

The Corporation of the Township of Huron-Kinloss



BY-LAW

2020- 120

Being a By-Law to Establish and Regulate the Fire Department of the Township of Huron-Kinloss

WHEREAS Section 2 of the Fire Protection and Prevention Act 1997, 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 to appoint a community safety officer or team or establish a fire department to discharge its responsibilities;

WHEREAS Section 5 of the Fire Protection and Prevention Act 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for the municipality and that the fire department shall provide fire suppression services and may provide other fire protection services;

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;

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;

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;

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 or 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 Corporation of Township of Huron-Kinloss deems it desirable and necessary to amend and update its By-Law to establish and regulate the Township of Huron-Kinloss Fire Departments.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS ENACTS AS FOLLOWS:

DEFINITIONS

1. In this By-Law, unless the context otherwise requires:
 - a) "Approved" means approved by the Council of the Corporation of the Township of Huron-Kinloss.
 - b) "Automatic Aid" means an approved agreement under which a municipality 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 Firefighter" means a person who is appointed by the Fire Chief as a newly recruited member of the Fire Department to participate in the Firefighter Certification Training Program as an intern and/or to provide certain limited functions in support of the delivery of Fire Protection Services.
 - d) "Chief Administrative Officer" means the person appointed as the Chief Administrative Officer for the Corporation of the Township of Huron-Kinloss.
 - e) "Clerk" means the person appointed as the Clerk for the Corporation of the Township of Huron-Kinloss.
 - f) "Corporation" means The Corporation of the Township of Huron-Kinloss.
 - g) "Council" means the Council of the Corporation of the Township of Huron-Kinloss.
 - h) "District Fire Chief" means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department for a Specific Fire Station in the case of absence or a vacancy in the office of the Fire Chief.
 - i) "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.
 - j) "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, Section 6(1), (2) or (4).
 - k) "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.
 - l) "Fire Department" means the fire department for the Township of Huron-Kinloss.
 - m) "Firefighter" means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services, and includes a Volunteer Firefighter.
 - n) "Fire Protection and Prevention Act" means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and any successor legislation.
 - o) "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.
 - p) "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.

- q) "Member" means any person employed by the Township or appointed by the Fire Chief to 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.
- r) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- s) "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.
- t) "Officer" means the Fire Chief, District Fire Chief, Deputy District Fire Chief, Captain, Acting Captain, Training Officer, Fire Prevention Officer, and any other person designated by the Fire Chief to supervise Firefighters.
- u) "Township" means The Corporation of the Township of Huron-Kinloss.
- v) "Volunteer Firefighter" means a firefighter as defined by the Fire Protection and Prevention Act and includes an Auxiliary Firefighter.

ESTABLISHMENT

- 2. A Fire Department for the Township of Huron-Kinloss to be known as the "Huron-Kinloss Fire and Emergency Services" is hereby established, and the head of the Fire Department shall be known as the Fire Chief.
- 3. The Fire Department for the Township of Huron-Kinloss shall consist of two District Fire Stations with one being located in the Community of Ripley and the other in the Community of Lucknow. Each Fire Station shall operate consistently within the Bruce County Mutual Fire Aid Plan, Fire Station numbering system, as assigned, and each station shall be known as:
 - a. Ripley-Huron Fire Department , Fire Station # 15-0
 - b. Lucknow and District Fire Department, Fire Station # 16-0

FIRE CHIEF

- 4. Council shall appoint a Fire Chief who shall be the highest ranking Officer and director of the Fire Department.
- 5. The Fire Chief shall implement all approved policies and shall develop such standard and safe operating procedures and guidelines, general orders and departmental rules as necessary to implement this By-Law and the approved policies and to ensure the appropriate care and protection of all fire department personnel and fire department equipment.
- 6. The Fire Chief shall review periodically all policies, orders, rules, procedures and guidelines of the Fire Department.
- 7. In addition to the Fire Chief, Council shall appoint a District Fire Chief for each Station who shall report to the Fire Chief as the second highest ranking Officer of each Fire Station and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief for their assigned Fire Station.

Each Station shall additionally have a Deputy District Fire Chief to act in the absence of the District Fire Chief.

FIRE DEPARTMENT STRUCTURE

8. The Fire Department shall be structured in conformance with the approved Organizational Chart, Schedule "A", attached hereto and forming part of this By-Law.
9. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient compliment of Firefighters in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-Law, subject to the Township of Huron-Kinloss approved hiring policy and procedures.
10. The employment of Volunteer Firefighters shall be governed by the approved Human Resources Policies and Procedures of the Township of Huron-Kinloss, as amended.
11. The Fire Department Members shall be required to fulfill the all the duties contained within their approved Position Description as established by the Township of Huron-Kinloss.

