

STAFF REPORT: Fire Department



REPORT TO: Finance & Administration Committee
MEETING DATE: October 16, 2012
REPORT NO.: FD.12.04
SUBJECT: Establishing & Regulating Bylaw For The Fire Department
PREPARED BY: Loriena Forsythe

A. Recommendations

THAT Council receive Staff Report FD.12.04, "The Blue Mountains Fire Department Establishing and Regulating Bylaw";

AND THAT Council enact the Blue Mountains Fire Department Establishing and Regulating Bylaw as attached.

B. Background

The Fire Master Plan was adopted by Council in July 2009 which recommended a level of service be provided by the Fire Service.

A meeting of Council on February 8, 2012 determined the Core Services to be supplied by the Fire Service.

With the Core Services adopted by Council a new Establishing & Regulating Bylaw is required to replace the existing Bylaw 98-7.

The Bylaw will include additions to the Fire Prevention Policy, Job Descriptions, Organizational Chart, and Core Services.

The Establishing & Regulating Bylaw has been reviewed by the Ontario Fire Marshal's Office, Town of the Blue Mountains CAO, John Metras, Tracey McKenna, and SMT at various stages.

C. The Blue Mountains' Strategic Plan (Statement(s) identifying how actions further the goals of the Strategic Plan)

2.7 Develop a long range plan or emergency facilities and services

D. Environmental Impacts (Focus on local impacts and comment on greenhouse gasses if appropriate)

N/A

E. Budget Impact (cc: Treasury if required)

N/A

F. Attached (Relevant documentation not personal information about an identifiable person)

Updated Establishing and Regulating Bylaw and Appendices for the Fire Department.

Respectfully submitted,

Ron Doherty, Fire Chief

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CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

BY-LAW NO. 2012 -

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

WHEREAS Section 5. (0.1) of FPPA provides that the Council may by by-law establish, maintain and operate a fire department;

AND WHEREAS it is deemed expedient to establish, maintain and operate a fire department for the protection and security of the residents of The Blue Mountains;

NOW THEREFORE the Council of the Corporation of the Town of The Blue Mountains enacts as follows:

1. Definitions

1.1 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) "*Automatic Aid*" means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;
- (b) "*CAO*" means; means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Corporation;
- (c) "*Captain*" means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;
- (d) "*Chief Fire Prevention Officer*" means an Officer appointed by the Fire Chief to provide for fire prevention programs and who is designated as an Assistant to the Fire Marshal under subsection 11 (1)(c) of the FPPA
- (e) "*Company*" means a complement of personnel operating one or more pieces of apparatus under the supervision of an Officer;
- (f) "*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;
- (g) "*Corporation*" means The Corporation of The Town of The Blue Mountains;
- (h) "*Council*" means the Council of the Corporation;
- (i) "*Fire Department*" means the Town of The Blue Mountains Fire & Rescue Services;
- (j) "*Deputy Fire Chief*" means the one person appointed by the Council to act in the place of the Fire Chief in his/her absence, incapacity, or in the case

- of a vacancy in the department and shall be designated Assistant to the Fire Marshal;
- (k) *“District Chief”* means an Officer appointed by the Fire Chief or Deputy Fire Chief to provide leadership and management to the day to day operations of a fire station within a district;
 - (l) *“Fire Chief”* means the person appointed by the Council to act as fire chief for the Corporation in accordance with the requirements of the FPPA;
 - (m) *“Fire Code”* means the fire code established under Part IV of the FPPA;
 - (n) *“Fire Coordinator”* means the person appointed by the Fire Marshal, under the authority of the FPPA;
 - (o) *“Fire Protection Services”* includes fire suppression, fire prevention, fire safety education, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;
 - (p) *“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;
 - (q) *“FPPA”* means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto;
 - (r) *“Firefighter”* means the Fire Chief and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers and technicians;
 - (s) *“Inspector”* means the Fire Chief or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA;
 - (t) *“Lieutenant”* means a Captain in training;
 - (u) *“Limited Services”* means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes and drives.
 - (v) *“Mutual Aid”* means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid.
 - (w) *“Officer”* means any Firefighter with the rank of Lieutenant or higher.
 - (x) *“Training Officer”* means an Officer appointed by the Fire Chief or Deputy Chief to develop, coordinate, manage, implement and evaluate training programs to ensure safety of all fire department personnel in accordance with national, federal, provincial and municipal standards.
 - (y) *“Volunteer Firefighter”* means a Firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training or activity allowance;

