

CITY OF ST. THOMAS

BY-LAW NO. 107-2018

A by-law to regulate the St. Thomas Fire Department.

WHEREAS Section 8 of the Municipal Act, S.O. 2001, and c.25 provides that a City has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 325 of the Municipal Act, S.O. 2001 authorizes the municipality to do such things as they are authorized by by-law to do where there is default in its being done by the person directly required to do it under the by-law and gives the municipality the authority to recover the costs of so doing in a like manner as municipal taxes;

AND WHEREAS Section 398 of the Municipal Act, S.O. 2001 authorizes that fees and charges imposed by a municipality or a local board on a person constitutes a debt of the person to the municipality or local board, and permits the amount owing to be added to the tax roll for the property in the local municipality and collect them in the same manner as municipal taxes;

AND WHEREAS Part 2 of the Fire Protection and Prevention Act, S.O 1997 as amended, permits Council to enact a bylaw to establish and regulate a Fire Department;

AND WHEREAS Part 2 of the Fire Protection and Prevention Act, S.O 1997 as amended, requires that a municipality: (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Part 5 of the Fire Protection and Prevention Act, S.O 1997 as amended, provides rights of entry for firefighters or such other persons authorized by the Fire Chief in emergencies and fire investigations;

AND WHEREAS Part 8 of the Fire Protection and Prevention Act, S.O. 1997 as amended, permits municipalities to issue an order to pay costs and to recover those additional costs identified in Sections 15, 21(1),(2), 25 or 26;

AND WHEREAS Part 9 of the Fire Protection and Prevention Act, S.O. 1997 as amended, governs all matters related to working conditions and labour relations;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

SECTION 1 - DEFINITIONS

1.1 In this By-law, unless the context otherwise requires:

"Act" shall mean the Fire Protection and Prevention Act, S.O. 1997;

"Additional expenses" means those expenses over and above normal operational expenses;

"Approved" means approved by Council;

"Assistants to the Fire Marshal" are as designated by the Province;

"Automatic Aid" means any agreement under which the City agrees to provide initial or supplemental emergency response to fires, medical emergencies, rescues and other emergencies that may occur in another municipality, where the emergency services in that other municipality are not capable of responding more quickly than emergency services from the City;

"Chief Fire Officials" are appointed by the Fire Chief and shall include the: Deputy Fire Chief, Chief Fire Prevention Officer and Fire Prevention Officer;

"Chief Officer" means the Fire Chief, Deputy Fire Chief, Platoon Chiefs, Chief Fire Prevention Officer, Chief Training Officer, and any other qualified person delegated by the Fire Chief to act as a Chief Officer;

"Collective Agreement" means the agreement between the City and the St. Thomas Professional Firefighter's Association;

"Council" means the Council of the City of St. Thomas;

"Corporation" shall mean the Corporation of the City of St. Thomas;

"Department" means the Fire Department;

"Deputy Fire Chief" shall mean a person appointed to act on behalf of the Fire Chief in the case of an absence or a vacancy and to perform other duties as may be assigned by the Fire Chief;

"Designate" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the Fire Department and who has the same powers and authority as the Fire Chief;

"Emergency Medical Services" shall mean basic life support, firefighter rehabilitation and any other emergency medical response services approved by Council;

"Fee or Fees for Service" in relation to this by-law and any other by-law pertaining to the Fire Department as amended from time to time or any successor by-law thereto, means any Fee imposed for services as approved by Council;

"Fire Chief" shall mean the person appointed by Council who shall be the Director in charge of the St. Thomas Fire Department, the Chief Fire Official for the City, an Assistant to the Fire Marshal and whose duty it shall be to perform all applicable statutory functions required by provincial legislation and such other duties as required by the City Manager and Council;

"Fire Chief Designates" are those fire department officers and firefighters delegated by the Fire Chief to carry out designated fire department functions;

"Fire Department" means the St. Thomas Fire Department and is the municipal entity designated to provide the following: Fire Protection Services as defined in the Fire Protection and Prevention Act and any other services required by Council;

