

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 19-59

**BEING** a by-law to establish and regulate the Corporation of the Municipality of the Mississippi Mills Fire Department.

**WHEREAS** Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

**AND WHEREAS** Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality.

**AND WHEREAS** Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide.

**AND WHEREAS** Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

**AND WHEREAS** Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

**AND WHEREAS** Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter of thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Municipality of Mississippi Mills.

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills hereby enacts as follows:

### **DEFINITIONS**

1. In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed.

- a) **Approved** means approved by Council.
- b) **Automatic Aid** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **Auxiliary Member** means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration approved by the Fire Chief.
- d) **Cadet Fire Fighters** means persons between the age of 15-18 who are participating in the Cadet Fire Fighter program.
- e) **CAO** means the Chief Administrative Officer appointed by the Council to act as the Chief Administrative Officer for the Corporation.
- f) **Captain** means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment.

- g) **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.
- h) **Corporation** means The Corporation of the Municipality of Mississippi Mills.
- i) **Council** means the Council of the Municipality of Mississippi Mills.
- j) **Chief Designate** means a person appointed by the Fire Chief to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief. This will primarily be the function of the Deputy Chief but may be appointed to other senior departmental officers as circumstances dictate.
- k) **Deputy Fire Chief** means a person appointed by the Fire Chief to oversee department planning for both operations and training.
- l) **Emergency Management and Civil Protection Act** means Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.
- m) **Firefighter** means the Fire Chief or any other person employed in or appointed to the Fire Department and assigned to undertake Fire Protection Services and includes Officers and Volunteer Firefighters.
- n) **Fire Chief** means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- o) **Fire Department** means the fire department for the Municipality of Mississippi Mills.
- p) **Fire Code** means Ontario Regulation 213/07, as amended, and any successor regulation.
- q) **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.
- r) **Fire Protection and Prevention Act** means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
- s) **Fire Protection Services** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- t) **Inspector** means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA
- u) **Lieutenant** means a Captain in training.
- v) **Limited Service** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- w) **Member** means any person employed by, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, full-time and Part-time Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.
- x) **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- y) **Mutual Aid** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- z) **Officer** means Fire Chief, Deputy Fire Chief, Chief Designate, District Chiefs, Captains, Lieutenants and or any person designated by the Fire Chief to supervise Firefighters.

## **Fire Department Establishment**

2. The Fire Department for the Municipality of Mississippi Mills is to be known as the Mississippi Mills Fire Department is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

## **Structure**

3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer of the Fire Department.
4. In addition to the Fire Chief, the Fire Chief shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who by extension, in the absence or vacancy of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief, Deputy Fire Chief, Fire Prevention Officer and Fire Administration Assistant, the Fire Department shall consist of both functional and geographical District Chiefs, Captains, Lieutenants, and Firefighters.
6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this by-law.

## **Approved Services and Programs**

7. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act, and set out in Appendix "C" attached hereto and forming part of this by-law.

## **Limited Service**

8. In consideration of the reliance by the Fire Department on the response of Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix "C" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.
9. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

## **Responses Outside the Limits of the Municipality**

10. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
  - a) That, in the opinion of the Fire Chief or designate, 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 Approved agreement has been entered into to provide fire protection services which may include automatic aid.
  - c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services.
  - d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
  - e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

## **Fire Chief Responsibilities and Authority**

11. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act 1997 for the proper administration and operation of the Fire

Department, including delivery of Approved services and programs.

12. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. Further, the Fire Chief shall have the authority to delegate duties relating to operational activities.
13. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
  - a) Performing all statutory duties of the Fire Protection and Prevention Act 1997, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
  - b) Reporting to Council as required by the Fire Protection and Prevention Act 1997 and in accordance with the provisions established by the Emergency Management and Civil Protection Act.
  - c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
  - d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
  - e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
  - f) Developing, establishing, and implementing policies, operating procedures and or guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
  - g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
  - h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
  - i) The proper care and protection of all Fire Department property.
  - j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Municipality and other municipalities.
  - k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
  - l) Appointment, subject to Approved hiring practices as laid out by the Fire Chief, of any qualified person as a Member of the Fire Department.
  - m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
  - n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.
  - o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act 1997.
  - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that

an offence has been committed under the Fire Protection and Prevention Act 1997, or other applicable regulation or statute.