2. Establishment

- 2.1 The fire service for The Town of The Blue Mountains to be known as the Town of The Blue Mountains Fire & Rescue Services (the "Fire Department") is hereby established and the head of the department shall be known as the Fire Chief.
- 2.2 In addition to the Fire Chief, the fire service shall consist of a Deputy Fire Chief and such number of other members as may be deemed necessary by council and employed or appointed by the Town, and shall be structured in conformance with the approved Organizational Chart (Appendix B), forming part of this By-law.
- 2.3 The mandate, vision and primary goals of the Fire Department shall be those contained in Appendix "A"
- 2.4 The provisions of this by-law are subject to FPPA, 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Town and Firefighters.

3. Composition

- 3.1 The Fire Department shall be organized in accordance with the Organizational Chart (Appendix B) and Job Descriptions (Appendix C).
- 3.2 In addition to the Fire Chief, the Fire Department personnel shall consist of a Deputy Fire Chief, District Chief, Chief Fire Prevention Officer, Training Officer, Inspectors, Captains, Lieutenants, Volunteer Firefighters and administrative support staff and any other personnel position that may be established from time to time.
- 3.3 The Fire Chief shall be appointed by By-law of the Council.
- 3.4 The Deputy Fire Chief shall be appointed by By-law of the Council.

4. Employment

- 4.1 The Fire Chief may recommend for appointment, any qualified person as a Firefighter and as a member of the administrative support staff if the position is authorized by Council and is subject to the approved hiring policies of the Corporation.
- 4.2 Any person applying as a fulltime or Volunteer Firefighter of the Fire Department is required to pass a medical examination in accordance with the Fire Department Recruit Program prior to being appointed for firefighting duties. Costs affiliated with this examination shall be at the expense of the applicant. Subsequent examination shall be required annually. Physician fees for this examination shall be reimbursed to the Firefighter by the Corporation.

All Firefighters hired prior to 2011 shall be required to complete a pre-existing medical conditions form annually. This form will identify any medical conditions/restrictions which may have an impact on the Firefighter's safety and subsequent colleagues.

- 4.3 The hiring of Volunteer Firefighters shall be in accordance with the Fire Department Recruit Program.
- 4.4 If a physician finds that a Volunteer Firefighter is physically unfit to perform his/her assigned duties, that Volunteer Firefighter will be offered a leave of absence until he/she is fit to resume duties as a Firefighter or Officer.

- 4.5 If a physician finds that a full time Firefighter is physically unfit to perform his/her assigned duties and that such condition is attributed to, and as a result of his/her employment with the Fire Department, Human Resources Policies shall be followed.
- 4.6 A person appointed as a Firefighter for firefighting and/or fire prevention duties shall be on probation for twelve (12) months in accordance with the Fire Department Training Policy.
- 4.7 Any probationary Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the CAO.
- 4.8 All recommendations for appointments, promotions and demotions will be reported to the CAO by the Fire Chief.
- 4.9 The remuneration of all Firefighters shall be determined by Council or other administrative legal process.

5. Core Services

- 5.1 The core services of the Fire Department, as approved by Council, February 8, 2012, shall be those contained in Appendix D.
- 5.2 Nothing in this Bylaw will restrict the Fire Department to providing only core services or limit the provision of Fire Protection Services.

6. Levels of Service

- 6.1 The Fire Department will provide all properties within the Corporation with an equal level of response, both in equipment and Firefighter personnel.
- 6.2 Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Core Services (Appendix D) such as; travel distance, trained personnel, water supply, environmental factors and structural integrity.