"Firefighter" shall mean any person appointed to the Fire Department and assigned to undertake fire protection services, as defined in the Fire Protection and Prevention Act;

"Fire Prevention" means a range of services that provide fire inspections, enforcement of provincial legislation, community safety education, plans examination and review, fire investigations and any other duties as assigned by the Fire Chief or designate;

"Fire Prevention Officer" means a person appointed by the City to carry out the functions of fire inspections, fire investigations, community safety education, plans examination and approvals, fire protection advice, and other duties assigned by the Fire Chief;

"Fire Protection Services" are as defined in the Fire Protection and Prevention Act and shall also mean those other approved services that fall within the categories of fire

suppression, emergency medical response, rescue, fire prevention, emergency preparedness, fire safety education, and training;

“Member” means any person employed by the Fire Department;

“Mutual Aid” means a program to provide or receive assistance in the case of an emergency within the City or in another municipality;

“Officer” shall mean the Fire Chief, Deputy Fire Chief, Platoon Chief, Chief Fire Prevention Officer, Chief Training Officer, Captains, and any other such person designated to act as an officer by the Fire Chief;

“Officer in Charge” shall mean the highest ranking officer on duty;

“Owner” shall mean any person, firm, or corporation having control over any portion of a building, yard or other property, including those that are under construction and includes a person or persons leasing a building(s), yard(s) or other property;

“Property” shall mean any public or private real property within the City and also includes: buildings, structures, and erections of any nature in or upon such lands, but excludes real property owned by the Federal or Provincial Governments;

“Supervisor” shall mean a person that has charge of a workplace or authority over a worker.

SECTION 2 - ESTABLISHMENT

The Fire Department for the City of St. Thomas shall be commonly known as the St. Thomas Fire Department (Fire Department). The Fire Department is under the direction of the Fire Chief and is designated to provide those fire protection services and other services that are approved by Council from time to time.

SECTION 3 - ORGANIZATION OF THE SERVICE

- 3.1 The Fire Chief is appointed by Council and shall be the Director of the Fire Department. The Fire Chief is responsible for the management and administration of the Fire Department.
- 3.2 The Fire Chief is ultimately responsible to Council, under the provisions of the Fire Protection and Prevention Act, for the delivery of fire protection services.
- 3.3 The Fire Chief is under the direction of Council, the City Manager and the Ontario Fire Marshal.
- 3.4 The Fire Department shall be structured in accordance with the fire protection and community safety needs and circumstances, as determined by Council.

- 3.5 The Fire Department shall consist of the Fire Chief, Deputy Fire Chief and those other positions approved by Council from time to time. The Fire Department Organizational Chart is included as Schedule B, forming part of this by-law.
- 3.6 The services provided by the Fire Department shall be approved by Council and are listed in Schedule A, forming part of this by-law.

SECTION 4 – FIRE DEPARTMENT OBJECTIVES

The objectives of the Fire Department are to:

- 4.1 Provide fire protection services through a range of programs that are designed to reduce the risk to lives, property, the economy and the environment. The level of service provided shall be based on Council's determination of the community's fire protection service and safety needs and circumstances.
- 4.2 Provide all hazards emergency response and provide those services authorized by Council (Schedule A).
- 4.3 Prepare the City to respond to and recover from any major emergency event by: assessing community risks, coordinating city emergency preparedness and hazard mitigation programs, and by ensuring that the City is compliant with all related provincial and federal legislation.
- 4.4 Identify, evaluate and address community safety risks through the development of risk-based fire protection and community safety programming.
- 4.5 Proactively prevent emergencies from happening, increase safety in the community and enhance the Fire Department's response effectiveness by providing: public safety education programs, pre-emergency planning of at-risk occupancies, fire inspections and code enforcement, enforcement of fire department related city by-laws, an investigation all reported fires and a review of fire safety and emergency response plans.
- 4.6 Maintain staff competencies and skills at all levels of the organization by developing comprehensive training and professional development programs.
- 4.7 Ensure that emergency response apparatus, equipment and personnel are available at all times within the City to provide a response to calls for help.
- 4.8 Develop a comprehensive vehicle and equipment maintenance and replacement program in order to ensure the effective delivery of services.
- 4.9 Ensure that there is an emergency communications capability that meets all applicable standards and that complies with fire service best practices.