- q) Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief and any other specific reports as directed by Council.
  - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
14. The Fire Chief shall be responsible for coordinating the Municipality of Mississippi Mills Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency **Response** Plan pursuant to the Emergency Management and Civil Protection Act.
15. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

### **Powers**

16. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 1997, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
- a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
  - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
  - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
  - d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997.
  - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act 1997.
18. As set out in the Fire Protection and Prevention Act 1997, the Fire Chief may delegate any of his/her powers or duties to the Chief Designate or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

### **Recovery of Costs**

19. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the municipality for taking such actions from the owner or insurer of the property on which the fire or other emergency occurred. All costs incurred whether invoiced to the owner or insurer remain the responsibility of the owner.
20. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act 1997 in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law.

of the Corporation.

22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

### **Firefighter Employment**

23. The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Appendix "B" attached hereto and forming part of this By-law, and subject to Approved hiring policies.

24. The employment of Firefighters shall be governed by the Firefighter Terms and Conditions.

### **Cadet Firefighter Program**

25. The Fire Chief may establish a Cadet Firefighter Program to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.

26. To be eligible for appointment as a Cadet Firefighter, candidates shall:

- a) Be between the ages of 16 and 17.
- b) Be attending high school and able to meet and maintain the academic and attendance expectations mutually agreed upon by the Cadet Firefighter, his or her parents or legal guardian, his or her school, and the Fire Chief.
- c) Provide written permission and a signed waiver that indemnifies and releases the Corporation from liability from a parent or legal guardian to participate in the Cadet Firefighter Program.

27. Acceptance as a Cadet Firefighter shall be subject to the discretion of the Fire Chief. Cadet Firefighter status may be revoked at any time at the discretion of the Fire Chief. Cadet Firefighters shall be subject to a six (6) month probation period, which may be extended at the discretion of the Fire Chief.

28. Cadet Firefighters may attend training exercises at the discretion of the Fire Chief, subject to the terms and conditions of the training organization.

29. Cadet Firefighters are not eligible for remuneration.

30. Cadet Firefighters shall comply with all terms and conditions of the Cadet Firefighter Program as established by the Fire Chief, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, directives, and rules of the Fire Department.

31. Cadet Firefighters shall be supervised by a competent Fire Department supervisor at all times while participating in the Cadet Firefighter Program.

32. Cadet Firefighters shall not be permitted to enter any immediately Dangerous to Life or Health (IDLH) area or environment at any time.

33. Cadet Firefighters shall not operate any Fire Department vehicle.

### **Obstruction**

34. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act 1997.

### **Offences**

35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

### **Severability**

36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

**BY-LAW READ**, passed, signed and sealed in open Council this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Shawna Stone, Clerk



**Mississippi Mills Fire Department**

**By-Law No. 19-59**

**List of Appendices**

Appendix	Topic
A	Mandate, Vision & Goals (attached)
B	Organization Chart (attached)
C	Core Services (attached)



# **Mississippi Mills Fire Department**

## **By-Law No. 19-59**

### **Appendix A**

#### **Mandate, Vision & Goals**

##### **Mandate of The Mississippi Mills Fire Department**

The Mandate of the Mississippi Mills Fire Department is to provide fire protection services, emergency response, fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses, and visitors to the Municipality of Mississippi Mills.

##### **Vision of The Mississippi Mills Fire Department**

To provide the citizens of Mississippi Mills with pro-active, effective, and efficient delivery of fire, rescue, public education and fire prevention services, through a unified forward-thinking organization with a good morale and with the highest standards of personnel safety, fairness and professionalism.