APPROVED SERVICES AND PROGRAMS

12. 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 Schedule "B" attached hereto and forming part of this By-Law
13. The goals and mission statement of the Fire Department shall be those set out in Schedule "C" attached hereto and forming part of this By-Law.

LIMITED SERVICES

15. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays, training and experience levels 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 Schedule "B" 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.
16. The Corporation of the Township of Huron-Kinloss 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

17. 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

18. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including all statutory duties, delivery of approved services and programs and shall be done so in accordance with approved Full time Fire Chief position description.
19. 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.
20. The Fire Chief shall be responsible for coordinating the Township of Huron-Kinloss Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.

FIRE CHIEF POWERS

21. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act 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.
22. 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 or to aid in its extinguishment.
 - 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 Township in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
 - e. Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.
23. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the District Fire Chief 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

24. 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 Fire Department for taking such actions from the owners of the property or vehicle as the case may be.
25. 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 in accordance with the fees prescribed by the applicable Fees and Charges By-Law of the Corporation from time to time.
26. 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 Rates and Fees By-Law of the Corporation.
27. 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 Township of Huron-Kinloss registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

FIRE DEPARTMENT TRAINING

28. The Council of the Township of Huron-Kinloss shall endeavor to provide each Fire Department Member with the appropriate, current and applicable training and fire service certification opportunities consistent with adopted provincial standards and programs for firefighter training.
29. The minimum training and certification standards shall be a recognized National Fire Protection Association (NFPA) program with an accompanying International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) Certification Seal and at the discretion of the Fire Chief may consist of the following or any portion thereof and shall be consistent with any approved training standard operating guidelines and position descriptions of the Township of Huron-Kinloss.
30. Council of the Township of Huron-Kinloss recognizes that training and certification of Fire Department Members who are volunteers is a costly, lengthy and in-depth process. No unreasonable expectation shall be placed on a Fire Department Member to obtain the adopted provincial training certifications standards. Each Fire Department Member must be willing to work towards their

applicable certifications at a rate that is reasonable, prudent and at a rate that does not cause personal stress to any Fire Department Member or any financial hardship to the Township or a Fire Department Member.

31. The Fire Chief or the District Fire Chief may allow any Fire Department Member to participate in any training level above the minimum standard contained within this By-Law or an approved training policy for the purposes of professional development and succession planning.
32. The Fire Chief or the District Fire Chief shall endeavor to provide the recommended training and certifications to the Fire Department Members during Fire Practice wherever and whenever practicable. Nothing in this section shall prohibit any Fire Department Member from attending external fire training courses when they become available.
33. A newly recruited member of the Fire Department shall enter into a 24 month Auxiliary Firefighter Internship program. This internship shall also serve as the member's probationary period.
34. The start date of the Internship program shall be the start date of employment and will continue for a maximum of 24 months. The Fire Chief may extend for an additional 12 months if required depending on course and certification testing availability.
35. During the 24 month internship program the Auxiliary Firefighter must obtain NFPA 1001 Qualification for Professional Firefighters Levels 1 and 2 and NFPA 1072 Hazardous Materials First Responder Awareness and Operations Level IFSAC and/or ProBoard certification. Additionally, they must also obtain and maintain Standard First Aid, CPR and AED certifications.
36. All newly hired Fire Department members will be assigned the rank of "Auxiliary Firefighter" during their participation in 24 month internship program.
37. Upon completion of the required certifications the Auxiliary Firefighter will be eligible for promotion to the rank of Firefighter. This may occur on or before the 24 month internship period ends.
38. A newly hired member of the Fire Department that already holds the minimum required IFSAC and/or ProBoard NFPA certifications may be immediately appointed the rank of Firefighter and are subject to a 6 month probationary period.
39. The maximum amount of Auxiliary Firefighters for each Fire Station shall be set at three (3) positions or however many vacant positions are required to be filled if greater than three (3) positions.

FIRE DEPARTMENT HEALTH AND SAFETY

40. All Fire Department Members shall perform Fire Protection Services in a safe manner, according to this By-Law, Provincial Occupational Health and Safety Legislation and Regulations and to the training standards as set within the Fire Department Policies and/or Standard Operational Guidelines and this By-Law.
41. The Fire Department shall establish a Joint Health and Safety Committee and conduct the appropriate Health and Safety Inspections and meetings as required by any law in the Province of Ontario.
42. All Fire Department Members shall endeavor to report unsafe conditions and reduce the incidence of unsafe conditions.