- 4.10 Provide leadership and administration in the following areas: human resource management, finance and purchasing, community safety, business and strategic planning, program analysis, the development of policies, procedures and operational guidelines, records and data management, quality assurance, communications, department performance, community partnerships, stakeholder engagement, compliance with legislation and provincial directives and all other fire department related areas as directed by Council and the City Manager.
- 4.11 Incorporate fire service legislation and best practices within its operational procedures, guidelines and policies, whenever possible.

SECTION 5 - FIRE CHIEF

Responsibilities and Authority

The Fire Chief shall exercise all of the authority and fulfill all of the duties and responsibilities mandated by Council, the City Manager and the Province. The Fire Chief and/or designates shall be responsible for the following:

- 5.1 The management of fire department performance and quality assurance.
- 5.2 The inspection, testing and maintenance of all vehicles, fire apparatus and equipment assigned to the Fire Department and belonging to the City.
- 5.3 Ensuring that all fire department services authorized by Council are provided in an efficient and effective manner.
- 5.4 The management of all fire department facilities.
- 5.5 The management of fire department human resources, including but not limited to: labour relations, recruitment, job descriptions, employee performance and conduct, health and safety, orientation, training and professional development, etc., in consultation with the Human Resources Department.
- 5.6 The establishment of the organizational structure approved by Council and those operational guidelines, policies and procedures, rules and general orders necessary for the proper functioning of the fire department, in consultation with stakeholders.
- 5.7 Addressing media enquiries and informing the public regarding matters related to the Fire Department.
- 5.8 Providing reports and recommendations to Council based on: identified community risks, suggested risk mitigation strategies, applicable legislation, fire service standards and best practices and directives from the Office of the Fire Marshal.

- 5.9 The development of fire department planning initiatives and the analysis of fire department programming.
- 5.10 The provision of leadership, advice and assistance during major emergencies.
- 5.11 The fulfillment of federal, provincial and municipal reporting requirements and compliance with all federal and provincial legislation.
- 5.12 The creation and retention of records for the following areas:
 - a) All emergency responses and calls for assistance,
 - b) Inspections,
 - c) Training,
 - d) Public safety education events, and
 - e) All other records related to the provision of fire department services.
- 5.13 The management of annual department capital and operating budgets as approved by Council and ensuring that all financial obligations are met.
- 5.14 The development of vehicle and equipment specifications, and assisting with the purchasing of equipment, materials, vehicles, and supplies.
- 5.15 Ensuring that there is an investigation into all reported fires to determine the cause.
- 5.16 The establishment of internal committees as necessary to assist with the administration and leadership of the Fire Department.
- 5.17 The building of relationships and partnerships with other community agencies and organizations, department stakeholders, other municipalities, residents and businesses and the assumption of a lead role in community safety education.
- 5.18 The taking of all reasonable measures to protect the health, safety and wellness of fire department members and the public.
- 5.19 The enforcement of fire service related municipal bylaws and provincial legislation.
- 5.20 Fulfilling fire coordinator responsibilities in consultation with other Elgin County fire departments and the Office of the Fire Marshal. The Fire Chief has the authority to: participate and assist in the development of the Elgin County Mutual Aid Plan, and to provide mutual and/or automatic aid to those municipalities approved by Council.

- 5.21 Ensuring that all proper precautions and measures are taken for the prevention, control and extinguishment of fires and for the protection of life, property and the environment.
- 5.22 In consultation with the City Manager and other stakeholders, the Fire Chief has the authority to negotiate fire department related: service level agreements, purchasing agreements/contracts and mutual/automatic aid agreements on behalf of Council.
- 5.23 The Fire Chief or designate shall be responsible for the actions of the Fire Department while operating at an emergency. The Fire Chief may delegate incident command responsibilities to persons that are determined to be qualified.
- 5.24 The Fire Chief has the authority, in consultation with the Human Resources Department and the City Manager, to hire new employees when vacancies exist.
- 5.25 The Fire Chief or designates shall establish such fire department programming as Council determines meets the needs and circumstances of the community.