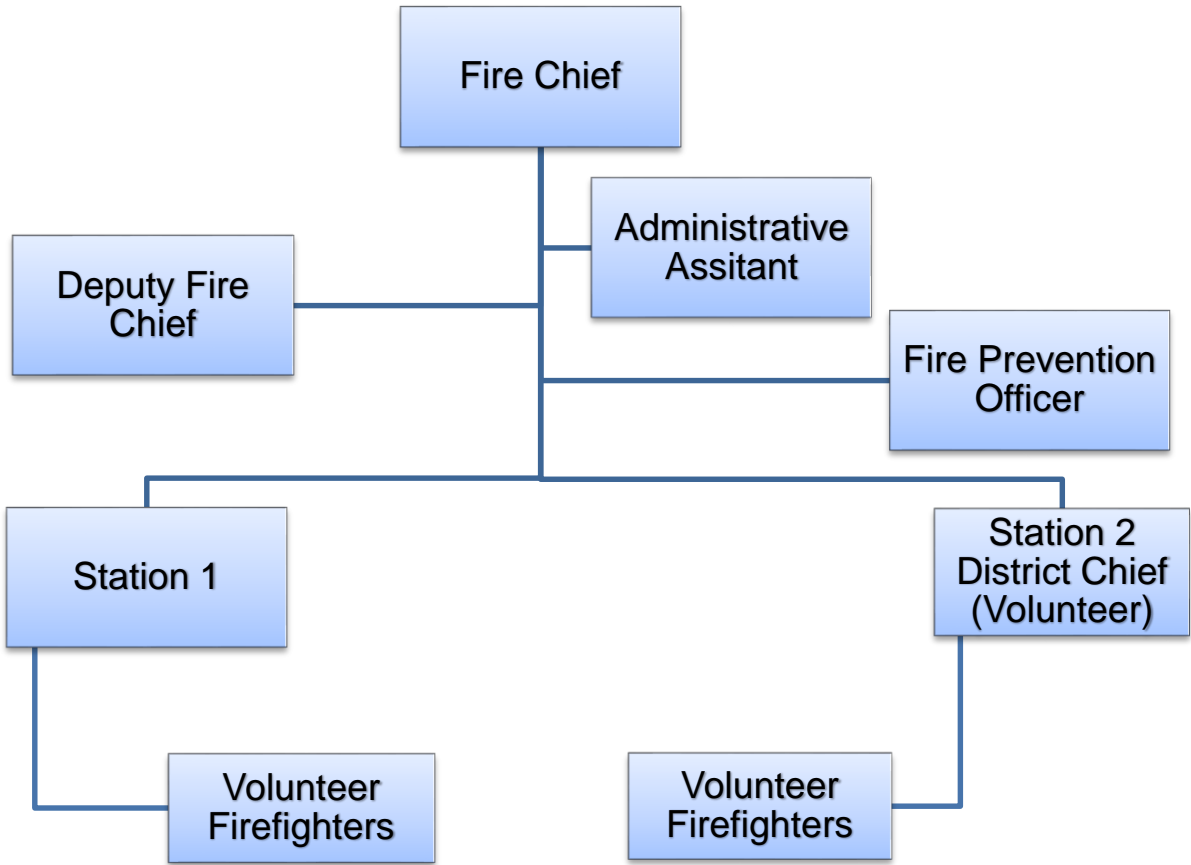
##### **Goals of The Mississippi Mills Fire Department**

The primary goal of the Fire Department is to:

- a) Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA.
- b) Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation.
- c) Provide effective, timely and adequate staff for emergency response, assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

**Mississippi Mills Fire Department**  
**By-Law No. 19-59**

**Appendix B**  
**Organizational Chart**



# Mississippi Mills Fire Department

## By-Law No. 19-59

### Appendix C Core Services

#### FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services approved by the Fire Chief and/or delegate in total or in part programs through the Administration, Prevention and Training.

##### A.1 Emergency Response

###### A.1.1 Basic Firefighting Services:

- The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

###### A.1.2 Structural Firefighting Services:

a) For the purpose of this Appendix, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

b) **Interior Search and Rescue** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for, and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficient Trained Firefighter staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

c) **Interior Fire Suppression (Offensive Operations)** – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.

- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure.
  - ii. Building integrity permits entry into the structure.
  - iii. Sufficiently Trained Firefighting staffing is deployed at the fireground.
  - iv. Reliable water supply with adequate flow can be sustained.
  - v. Adequate fireground supervision and support is provided.

d) **Exterior Fire Suppression (Defensive Operations)** – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fires from spreading to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

#### **A.1.3 Rural Firefighting Operations:**

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

#### **A.1.4 Vehicle Firefighting Services:**

- Service shall be provided to control and extinguish vehicle fires.