7. Responsibilities & Authority of Fire Chief

- 7.1 The *Fire Chief* shall be the head of the Fire Department and is ultimately responsible to council, reporting through the CAO for proper administration and operation of the fire service.
- 7.2 The *Fire Chief* shall be a fully contributing member of the Corporation's Senior Management Team reporting to the CAO.
- 7.3 The *Fire Chief* or designate shall exercise all powers and duties mandated by FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be considered necessary for the proper administration and efficient operation of the Fire Services Department, without restricting the generality of the foregoing:
 - (a) For the care and protection of all property belonging to the Fire Department;
 - (b) For arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
 - (c) For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements

within the Corporations borders and/or within the municipal borders adjoining municipalities;

- (d) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters and administrative support staff of the Fire Department;
- (e) For the conduct and the discipline of Firefighters and administrative support staff of the Fire Department;
- (f) For preparing and upon approval by Council, implementing and maintaining core services (Appendix D) as identified in this by-law.
- (g) For assistance, as a contributing member of the Emergency Management Committee, in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Corporation;
- (h) For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer 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 an offence has been committed under FPPA;
- (i) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the office of the Fire Marshal.
- (j) For keeping such other records as may be required by Council, the Corporation and FPPA;
- (k) For preparing and presenting three (3) quarterly reports and one (1) annual report, of the Fire Department, to Council;
- (l) For preparing and presenting the annual estimates of the Fire Department to the Budget Committee of the Corporation and Council and for exercising control over the budget approved by Council for the Fire Department, provide that such general orders, policies, procedures, rules and regulations and other measures do not conflict with the provisions of this By-law or any other By-law of the Corporation, including, without limitation, those requiring the prior approval of or notice to Council or the satisfaction of certain conditions, general or otherwise, specified by Council before such measures can be implemented, or with the provisions of FPPA or with the provisions of any collective agreement or other written agreement that may be applicable.

7.4 The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules and regulations made under this By-law and for the enforcement of any other By-laws of the Corporation respecting Fire Protection Services, and shall review periodically such By-laws, including this By-law, recommend to Council such amendments as the Fire Chief considers appropriate and, in the case of general orders, policies, procedures, rules and regulations made under this By-law, revise or terminate any of them if the Fire Chief considers it appropriate.

7.5 The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his or her powers or duties in accordance with Section 6.(6) of FPPA to a Firefighter. Further, the Fire Chief shall be afforded the ability to take all proper measures for the

prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal by-laws respecting fire prevention.

- 7.6 The Fire Chief may liaise with the association representing Firefighters.
- 7.7 The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.
- 7.8 The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid, Automatic Aid and emergency service agreements or response plans with other emergency agencies and further, is authorized by Council to perform the duties of regional Fire Coordinator as required.
- 7.9 The Fire Chief may utilize such Firefighters and administrative support staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of his duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following:
- (a) Provide administrative support and customer assistance for facilities and services provided by the Fire Department;
 - (b) Prepare divisional and overall departmental budget(s) and exercise budgetary control;
 - (c) Prepare the payroll data of the Fire Department as required, to initiate requisitions and acquire materials and services and certify all accounts of the Fire Department;
 - (d) Maintain personnel records as required in conjunction with the direction of the Corporation's Human Resources Department;
 - (e) Arrange for the provision of new facilities, equipment, and apparatus;
 - (f) Carry out the general administrative duties of the Fire Department;
 - (g) Liaise with the local Firefighters' association;
 - (h) Liaise with other emergency response and safety agencies;
 - (i) Liaise with other departments within the Corporation and participate on committees or be involved in functions as required;
 - (j) Provide emergency communications/dispatch, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy;
 - (k) Conduct investigations of fires by Fire Department personnel in concert with Investigators of the Office of the Fire Marshal and the Police Service;
 - (l) Perform specialized emergency and/or rescue response such as a vehicle/auto/machinery extrication, land based static water/ice/rescue,

hazardous materials response (emergency decontamination), hi/low angle rope and confined space rescue, render emergency patient care and other life saving measures as per Fire Department policies;

- (m) Conduct, facilitate and participate in training at Fire Stations or other approved sites and keep clear and concise records of said training as per the Training Policy.
- (n) Research and/or develop new technologies and strategies to maintain safe operating efficiency and effectiveness in emergency or routine operations;
- (o) Prepare and conduct examinations of Firefighters as required;
- (p) Conduct in-service fire prevention audits, visits, inspections and/or other pre-planning familiarization inspections of premises and occupancies on a complaint, request or proactive basis as required;
- (q) Enforce all legislation pertaining to fire prevention and the Fire Code and respond to all fire and life safety complaints and/or concerns as appropriate;
- (r) Provide Fire & Life Safety Education and distribution of educational materials as appropriate;
- (s) Perform apparatus and equipment maintenance cleaning, checks, inspection and testing at stations or other as required;
- (t) Coordinate and address joint health and other safety issues between other departments within the Corporation and the Fire Department, and within the Fire Department itself;
- (u) Ensure the Joint Health and Safety Committee performs, meets and provides recommendations to Administration as required by legislation, and further that all staff confirm and abide by safety practices to ensure a safe workplace;
- (v) Prepare quarterly, statistical data or other analysis reports as required;
- (w) Assist in the preparation and implementation of Departmental emergency plans and contingencies in conjunction with the Corporation's Emergency Plan;
- (x) Perform other duties as assigned and shall comply with all other requirements of the job description and abide by all orders, policies, procedures, rules and regulations as provided;