SECTION 6 – PREVENTING THE SPREAD OF FIRE

The Fire Chief or designate(s) shall exercise the authority provided for in the Fire Protection and Prevention Act and in this by-law and shall be authorized to carry out the following actions:

- 6.1 The pulling down or demolishing any building or structure to prevent the spread of fire or to protect public safety.
- 6.2 All necessary actions which may include the boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner or representative.
- 6.3 The issuing of fire bans and/or undertaking such other preventative measures as may be necessary to prevent the ignition of a fire.
- 6.4 The undertaking of additional expenses to resolve an emergency incident.

SECTION 7 – AUTHORITY TO RESPOND OUTSIDE THE CITY LIMITS AND TO REQUEST RESOURCES

Upon specific request for assistance from another municipality or as provided for in the mutual aid plan or in automatic aid agreements, the Fire Chief or designate shall have the authority to authorize the dispatch of fire department resources to locations that are outside of the City.

The Fire Chief must ensure that there are enough remaining resources left in the City to meet its normal emergency response needs or there is a plan in place to replace those resources that have been dispatched outside of the City in a timely manner. The circumstances of the request for assistance must meet one of the following the criteria:

- 7.1 When requested by the Province, another municipality or another public service agency to address an active emergency and where it is determined that prompt action is required to protect life, property, the economy or the environment.
- 7.2 If, in the opinion of the Fire Chief or designate, a fire or other emergency event in another municipality threatens lives, property or the environment within the City, or threatens a property located outside of the City limits that it owns.
- 7.3 At the request of another municipality that participates in the County Mutual Aid Plan or has an approved agreement with the City that includes primary or support emergency response services.
- 7.4 The Fire Chief or designate has the authority to request resources from outside the City, where such resources are required to address an emergency within the City.
- 7.5 The Fire Chief or designate has the authority to reject requests for assistance from other municipalities or order the return of fire department resources for the following reasons:
 - a) The current circumstances within the City require that resources either remain within the jurisdiction or return to it,
 - b) The request for assistance presents unacceptable safety risks to fire department members,
 - c) Road conditions, means of egress or operational areas may not support fire department vehicles and equipment or may present unacceptable risks.

SECTION 8 – DEPUTY FIRE CHIEF

- 8.1 The Deputy Fire Chief is next in rank to the Fire Chief, and shall perform all of the duties assigned by the Fire Chief, the City Manager or Council.
- 8.2 The Deputy Fire Chief is authorized to assume all of the duties, responsibilities and authority of the Fire Chief in the Fire Chief's absence, and has all of the Fire Chief's delegated authority as provided for the in Fire Protection and Prevention Act.

- 8.3 The Deputy Fire Chief shall be appointed as a Chief Fire Official under the provisions of the Fire Protection and Prevention Act and shall be appointed as the City's Community Emergency Management Coordinator.

SECTION 9 – CHIEF FIRE PREVENTION OFFICER

- 9.1 The Fire Chief has the authority to appoint the Chief Fire Prevention Officer as a Chief Fire Official under the provisions of Ontario Regulation 213/07 of the Fire Protection and Prevention Act (the Fire Code).
- 9.2 The Fire Chief has the authority to delegate authority to the Chief Fire Prevention Officer as provided for in the Fire Protection and Prevention Act.

SECTION 10 - RESPONSIBILITIES DELEGATED BY THE FIRE CHIEF

- 10.1 In the absence of the Fire Chief and the Deputy Fire Chief, the senior ranking officer on duty shall become the officer in charge of the Fire Department.
- 10.2 The Fire Chief has the authority to delegate responsibilities to other members of the Fire Department where it will improve the efficiency and effectiveness of the services provided to the community.
- 10.3 All members of the Fire Department shall operate under the delegated authority of the Fire Chief, as provided for in the Fire Protection and Prevention Act.
- 10.4 At an emergency, the Incident Commander operates under delegated authority from the Fire Chief and Council.