#### **A.1.5 Grass, Brush, and Forestry Firefighting Services:**

- Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

#### **A.1.6 Marine Firefighting Services:**

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

#### **A.1.7 Automatic Aid Response Services:**

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

#### **A.1.8 Mutual Aid Response Services:**

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County of Lanark pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

#### **A.1.9 Tiered Medical Assistance Services:**

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the County of Lanark Emergency Medical

Services and the Municipality of Mississippi Mills.

**A.1.10 Ambulance Assistance Services:**

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

**A.1.11 Police Assistance Services:**

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**A.1.12 Public Assistance Services:**

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

**A.1.13 Public Hazard Assistance Services:**

- a) **Carbon monoxide Incidents** – Response shall be provided to carbon monoxide alarms and emergencies.
- b) **Public Utility Incidents** – Response shall be provided to public utility incidents that pose a public hazard, including:
  - i. Electrical utility emergencies.
  - ii. Natural gas utility emergencies.

**A.1.14 Vehicle Accident Services:**

- The Fire Department shall respond to vehicle accidents to provide the following services:
  - i. Stabilizing the scene of the accident.
  - ii. Stabilizing the vehicles involved in the accident.
  - iii. Providing aid to injured or trapped persons.
  - iv. Mitigating adverse effects to the natural environment.

**A.1.15 Vehicle Extrication Services:**

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

**A.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:**

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

**A.1.17 Highway Incident Services:**

- Fire Protection Services shall be provided to the Kings Highway and other provincial highways.
- Costs associated with Fire Department response to provincial highways shall be

recovered in accordance with applicable provincial fire service agreements.

#### **A.1.18 Hazardous Materials Response Services:**

- Service shall be provided at the Operations Level in accordance with NFPA 1072, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by the Fire Department.

#### **A.1.19 Water and Ice Rescue Services:**

- a) **Surface Water Rescue** – Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and boat rescue operations.
- b) **Swift Water Rescue** shall not be provided by the Fire Department
- c) **Ice Rescue** – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- d) **Dive rescue** – shall not be provided by the Fire Department
- e) **Recovery services** to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall be provided under the direction of the Fire Chief or on-scene Incident Commander.

#### **A.1.20 Urban Search and Rescue Services:**

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

#### **A.1.21 Rope Rescue Services:**

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Rope rescue services shall not be provided by the Fire Department.

#### **A.1.22 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.

#### **A.1.23 Trench Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services shall not be provided by the Fire Department.

#### **A.1.24 Cave, Mine, and Tunnel Rescue Services:**

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services shall not be provided by the Fire Department.

#### **A.1.25 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.

#### **A.1.26 Industrial and Machinery Rescue Services:**

- Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

#### **A.1.27 Community Emergency Response Plan Services:**

- Service shall be provided in accordance with the Approved Emergency Management Program.

#### **A.1.28 Assistant to the Fire Marshal Services**

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

### **A.2 Operations Division**

#### **A.2.1 Fire Inspection Services:**

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conducting licensing inspections.
- f) Systems checking, testing and approval.
- g) Enforcing code compliance.
- h) Enforcing municipal by-laws.
- i) Issuing permits.
- j) Preparing reports and issuing written responses to requests.

#### **A.2.2 Public Education Services:**

- a) Providing fire and life safety public education programs.



- b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- c) Distributing public safety messaging to the media.
- d) Delivery of specialized programs.

#### **A.2.3 Fire Investigation Services:**

- a) Determining cause and origin of fires and explosions.
- b) Assessing code compliance.
- c) Determining effectiveness of built-in suppression features.
- d) Determining compliance with building standards.
- e) Interacting with police, fire investigators, and other agencies.

#### **A.2.4 Supporting criminal prosecutions, including appearances in court.**

#### **A.2.5 Risk Assessment Services:**

- a) Conducting community fire risk assessments.
- b) Compiling, analyzing and disseminating functional statistics.
- c) Selecting appropriate fire service programs.

#### **A.2.6 Plans Examination Services:**

- a) Reviewing and approving fire safety plans.
- b) Examining and providing comments on new construction and renovation plans.
- c) Reviewing and providing comments on subdivision and development agreements.
- d) Reviewing and providing comment on site plans.
- e) Inspecting sites of approved plans to determine compliance.