8. Supervision – General Duties and Responsibilities:

- 8.1 The Deputy Fire Chief shall be appointed by by-law, and in the absence of the Fire Chief shall have all the powers and may perform the duties of the Fire Chief.
- 8.2 The Firefighters and administrative support of the Fire Department, while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.
- 8.3 When the Fire Chief designates a Firefighter to act in place of an Officer in the Fire Department, such Firefighter, when so acting, has all the powers and shall perform all the duties of the Officer replaced.

- 8.4 The Fire Chief and all other Officers shall protect and guard all property entrusted to their care and the Fire Chief, all Officers and all Firefighters, insofar as lies in their power, shall take proper measures to protect all Firefighters of the Fire Department from accident, injury or death as a result of duty.
- 8.5 All matters pertaining to or affecting the Fire Department proposed or contemplated by Firefighters must be submitted to the Fire Chief before any action is taken. Firefighters are strictly forbidden to take any part in any proposition contemplating any effect, directly or indirectly, upon the Fire Department or its operation, except after consultation with the Fire Chief.
- 8.6 Every Firefighter and administrative support staff person shall conduct themselves in accordance with the general orders, policies, procedures, rules and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with FPPA and any other written agreement that may be applicable.
- 8.7 The Fire Chief may reprimand or suspend any Firefighter or administrative support staff for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this By-law, departmental policies or procedures, guidelines or the general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department. Disciplinary action shall be in accordance with the disciplinary procedures as outlined in the Fire Department's Standard Operating Guidelines.

9. Fire Suppression

- 9.1 A Firefighter may enter private property to suppress any fire or other hazardous condition.
- 9.2 A Firefighter may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.
- 9.3 The Fire Department may request other appropriate persons or agencies present at a fire to assist in extinguishing fires, pulling down or demolishing buildings or structures to prevent the spread of fire, initiate crowd and traffic control or suppression of fires or other hazardous conditions in other reasonable ways.

10. Fire Prevention

- 10.1 The Fire Chief shall delegate to the Chief Fire Prevention Officer, delegating in total or in part the following duties pertaining to the function of the Division of Fire Prevention:
- (a) Enforce and maintain compliance with FPPA which includes but is not limited to:
 - Public Education
 - Smoke Alarm Program
 - Distribution of Fire Safety Information
 - Inspections as per Fire Prevention Policy (Appendix E which may be revised from time to time)
 - Fire Code Compliance & Enforcement
 - Maintain current Risk Assessment
 - (b) Prepare Annual Report and budget of the Division of Fire Prevention to be submitted to the Division of Administration.

10.2 Fire prevention shall be implemented in accordance with The Blue Mountains Fire Prevention Policy.

11. Training

11.1 The Fire Chief is responsible for carrying out, or delegating in total, or in part, conduct, facilitate and participate in training at fire stations or other approved sites and keep clear and concise records of said training;

- (a) Establish Fire Department Training Program not limited to:
 - Training to the OFM Core Curriculum
- (b) All training will comply with the Occupational Health & Safety Act and applicable provincial legislation and regulations.
- (c) The Ontario Firefighters Curriculum, International Fire Service Training Association "Essential of Firefighting", Ontario Fire Service Standards and other related industry training standards and reference materials may be used as reference guides for the Fire Department training as approved by the Fire Chief.
- (d) Prepare an annual report and budget of the Division of Training to be submitted to the Division of Administration.

11.2 Training shall be implemented in accordance with the Fire Department Training Policy.

12. Recovery of Costs – Additional Expenses

In addition to the Recovery of Costs provisions in Part VIII of FPPA;

12.1 The Fire Chief may require the owner of the property or the person having control of the property within or outside the Corporation to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Corporation's By-law 2008-113 for the Imposition and collection of Fees and Charges for Certain Municipal Services and Activities, as amended from time to time or replaced ("By-law 2008-113").