SECTION 11 – SUPERVISION OF PERSONNEL

- 11.1 All members of the Fire Department, while on duty, shall be under the overall direction of the Fire Chief or designate and those officers (supervisors) appointed to provide proper and lawful supervision.

SECTION 12 – RIGHTS OF ENTRY, SAFETY, AND CONTROLLING THE SPREAD OF FIRE

In addition to a firefighter's right of entry under common law, the Fire Protection and Prevention Act allows firefighters specific additional rights of entry provided such rights have been authorized by one of: the Fire Chief, the Fire Marshal or an Assistant to the Fire Marshal.

Pursuant to the Fire Protection and Prevention Act, the Fire Chief is given the authority to authorize the following rights of entry, without warrant, to members of the Fire Department:

- 12.1 Entry upon lands adjacent to where a fire is occurring, has occurred, or where there is a serious threat to health and safety or to the natural environment for the purposes of fighting the fire, preventing the fire's spread, mitigating the health and safety risk or providing other emergency services as required.
- 12.2 Entry upon private or public land upon which a fire is occurring or adjacent to land upon which a fire is occurring for the purposes of pulling down or removing buildings, structures or things if, in the opinion of the Fire Chief or designate, it is necessary to prevent the spread of a fire.
- 12.3 The rights of entry provided for in the Fire Protection and Prevention Act are also extended outside the territorial limits of the City for the following circumstances:
- a) For purposes of fighting the fire or providing rescue or other emergency services, if in the opinion of the Fire Chief, it threatens persons, property or the environment within the City's territorial limits,
 - b) Where there is no emergency response capability for the area in which the lands or premises are situated,
 - c) The City participates in the mutual aid plan or in automatic aid or fee for service agreements.
- 12.4 The Fire Chief is given authority to authorize members of the fire department to enter upon private or public land for the following reasons:
- a) To enforce those city by-laws related to open air burning and fireworks.
 - b) To identify fire hazards and/or other hazards that may present a risk to public safety and request that the owner/occupant remove the hazards.
 - c) Taking any actions permitted under the Fire Protection and Prevention Act to reduce or mitigate the hazard or risk.

SECTION 13 – REIMBURSEMENT FOR ADDITIONAL EXPENSES

- 13.1 The property owner shall reimburse the City for all additional expenses incurred in performing the work required to fulfill its obligations under the provisions of the Fire Protection and Prevention Act. The Treasurer or designate is authorized to recover those additional costs incurred pursuant to provincial legislation and city by-laws.

SECTION 14 – ELIGIBILITY FOR EMPLOYMENT

- 14.1 The Fire Chief, in consultation with the Director of Human Resources shall determine the requirements to be eligible for employment by the Fire

Department, with due consideration to recognized fire service standards and provincial legislation.

SECTION 15 - GENERAL DUTIES AND RESPONSIBILITIES

- 15.1 All Members shall perform their assigned duties to the best of their abilities and conduct themselves in accordance with policies, procedures, guidelines, rules, regulations and the code of conduct established by the City and shall give their whole and undivided attention, while on duty, to the efficient operation of the Fire Department.

SECTION 16 - REPEALED

- 16.1 By-Law No.'s 2-2002 and 132-2010 and any subsequent amendments are hereby repealed.

READ a First and Second time this 13th day of August, 2018.

READ a Third time and Finally passed this 13th day of August, 2018.

