shall assist the Captain in the performance of his duties and shall carry out the duties of Captain when the latter is absent from duty.
14. The member in charge at a station when an alarm of fire is received shall be responsible for despatching apparatus and directing it to the location from which the alarm originated.
15. In addition to the duties specifically referred to in these rules and regulations, all members of the Department shall perform such duties as are defined by any By-law of the Corporation and by these or any subsequent rules and regulations and as may from time to time be prescribed by their superior officers.
16. All persons applying to be appointed to the Department shall complete such form of application and pass such medical examination as may from time to time be prescribed by the Chief.
17. Every member of the Department shall be re-examined by the Medical Officer as to his fitness to perform his duties in an efficient manner at intervals of two years following the date of his appointment and on any other occasion when he may be directed by the Chief to report for examination.
18. Roll call shall be made at 8 o'clock a.m. and at 6 o'clock p.m. by the commanding officer of the relieving shift and no member shall go off duty before he has been properly relieved. In case of tardiness or absence the same shall be noted and a report immediately made in writing to the Deputy Chief or Assistant Deputy Chief, who shall forward the report to the Chief.
19. Tardiness extending 30 minutes or over shall constitute failure to report and in such case the Deputy Chief or Assistant Deputy Chief shall at once be notified, the position filled by a substitute or substitutes and a report made to the Chief. Members reporting 30 minutes or more late shall not be permitted to go on duty until ordered to do so by the Chief.
20. Immediately following the roll call of each shift reporting for duty, the commanding officer shall read all general or special orders received, unless otherwise ordered.

21. Members on night shift shall rise at 7 o'clock a.m., make their beds in the prescribed manner, be cleaned up and in uniform before being relieved by the following shift. Beds shall not be occupied between 8 a.m. and 10 p.m. except in case of sickness.

22. Members on day shift upon completion of their duties about the station shall be cleaned up and in uniform.

23. In case any runs shall require the cleaning of apparatus or equipment the same shall be done immediately on returning to the station by the members on duty.

24. In case of working at a fire at the hour when shifts change, it shall be the duty of the commanding officer of the relieving shift to call roll at company quarters at the appointed hour and proceed without delay with the said shift to the fire and report to the officer in command.

25. When any officer or member is detailed to act in the capacity of a higher rank he shall be allowed all the privileges pertaining to such rank and his orders shall be obeyed in all cases with the same promptness as if given by the officer regularly holding the higher rank.

26. Except as provided in section 19, no member shall work in any other member's place on the opposite shift unless so ordered by the Chief or Deputy Chief.

27. No time off duty for meals shall be allowed for members employed on shifts.

28. Every member shall immediately report to the officer in charge of his company any sickness or accident suffered by him at the time of its occurrence, stating the cause of same and the extent of sickness or injury. The officer in charge of the company shall immediately notify the Chief of such sickness or accident on the form prescribed by the Chief and shall immediately notify the medical officer of the Department.

29. Except as otherwise provided by By-law Number 9516 and by these or any subsequent rules and regulations, no member shall be absent from duty without permission in writing of the Chief or Deputy Chief of the Department. and such permission shall be granted only on the application in writing of the member desiring to be absent made through his superior officer.

30. All uniformed members of the Department shall wear the uniform issued to them at all times when on duty and when proceeding to or from duty between their homes and quarters of companies to which they may be attached and shall not wear such uniform at any other time.

31. All members engaged in fighting a fire shall wear all fire fighting clothing and equipment issued to them.

32. All members shall be responsible for the uniform and equipment issued to them and shall keep the same at all times in good repair.

33. All clothing and equipment issued to members shall be inspected at least once in every year by the chief officers of the Department.

34. No member shall sell, trade, transfer, give or loan to any other member or person not a member any badge, clothing or departmental property issued to him or in his charge.

35. Department telephones shall not be used for other than Department business.
36. All members shall provide means of telephonic communication at or near their places of residence and keep the Department informed of the correct telephone number.
37. No member shall use any departmental badge or all or any part of his uniform for the purpose of obtaining free entry to places of public amusement where payment is required, or for any other purpose not required by the performance of his duty.
38. Every member of the Department shall devote his whole time to the work of the Department, and no member shall be engaged in, employed in, or give his personal attention to any other work or business.
39. The daily report submitted to the Chief shall be an accurate and complete history of the doings and operations of each company for each day and of the members thereof, both individually and collectively.
40. All communications relating to the Department shall be forwarded to the Chief.
41. No meetings or gatherings of persons not members of the Department shall be permitted in any station, except as authorized by the Chief, but this shall not be construed to prohibit visitors at stations, provided they do not loiter or congregate there. Visitors shall not be permitted in any station after ten o'clock p.m. without the permission of the officer in charge of the station.
42. Except for the purpose of exercising his franchise, no member of the Department shall take part in any municipal election, other than those pertaining to the Department, by distributing printing matter, electioneering, working on committees, or in any other manner whatsoever.
43. No member shall directly or indirectly solicit any political influence or intercession with the Chief for the purpose of effecting his transfer or promotion.
44. All members of the Department shall promptly discharge debts contracted during their term of employment.
45. All members of the Department shall reside within the limits of the City.
46. No member shall be under the influence of intoxicants while on duty.
47. No member shall gamble with cards or any instrument or device while on duty.
48. No member while in uniform shall smoke in any public place or conveyance.
49. No member of the Department shall use profane, immoral or indecent language or be guilty of conduct which may in any manner be prejudicial to the good reputation, order and discipline of the Department.
50. No member of the Department shall wantonly or maliciously make any false report of any other member either as to any offence or as to the work of the Department which may be calculated to create a disturbance or bring such other member of the Department into discredit.

51. No member shall prevent or in any way interfere with any other member carrying out these rules and regulations.

52. Infraction of any one or more of these rules and regulations shall constitute sufficient cause for suspension or dismissal.

53. The rules and regulations set out in Schedule "A" to By-law Number 6242 as the same have from time to time been amended by the Chief shall be superseded by the present rules and regulations, but all general orders of the Chief not contained in the first mentioned rules and regulations which are not in conflict with the present rules and regulations shall remain in full force and effect.

54. (1) All members of the Department who are required by the rules and regulations of the Department to wear uniform while on duty shall upon appointment be supplied at the expense of the Corporation with the following items of badges, clothing, bed clothing and fire fighting equipment and each item other than badges shall be renewed periodically as specified thereafter:

- 1 cap badge
- 2 collar badges (officers only)
- 1 duck hat - every two years (officers only)
- 1 summer hat - every two years
- 1 winter hat - every three years
- 1 summer tunic - every two years
- 1 winter tunic - every two years
- 1 pair of trousers - every six months
- 1 vest - every two years
- 1 pair regulation black boots - every year
- 2 shirts - every six months
- 1 winter overcoat - every five years
- 1 fire helmet - when required
- 1 rubber coat - when required
- 1 pair of rubber boots - when required
- 1 hose key and belt - when required
- Bed clothing - when required

(2) Upon ceasing to be a member of the Department every member shall return all badges, blankets and fire fighting equipment issued to him and, except in the case of retirement on superannuation, his latest issue of each item of clothing.