#### **A.2.7 Consultation Services:**

- Consulting with families, schools, health professionals, and police with respect to **Youth Firesetter Intervention Program** and other juvenile fire-starting programs.
- Consulting with architects, engineers, planners, and builders.
- Interacting with building departments.
- Interacting with other government agencies.
- Providing input into fire prevention policy development.

### **A.3 Emergency Planning**

#### **A.3.1 Pre-Incident Planning Services:**

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620,

*Standard for Pre-Incident Planning.*

### **A.3.2 Community Emergency Management Planning Services:**

- Collaborating with the development, review, revision, and implementation of the approved Emergency **Response** Plan.

## **A.4 Fire Administration Division**

### **A.4.1 Planning and Development Services:**

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.
- e) Developing policies, procedures, operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

### **A.4.2 Financial Services:**

- a) Coordinating with the Corporation's Finance Department for financial services.
- b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c) Providing input into levels of service based on available funding.
- d) Developing and administering operating and capital budgets.
- e) Identifying alternative sources of revenue and fees for services.
- f) Initiating cost recovery measures.
- g) Purchasing.

### **A.4.3 Records Management Services:**

- a) Documenting Fire Department activities.
- b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

### **A.4.4 Department Human Resources Services:**

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.

- d) Job classifications.
- e) Discipline.

#### **A.4.5 Customer Relations Services:**

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire Department and its staff.
- c) Developing and maintaining inter-agency relationships.

#### **A.4.6 Health and Safety Services:**

- a) Implementing a Fire Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department.
- c) Implementing an occupational exposure program.
- d) Establishing a Designated Officer with respect to communicable disease regulations.

#### **A.4.7 Legal Services:**

- a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- b) Prosecuting offences under applicable by-laws and statutes.
- c) Coordinating the services of solicitors and legal counsel.

### **A.5 Communications**

#### **A.5.1 Dispatch Services:**

- a) Arranging for the provision of dispatching services to external agencies and fire departments.
- b) Liaising with external clients and agencies.
- c) Receiving current municipal information including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire Department emergency communications performance and resolving any service issues.
- e) Reviewing dispatch agreements and issuing invoices.
- f) Providing CAD generated reports, document retention and records maintenance.
- g) Daily/weekly pager tests and messages

#### **A.5.2 Technology Services:**

- a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- b) Developing specifications for Fire Department radios, communications

devices and systems, and computers.

- c) Arranging for interface capabilities with other data systems.

### **A.5.3 Fleet and Equipment Maintenance Services:**

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Providing annual aerial device certification testing.
- f) Developing specifications for new apparatus and equipment.
- g) Acceptance testing of new apparatus and equipment.
- h) Maintaining, testing, and calibrating specialized equipment.

### **A.5.4 Facilities Maintenance Services:**

- a) Providing routine cleaning and housekeeping of fire stations.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.

## **A.6 Division of Training and Education**

### **A.6.1 Training Program Standards:**

- a) Providing a training program for Firefighters that conforms to NFPA 1001 II, *Standard for Fire Fighter Professional Qualifications*.
- b) Providing a training program for firefighters that conforms to NFPA 1072, *Standard for Competence of Responders to hazardous materials/weapons of mass destruction incidents, Awareness and or Operations*
- c) Providing a training program for apparatus drivers and operators that conform to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- d) Providing a training program for technical rescue operations that conform to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- e) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- f) Providing a training program for fire inspectors that conform to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- g) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- h) Providing a training program for fire and life safety educators that conform to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.

- i) Providing a training program for fire service instructors and training officers that conform to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- j) Providing a training program for incident safety officers that conform to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- k) *Volunteer firefighter recruitment process.*
- l) *Oversees execution of all training activities.*

**A.6.2 Providing Access to Training Facilities:**

- a) Coordinating access to appropriate training facilities.
- b) Facilitate hands-on training to internal/external staff and public.
- c) Facilitate external instructors.
- d) Facilitate building familiarization.

**A.6.3 Providing Station Training:**

- a) Delivering training plan specific to operational and strategic needs.
- b) Providing supervisory training drills.
- c) Oversees the Emergency Vehicle Driver/Operator Training Program
- d) Instructional training on new equipment
- e) Providing practical and theoretical testing and evaluation

**A.6.4 Program Development Services:**

- a) Developing fire service instructors.
- b) Coordinating core services training requirements.
- c) Providing officer training and development.
- d) Developing specialized staff development programs.