12.2 If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside the Corporation requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of By-law 2008-113. In this Section 12, property shall mean personal and real property.

13. Emergency Responses Outside Limits of the Municipality

13.1 The Fire Department shall not respond to a call with respect to a fire or an emergency incident outside the limits of the Corporation except with respect to a fire or an emergency:

- (a) In a municipality with which a Fire Protection Agreement has been entered into to provide Fire Protection Services;
- (b) At the discretion of the Fire Chief to a municipality authorized to participate in the Region Mutual Aid plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan and program or any other organized plan or program on a reciprocal basis,
- (c) On property beyond the Corporation boundary where the Fire Chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified to respond and/or assumes command or establishes alternative measures acceptable to the Fire Chief or designate;
- (d) Response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Head of Council.

14. Fire Alarms

- 14.1 No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.
- 14.2 Where fire alarms are required in buildings no person shall silence or reset the fire alarm without the approval of an authorized representative of the Fire Department.

15. Conflict

- 15.1 Where this By-law may conflict with another By-law of the Corporation, this bylaw shall supersede and prevail over that other By-law to the extent of the conflict.

16. Short Title

- 16.1 This By-law shall be known as the Fire Department Establishing, Maintaining and Operating By-law.

17. Penalty

- 17.1 Any person who violates any provisions of this By-law is upon conviction, guilty of an offence and shall be liable to a fine, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c. O.33, as amended.

18. Repeal of By-laws

- 18.1 By-law No. 98-7 is hereby repealed.

19. Effect

- 19.1 This By-law shall come into force and effect on the day it is passed.

Enacted and passed this ____ day of _____

Ellen Anderson, Mayor

Corrina Giles, Town Clerk

BY-LAW NO. 2012-XX

LIST OF APPENDICES

Appendix	Topic	Page Reference
A	Mandate, Vision & Primary Goals (attached)	2.2
B	Organization Chart (attached)	3.1
C	Job Descriptions (attached)	3.1
D	Core Services (attached)	5.1, 7.3 (f)
E	Fire Prevention Policy* (attached)	10.1 (a)

* NOTE: document is updated as is required and in accordance with Provincial legislation

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Appendix A

Mandate, Vision & Goals

Mandate of the Fire Department

The mandate of the Town of The Blue Mountains Fire Department is to provide fire protection services and emergency response, public fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses and visitors to the Town of the Blue Mountains.