Original signed by "Maria Konefal"
City Clerk

Original signed by "Heather Jackson"
Mayor

SCHEDULE A
FIRE DEPARTMENT SERVICES APPROVED BY COUNCIL

Core Service: Emergency Response				
Number		Service	Status	Comment
ER	01	Structural Fire Suppression – Offensive With No Rescue	Provided	
ER	02	Structural Fire Suppression – Offensive With Rescue	Provided	
ER	03	Structural Fire Suppression - Defensive	Provided	
ER	04	Vehicle Firefighting	Provided	
ER	05	Grass, Brush Firefighting	Provided	
ER	06	Automatic Aid Response	Provided	
ER	07	Mutual Aid Response	Provided	
ER	08	Fee For Services Not Covered by a Mutual/Automatic Aid Agreement	Not Provided	
ER	09	Hazmat Response – Operations Level	Provided	
ER	11	Hazmat Response – Technician Level	Not Provided	
ER	12	Response to Motor Vehicle Collisions	Provided	
ER	13	Motor Vehicle Extrication	Provided	
ER	14	Transportation Incidents/Accidents	Provided	
ER	15	Water/Swift Water/Ice Rescue – Technician Level	Provided	
ER	16	Dive Team	Not Provided	
ER	17	Emergency Medical Assistance	Provided	
ER	18	Police Assistance	Provided	
ER	19	Public Utilities Assistance	Provided	
ER	20	Community Emergency Planning	Provided	
ER	21	Light Urban Search and Rescue	Not Provided	
ER	22	Heavy Urban Search and Rescue, Technicians Level	Not Provided	
ER	23	High Angle Rescue	Not Provided	

ER	24	Confined Space Rescue	Provided	
ER	25	Trench Rescue – Awareness, Operations & Technician Levels	Not Provided	
ER	26	Pre-Fire Planning	Provided	
ER	27	Firefighter/RTO Call-Back To Duty	Provided	
ER	28	Response To Other Unspecified Emergencies	Provided	
Core Service: Fire Prevention & Public Education				
Number		Service	Status	Comment
FP	1	Fire Inspection and Public Safety Education Programs	Provided	
FP	2	Chief Fire Official	Provided	
FP	3	Assistant to the Fire Marshal	Provided	
FP	4	Fire Prevention Policy Development	Provided	
FP	5	Fire Code Enforcement	Provided	
FP	6	Development of Fire Department Related By-Laws	Provided	
FP	7	Interaction and Coordination with Building Services & Other Agencies	Provided	
FP	8	Inspections Including:		
FP	8a	Conducting Complaint and Request Inspections (Mandated)	Provided	
FP	8b	Conducting Routine Inspections	Provided	
FP	8c	Ontario Fire Code Enforcement and Prosecution	Provided	
FP	8d	Enforcing Fire Department Related Municipal By-Laws	Provided	
FP	8e	Preparing Reports and Issuing Written Responses to Requests	Provided	
FP	8f	Fire Safety Plan Approval	Provided	
FP	8g	Emergency Response Plan Approval	Provided	
PE	9	Public Fire Safety Education including:		
PE	9a	Provide Routine Education Programs	Provided	
PE	9b	Facilitate Fire Company Smoke Alarm and Carbon Monoxide Alarm Initiatives	Provided	

PE	9c	Provide Information to the Media	Provided	
PE	9d	Deliver Specialized Programs	Provided	
PE	9e	Assist with Fire Department Website Development	Provided	
PE	9f	Utilization of Social Media for Fire Safety Messaging	Provided	
PE	9g	Emergency Information Officer	Provided	
PE	9h	Coordinate Fire Safety Curriculum with Boards of Education	Provided	
FP	10	Fire Investigations Including:		
FP	10a	Determining Fire Origin and Cause	Provided	
FP	10b	Assessing Fire Code Compliance During Investigations	Provided	
FP	10c	Assessing Fire Suppression Effectiveness During Investigations	Provided	
PE	10d	Determining Compliance with Building Standards	Provided	
FP	10e	Determining Effectiveness of Built-in Fire Suppression/Protection Systems	Provided	
FP	10f	Assisting OFM Fire Investigations	Provided	
FP	10g	Assisting Police and Supporting Criminal Prosecutions	Provided	
FP	10h	Consulting with Police and Other Agencies	Provided	
FP	11	Plans Examination And Approval Practices, Including:		
FP	11a	Reviewing New Subdivision Plans	Provided	
FP	11b	Reviewing Building Renovation Plans	Provided	
FP	11c	Approving Building Fire Safety Plans	Provided	
FP	11d	On-Site Inspections of Fire Safety Plans	Provided	
FP	11e	Preparation for and Appearances in Court	Provided	
FP	11f	Fire Safety Systems Checking, Testing and Approvals	Provided	
FP	11g	Compile, Analyze and Disseminate Data	Provided	
FP	11h	Consultation With Architects, Engineers,	Provided	