OBSTRUCTION

43. 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.

OFFENCES

44. 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

45. 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.

REPEAL

46. That By-Law No. 2018-109, as amended, of the Corporation of the Township of Huron-Kinloss is hereby repealed.

TITLE

47. This By-Law may be cited as the "Township of Huron-Kinloss Fire Department Establishing and Regulating By-Law".

FORCE AND EFFECT

48. This By-Law shall come into force and effect on the 1st day of January 2021 and remain in effect until such as it is repealed.

READ a FIRST and SECOND TIME this 16th day of November, 2020.

READ a THIRD TIME and FINALLY PASSED this 16th day of November, 2020

Original signed by Mitch Twolan

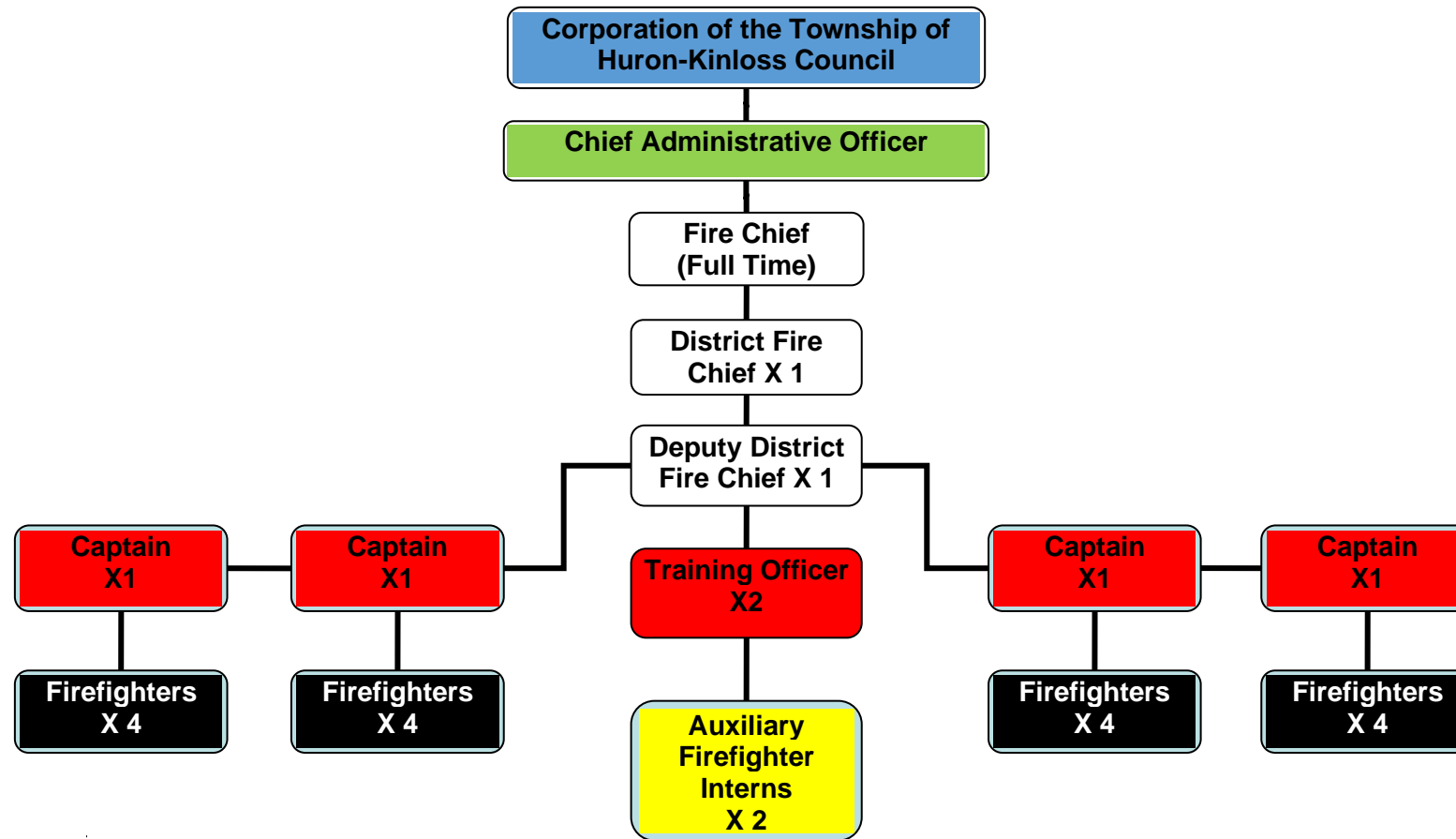
Mitch Twolan, Mayor

Original signed by Emily Dance

Emily Dance, Clerk

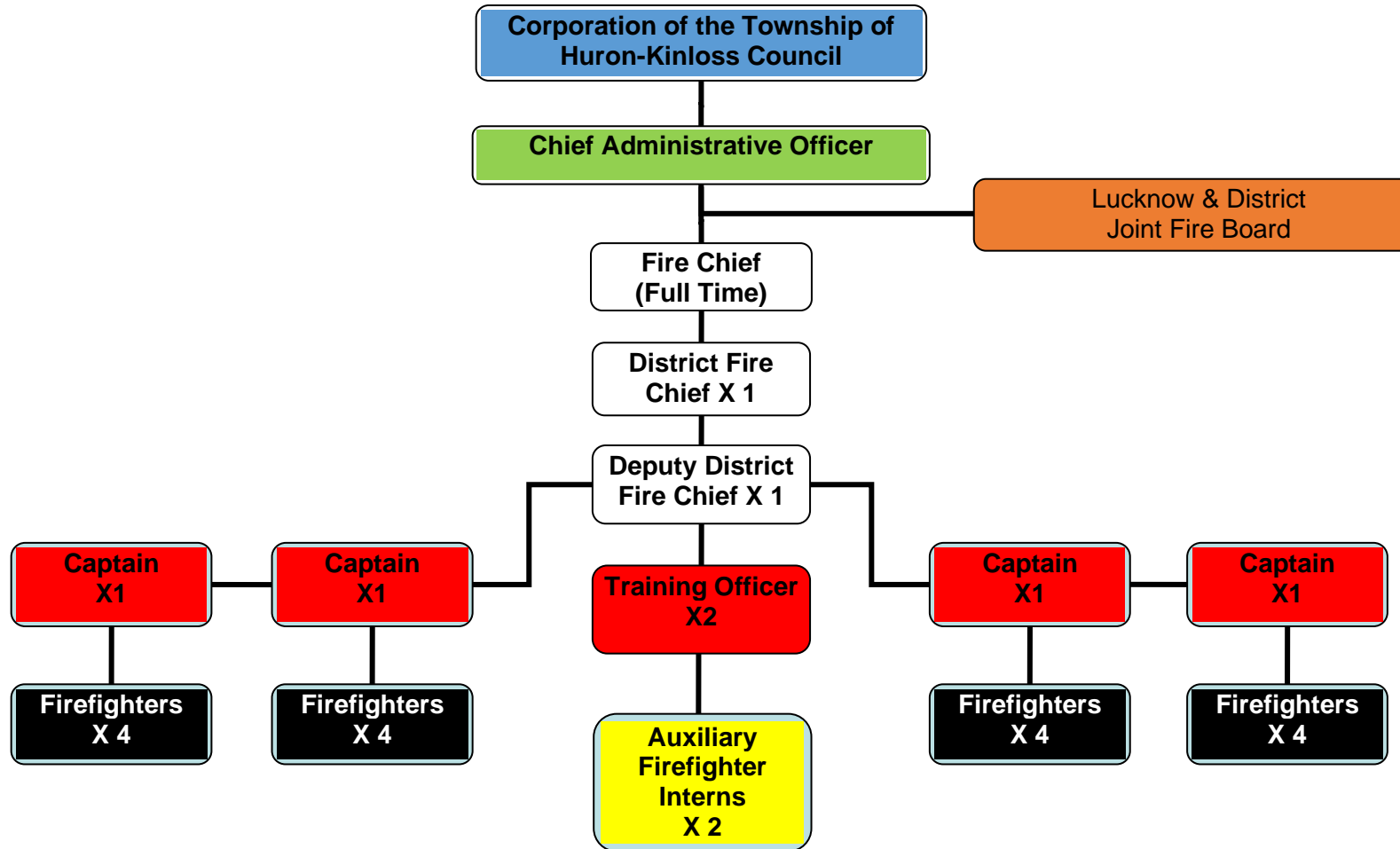
TOWNSHIP OF HURON-KINLOSS
FIRE AND EMERGENCY SERVICES
SCHEDULE "A" BY-LAW # 2020-120
ORGANIZATIONAL CHART