Vision of The Blue Mountains Fire Department

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

Primary Goals of the Fire Department

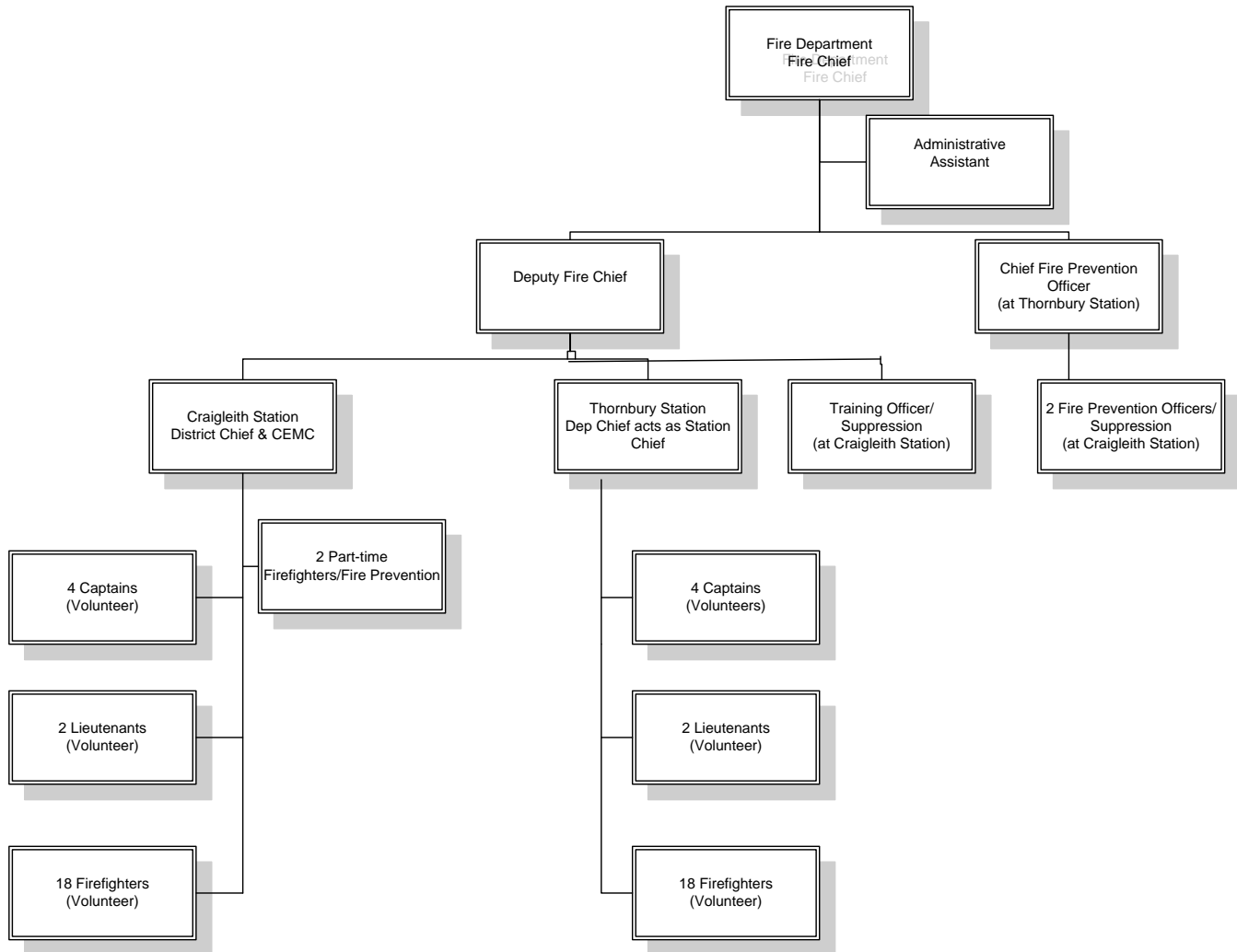
The primary goal of the Fire Department is to:

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

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Appendix B

Organizational Chart



BY-LAW NO. 2012-

Appendix C

JOB DESCRIPTIONS

Fire Chief

Deputy Chief

Chief Fire Prevention Officer

District Chief/CEMC

Training Officer

Fire Prevention Inspector

Volunteer Firefighter

Administrative



TOWN OF THE BLUE MOUNTAINS

JOB DESCRIPTION

APPROVED: August 8, 2008

REVISED: November 9, 2009

REVISED: March 2012

Position Title: Fire Chief
Department: Fire Services
Reports To: Chief Administrative Officer
Job Grade: Grade 15

Position Summary

- Charged as a member of the Senior Management Team to help build a sustainable community.
- Held ultimately accountable for all activities related to the Fire Department, including responsibility for the development and implementation of all firefighting, rescue functions and emergency planning activities.
- Inspire Department Staff to achieve high performance.

Key Duties and Responsibilities

- As a member of the Senior Management Team, use well-developed technical, management and leadership skills to input on departmental/corporate planning and strategic initiatives, lead and/or participate on project teams, as assigned. Champion the corporate mission and values within the Fire Department and across the Corporation as a whole.
- Provide leadership to all departmental staff including delegation of work assignments, performance management, training and development. Has the authority to discipline, and/or transfer departmental staff in line with current Town policy. Is responsible to ensure that employees are working in compliance with health and safety policies and practices.
- Assess staffing needs and recommend changes to complement and/or major organizational design changes. Will review hiring recommendations and may participate in the recruitment and selection process; approves final hiring decisions.
- Mentor and coach staff to ensure professional growth and succession planning.
- Lead the development of long term plans for firefighting, rescue and emergency operations and related facilities. Authorize and/or recommend to Council on same, in line with current Town policy.

