

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 23, 2024
TO: Committee of the Whole
FROM: Mike Williams, Director of Protective Services
SUBJECT: Establishing and Regulating By-Law 19-59 Update

RECOMMENDATION:

THAT Committee of the Whole recommend that Council pass a by-law to amend the Establishing & Regulating Bylaw 19-59;

AND THAT Committee of the Whole recommend that Council approve the changes to level of core services provided in the municipality.

BACKGROUND:

The current Establishing & Regulating (E&R) By-law was updated in 2019. Subsequently, changes have been made to mandatory certification of firefighters across the province. Additionally, the department was supplied with a RES-Q-2, a device used for grain entrapment rescues. This equipment enables the department to provide core services which it was originally unable to perform and now must be added to the by-law.

Council regulates its fire service through the E&R By-law, based on the following criteria:

- Goals and Objectives
- General functions and core services to be delivered (based on needs and circumstances & risks of the community)
- The authority to effect necessary operations
- Organizational structure
- General responsibilities of fire department personnel
- Authority to proceed beyond established response areas
- Authority to apply costs to property owners

DISCUSSION:

This by-law consists of four sections: the main by-law, Appendix A, Appendix B, and Appendix C. This discussion will include the changes made to each of the aforementioned sections.

The main by-law covers information related to the establishment of the fire department, Fire Chief's responsibilities and authority, response outside our municipality, cost recovery and firefighter employment. The changes to this section consisted simply of adding the following definitions:

- **CAO** means the Chief Administrative Officer appointed by the Council to act as the Chief Administrative Officer for the Corporation.
- **Captain** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment.
- **Confined Space** means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy.
- A **Fire Protection Agreement** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required.

Under the definition of Deputy Fire Chief, the designation of CEMC was removed. Emergency Management terminology and language was also cleaned up and made consistent.

Appendix A: Was newly added to this by-law to lay out the Mississippi Mills Fire Department's Mandate, Vision, and Goals.

Appendix B: The Mississippi Mills Fire Department's Organizational Chart was updated.

Appendix C: Lists the Mississippi Mills Fire Department's core services that are provided to the residents of Mississippi Mills. Each core service includes the training requirements to meet these levels of service. In this section, two changes to our levels of service were made in our response capabilities. Through these changes, where the department would not of performed these rescues in the past, moving forward the department would now perform these rescues to an operational level, with the safety of our residents and firefighters in mind. The two preceding changes include:

Farm and Silo Rescue Services

- Fire Department response to farm and silo rescue incidents that involve a rope rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Grain entrapment services shall be provided at an Operational Level, providing incidents do not go beyond the training of Operational level confined space.
- Farm and silo rescue incidents requiring rope rescue and/or technical confined space rescue services shall not be provided by the Fire Department.

Confined Space Rescue Services

- Service shall be provided at the Operational Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services shall not be provided by the Fire Department to the Technician level.

OPTIONS:

Option 1: Accept the recommended changes to this bylaw, along with the existing core services we provide and the two proposed changes to levels of service.

Option 2: Reject the recommended changes to the bylaw and/or the two proposed changes to the levels of service.

Option 3: Reject the recommended changes to the bylaw and/or the two proposed changes to the levels of service, and change the existing levels of core services we provide.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report currently. A report will be brought forward to show the Mississippi Mills Fire Department's forecasted long-range training program, including all estimated associated costs to prepare for the mandatory certification that is required by 2028. It should be noted that the mandatory certification requirements will affect our existing core services and the training requirements to meet these levels of service.

STRATEGIC PLAN

The Establishing and Regulating By-law Amendment ties into the Safe and Sustainable principle of the Municipality's Strategic Plan.

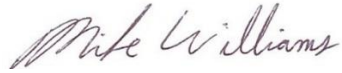
PUBLIC ENGAGEMENT

There is no need for any public engagement for this report.

SUMMARY:

In summary, I recommend that Council approves Option 1: Accept the recommended changes to this bylaw, along with the existing core services we provide and the two proposed changes to levels of service. Selecting this option allows us to maintain and increase our current level of service we provide to Mississippi Mills residents.

Respectfully submitted by,



Mike Williams,
Director of Protective Services

Reviewed by:

Ken Kelly,
CAO

ATTACHMENTS:

1. DRAFT By-law 19-59 Establishing and Regulate MM Fire Department Bylaw Consolidated
2. By-law 19-59 Establishing and Regulating Bylaw - with red markup