RIPLEY-HURON – STATION # 15-0



TOWNSHIP OF HURON-KINLOSS
FIRE AND EMERGENCY SERVICES
SCHEDULE "A" BY-LAW # 2021-____
ORGANIZATIONAL CHART

LUCKNOW & DISTRICT – STATION # 16-0



SCHEDULE "B" TO BY-LAW NUMBER 2020-120
HURON-KINLOSS FIRE AND EMERGENCY SERVICES
APPROVED SERVICES AND PROGRAMS (CORE SERVICES)

The Fire Department shall provide the following services and programs

Emergency Response

1. Basic Firefighting Services

- a. 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.

2. Structural Firefighting Service

- a. For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting and "Demand Zone" shall have the same meaning as Demand Zone 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. The Fire Department shall identify Demand Zones within the municipality based on demographics and determined risk and shall establish appropriate response protocols for each Demand Zone in accordance with NFPA 1720.
- c. **Interior Search and Rescue** - Shall be provided when possible and as appropriate in accordance with the following:
 1. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
 2. 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 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.

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

1. Service shall be provided to contain the fire and prevent further loss of property.
2. 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. Sufficient 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

e. *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:

1. There shall be no expected rescue component with this service.
2. Service shall be provided to prevent fire spread to adjacent areas.
3. Service shall be provided when Interior Fire Suppression is not possible or appropriate.
4. Service shall be provided as water supply permits.

3. Rural Firefighting Operations:

- a. 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*.
- b. The Fire Department should strive to achieve and maintain Superior Tanker Shuttle Service accreditation by Fire Underwriters Survey or other recognized accreditation body, where possible.

4. Vehicle Firefighting Services:

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

5. Grass, Brush, and Forestry Firefighting Services:

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

6. Marine Firefighting Services:

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

7. Automatic Aid Response Services:
 - b. Service shall be provided in accordance with any Automatic Aid agreements approved by Council.
8. Mutual Aid Response Services:
 - a. Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County of Bruce pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.
9. Tiered Medical Assistance Services:
 - a. Service shall be provided in accordance with the Township's Emergency Medical Tiered Response Policy and Emergency Medical Tiered Response Agreement between the County of Bruce, Emergency Medical Services and the Township of Huron-Kinloss.
10. Ambulance Assistance Services:
 - a. 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.
11. Police Assistance Services:
 - a. 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.
12. Public Assistance Services:
 - a. 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.
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:
 1. Electrical utility emergencies;
 2. Natural gas utility emergencies.
14. Vehicle Accident Services:
 - a. The Fire Department shall respond to vehicle accidents to provide the following services:
 1. Stabilizing the scene of the accident;
 2. Stabilizing the vehicles involved in the accident;
 3. Providing aid to injured or trapped persons;
 4. Mitigating adverse effects to the natural environment.
15. Vehicle Extrication Services:
 - a. Vehicle 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*.

16. Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:
 - a. 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.
17. Highway Incident Services:
 - a. Fire Protection Services shall be provided to the Township Roads, County Roads and Provincial Highways.
 - b. Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
18. Hazardous Materials Response Services:
 - a. Service shall be provided at the Operations Level Responder level in accordance with NFPA 472/1072, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, and services by Operations Level Responders that require mission-specific competencies with respect to product control.
 - b. Hazardous materials response services at the NFPA 472/1072 Technician Level shall not be provided by the Fire Department.
19. Water and Ice Rescue Services:
 - a. *Surface Water Rescue* - Service shall be provided at the Awareness Level (Shore based only) in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*,
 - b. *Swift Water Rescue* - Service shall be provided at the Awareness Level (Shore based only) in accordance with the NFPA 1670 standard.
 - c. *Ice Rescue* - Service shall be provided at the Awareness Level (Shore based only) in accordance with the NFPA 1670 standard.
 - d. *Dive rescue* - Service shall be provided at the Awareness Level only in accordance with the NFPA 1670 standard.
 - 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 not be provided by the Fire Department unless a scene risk assessment has been completed and, in the opinion of the Fire Chief or senior Officer in charge, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.
20. Urban Search and Rescue Services:
 - a. 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*.
 - b. 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.