		Planners, Contractors and Building Trades		
FP	11i	Review and Approve Propane Site Emergency Plans	Provided	
Core Service: Fire Administration				
Number		Service	Status	Comment
FA	1	Planning:		
FA	1a	Master Fire Planning, Strategic Planning, Business Planning	Provided	
FA	1b	Evaluating Programs and Services	Provided	
FA	1c	Recommending Service Levels	Provided	
FA	1d	Recommending Staffing Levels	Provided	
FA	1e	Determining Resource Levels and Assignments at Emergencies	Provided	
FA	1f	Developing Service Agreements	Provided	
FA	1g	Emergency Planning and Administration	Provided	
FA	1h	Co-ordinating Service Delivery with other Municipalities	Provided	
FA	2	Financial & Records Analysis Practices, Including:		
FA	2a	Analyzing Operations, Training & Communications Data	Provided	
FA	2b	Analyzing Fire Prevention & Public Safety Education Data	Provided	
FA	2c	Co-ordinating Expenditures	Provided	
FA	2d	Developing Service Fees	Provided	
FA	2e	Managing the Operating Budget	Provided	
FA	2f	Managing the Capital Budget	Provided	
FA	2g	Purchasing Vehicles, Equipment, Materials and Supplies	Provided	
FA	3	Records Management, including:		
FA	3a	Note Taking	Provided	
FA	3b	Records Retention	Provided	
FA	3c	Response to Requests for Information	Provided	

		(Excluding Municipal FOIPP Requests)		
FA	3d	Bylaw Revision, Review and Development	Provided	
FA	3e	Data Retention	Provided	
FA	4	Human Resource Management, Including:		
FA	4a	Recruitment, Selection and Retention	Provided	
FA	4b	Promotions (Collective Agreement)	Provided	
FA	4c	Performance Evaluations	Provided	
FA	4d	Professional Development	Provided	
FA	4e	Job Descriptions and Postings	Provided	
FA	4f	Coaching, Counselling, Discipline	Provided	
FA	4g	Labour Relations	Provided	
FA	4h	Employee Health, Safety and Wellness	Provided	
FA	5	Client/ Customer Relations, Including:		
FA	5a	Promoting the Fire Department	Provided	
FA	5b	Enhancing the Fire Department Image	Provided	
FA	5c	Marketing and Communications Strategies	Provided	
FA	5d	Developing Inter-Agency Relationships	Provided	
FA	5e	Stakeholder Engagement	Provided	
FA	5f	Developing Internal Communications Strategies	Provided	
Core Service: Training & Education				
Number		Service	Status	Comment
TE	1	Training Program Development, Including:		
TE	1a	Developing Training Staff to Provide the Training	Provided	
TE	1b	Implementing Required NFPA Standards	Provided	
TE	1c	Specialized Staff Development, Mentoring and Succession Planning	Provided	