21. Rope Rescue Services:
 - a. 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*.
 - b. Rope rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
22. Confined Space Rescue Services:
 - a. Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
 - b. Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
23. Trench Rescue Services:
 - a. Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
 - b. Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
24. Cave, Mine, and Tunnel Rescue Services:
 - a. Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
 - b. Cave, mine, and tunnel rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
25. Farm and Silo Rescue Services:
 - a. Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
 - b. Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
26. Industrial and Machinery Rescue Services:
 - a. Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
27. Community Emergency Plan Response Services:
 - a. Service shall be provided in accordance with the Approved Township of Huron-Kinloss Emergency Management Program.

28. Assistant to the Fire Marshal Services - Fire Suppression:
- a. Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

Fire Prevention and Public Education

29. 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 fire code compliance.
 - h. Enforcing municipal by-laws.
 - i. Issuing Open Air Burn permits.
 - j. Smoke and Carbon Monoxide Program Policy Compliance
 - k. Preparing reports and issuing written responses to requests.
30. 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.
31. 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.
 - f. Supporting criminal prosecutions, including appearances in court.
32. Plans Examination Services (Fire Chief Only):
- a. Reviewing and approving fire safety plans.
 - b. Examining and providing comment on new construction and renovation plans.
 - c. Reviewing and providing comment on subdivision and development agreements.
 - d. Reviewing and providing comment on site plans.
 - e. Inspecting sites of approved plans to determine compliance.
33. Risk Assessment Services:
- a. Conducting community fire risk assessments.
 - b. Compiling, analyzing and disseminating functional statistics.
 - c. Selecting appropriate fire service programs.
34. Consultation Services:
- a. Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire starting programs.
 - b. Consulting with architects, engineers, planners, and builders.
 - c. Interacting with building departments.
 - d. Interacting with other government agencies.
 - e. Providing input into fire prevention policy development.
35. Assistant to the Fire Marshal Services - Fire Prevention:
- a. Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

Emergency Planning

36. Pre-Incident Planning Services:
 - a. Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.
37. Community Emergency Management Planning Services:
 - a. Collaborating with the development, review, revision, and implementation of the Approved Town of Lincoln Emergency Plan.

Fire Department Administration

38. 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, standard operating guidelines.
 - f. Coordinating with other emergency services.
 - g. Coordinating development with other municipal departments.
39. Financial Services:
 - a. Coordinating with the Town'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.
40. 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.
41. Department Human Resources Services:
 - a. Recruitment, selection, promotion, and retention of staff.
 - b. Performance evaluation.
 - c. Career development.
 - d. Job classifications.
 - e. Discipline.
42. Customer Relations Services:
 - a. Enhancing public image of the Fire Department and its staff.
 - b. Developing and maintaining inter-agency relationships.
43. 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.

44. 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.

Communications

45. Dispatch Services:
 - a. Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
 - b. Liaising with dispatch centres.
 - c. Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
 - d. Monitoring Fire Department dispatch centre performance and resolving any service issues.
46. 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.

Training and Education

47. Training Program Standards:
 - a. Providing a training program for Firefighters that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.
 - b. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
 - c. Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
 - d. Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
 - e. Providing a training program for fire inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
 - f. Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
 - g. Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist*.
 - h. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
 - i. Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
 - j. Providing a training program that conforms to NFPA 1072, *Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications* for Firefighters who provide approved hazardous materials response services.

48. Providing Access to Training Facilities:
 - a. Coordinating access to appropriate training facilities.
 - b. Delivering hands-on training to staff.
49. Providing Station Training:
 - a. Delivering curriculum specific to operational and strategic needs.
 - b. Providing supervisory training drills.
50. Program Development Services:
 - a. Developing trainer facilitators.
 - b. Coordinating core curriculum
 - c. Providing officer training and development.
 - d. Developing specialized staff development programs.

Maintenance

51. 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.
52. Facilities Maintenance Services:
 - a. Providing or arranging 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.

SCHEDULE "C" TO BY-LAW NUMBER 2020-120
HURON-KINLOSS FIRE AND EMERGENCY SERVICES
MISSION, VISION AND VALUES

A: MISSION STATEMENT

Our primary mission is to protect the lives, well-being and property within our communities through commitment to the established fire protection services three lines of defense; public education and fire prevention, fire safety standards and enforcement, and efficient emergency response and fire suppression.

B: VISION

To be a dynamic organization recognized and respected by the community as being on the leading edge of service provision.

C. VALUES

Our commitment to the community will be achieved through leadership and team involvement that encompasses the following values:

- a) Respect
- b) Safety
- c) Professionalism
- d) Competent
- e) Commitment
- f) Accountability
- g) Efficiency
- h) Integrity
- i) Innovation
- j) Compassion