		Programs		
TE	1d	Developing Mandatory Training Initiatives	Provided	
TE	1e	Officer Development – All Ranks	Provided	
TE	1f	Developing Self-Directed Learning Programs	Provided	
TE	1g	Firefighter Training and Development	Provided	
TE	1i	Recruit Training and Orientation	Provided	
TE	1j	Specialized Response Training Courses and Seminars	Provided	
TE	1L	Accessing the Ontario Fire College and Other Learning Institutions	Provided	
TE	1M	Training for New and/or Specialized Equipment	Provided	
TE	1N	Live Fire Training	Not Provided	
TE	2	Providing Access to Training Tools, Including:		
TE	2a	Delivering Hands-on Training to Staff	Provided	
TE	2b	Staff Access to the Internet	Provided	
TE	2c	Purchase of Books, Videos, Computers	Provided	
TE	3	Station Training Practices, Including:		
TE	3a	NFPA Standards Training	Provided	
TE	3b	Supervisory Training	Provided	
TE	3c	Staff Support, Coaching	Provided	
TE	4	Development, Approval and Delivery of Incident Command, Accountability, Safety Officer, Rapid Intervention Rehabilitation Systems And Procedures	Provided	
TE	5	Standard Operating Guidelines	Provided	
Core Service: Maintenance				
Number		Service	Status	Comment
MA	1	Fleet And Equipment Maintenance, Including:		
MA	1a	Minor Maintenance of Apparatus and	Provided	

		Equipment		
MA	1b	Annual Testing Programs (Third Party)	Provided	
MA	1c	Assessing Mechanical Worthiness (Third Party)	Provided	
MA	1e	Pump Capacity and Certification (Third Party)	Provided	
MA	1f	Aerial and Ladder Testing And Certification (Third Party)	Provided	
MA	1g	Acceptance Testing and Approval of New Apparatus and Equipment	Provided	
MA	2	Minor Facilities Maintenance	Provided	
MA	3	Fire Station Location/Design	Provided	
Core Service: Support Services				
Number		Service	Status	Comment
SS	1	Purchasing, Including:		
SS	1a	Purchasing Requests: Quotes, Proposals, Information, Tenders	Provided	
SS	1b	Standardized Specifications for all Apparatus and Equipment	Provided	
SS	2	Financial Practices, Including:		
SS	2a	Financial Analysis	Provided	
SS	2b	Liaising with Other Area Departments	Provided	
SS	2c	Managing Budgets	Provided	
SS	3	Risk Management, Including:		
SS	3a	Community Risk Assessment	Provided	
SS	3b	Operationalizing Risk Management	Provided	
SS	3c	Risk-based Prevention & Public Safety Education Programming	Provided	
SS	3d	Risk Avoidance & Loss Control	Provided	
SS	4	Human Resource Management, Including:		
SS	4a	Recruitment and Retention Programs	Provided	
SS	4b	Labour Relations	Provided	

SS	4c	Health, Safety and Wellness Initiatives	Provided	
SS	4d	Employee Performance Reviews	Provided	
SS	4e	Outreach for the Purposes of Recruitment	Provided	
SS	5	Co-ordination With Other Agencies, Including:		
SS	5a	Access to Water Supply	Provided	
SS	5b	Fire Investigations: OFM, Police	Provided	
SS	5c	Co-ordinating Road Closures and Detour Routes	Provided	
SS	5d	Coordination with Utilities During Emergencies	Provided	
SS	5e	Coordination with Police and EMS	Provided	
SS	5f	Coordination with Social Services & Public Health	Provided	
Core service: Emergency Medical Services				
Service			Status	Comment
EMS	1	CPR/Defibrillation/First Aid and Firefighter Rehabilitation	Provided	
EMS	2	Tiered Medical Response	Provided	
EMS	3	Naloxone	Provided	
Core Service: Communications				
Service			Status	Comment
COM	1	Emergency Call Answering Services	Provided	
COM	2	Emergency Dispatch Services	Provided	
COM	3	Radio Communications to First Responders	Provided	
COM	4	Call Out Notifications to Fire Department Staff	Provided	
COM	5	Radio Linkages to Other Agencies	Provided	
COM	6	Maintaining Voice/Radio Audio Recorder	Provided	
COM	7	Answering Public Enquiries For Information	Provided	
COM	8	After Hours Call Answering Services	Provided	

COM	9	Data Entry, Record Audits	Provided	
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SCHEDULE B
FIRE DEPARTMENT ORGANIZATIONAL CHART