- Responsible for ensuring the completion of the following: Prepare, review, recommend and implement annual capital and operating budgets, forecasts and potential funding sources. Monitor and administer approved departmental budgets and report on same. Authorize payments of accounts.
- Lead the development, review, and revision (as necessary) of departmental policies and procedures, equipment specifications, design criteria, and service levels and standards.
- Manage the day-to-day operations and functions of the Fire Department, including all facilities and programs.
- Ensure the development, training and implementation of an effective emergency management program taking into accounts all relevant risk, as per the new Emergency Management Act 2002
- Establish and implement a comprehensive fire prevention program to encourage community education and awareness. Work actively with major businesses and employees to ensure fire and emergency safety plans are in place and up-to-date.
- Monitor and implement improvements for modern firefighting and response efforts.
- Liaise with other departments/levels of government, utilities, or authorities on matters relating to Fire Department operations.
- Personally comply with, oversee and monitor compliance with all occupational health & safety matters as it relates to the Department, standard operating guidelines, the Occupational Health & Safety Act and Section 21 Guidelines.
- Execute all the powers assigned under the Fire Protection & Prevention Act 1997, under the most current By-Law to establish and regulate a Fire Department within the territorial limits of the municipality and within any other area in which the municipality has agreed to provide fire protection service, as said By-Law is established by Council from time to time.
- Provide regular Department updates to the Finance and Administration Committee through quarterly reports.
- Perform other duties as may be assigned in accordance with corporate objectives.

Job Details

Hours of Work: standard work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Will be required to attend meetings after hours, including monthly Town Council meetings.

Direct Reports: 4

Overtime: Not applicable

Drivers License: Required No _____ Yes __X__ Class __DZ__

Education and Experience:

- Requires formal education in a professional field - Ontario Fire College with all components of the Company Officer Program.
- Post secondary degree or diploma
- Thorough knowledge of modern techniques and methods as applied to the administration of fire prevention, firefighting activities and related by-laws, legislation, standards and regulations gained through 12 years experience in the profession, including a minimum of 7 years as a Senior Officer.



TOWN OF THE BLUE MOUNTAINS
JOB DESCRIPTION
APPROVED: August 8, 2008
Revision: March 2011

Position Title: Deputy Fire Chief
Department: Fire Services
Reports To: Fire Chief
Job Grade: Grade 14 (under review)

Position Summary

- Help the Town to achieve higher performance and to enhance its reputation through innovative solutions and initiatives.
- Responsible to ensure effective and efficient implementation of programs and Division functions, consistent with established policies, practices and procedures.

Key Duties and Responsibilities

- Support the Fire Chief as Deputy by using well-developed technical, management and leadership skills to input on departmental/corporate planning and strategic initiatives, lead and/or participate on project teams, as assigned. Champion the Corporate Mission and Values within the Fire Services Department and across the Corporation as a whole.
- Performs Incident Command at emergency operations by gathering information, developing the appropriate strategy, assessing staffing and apparatus requirements and implementing a sequential plan so as to minimize loss of life, damage to property and impact on the environment and to ensure that all actions conform to departmental operating guidelines and legislated requirements.
- Provides leadership and management to the department's Training Division by directing the delivery of effective and innovative training and maintaining a record keeping system for training activities in accordance with legislated requirements and departmental guidelines.
- Responsible for the development and continuous improvement of the Fire Services' Volunteer Firefighter Recruitment and Retention Strategy along with necessary monitoring and reporting, all in accordance with the most current Fire Master Plan.
- Actively build relationships and regularly meet with local employers in order to build support within this group for Fire Services generally and Volunteer Recruitment and Retention specifically.
- Coordinates the development of capital and operating budgets by identifying and recommending priorities for operating requirements, determining costs and preparing the proposed budgets for the consideration of the Senior Management Team and then Council.
- Monitors expenditures, supervising capital initiatives and investigating variations so that departmental budgets are implemented according to allocation.

- Personally comply with and assist the Fire Chief to ensure compliance with the Occupational Health and Safety legislation and Section 21 guidelines by ensuring employee awareness of and training in safety matters and taking measures to ensure compliance so that employee safety is protected. H&S contraventions are identified and corrective actions are taken. Maintains a record keeping system for health and safety issues in accordance with legislated requirements.
- Ensure all fire department vehicles are maintained in accordance with the Highway Traffic Act.
- Establish a preventative maintenance program for all fire department vehicles and fuel powered equipment.
- Research apparatus and equipment for acquisition upon request.
- Prepare the yearly fire apparatus and equipment budget for approval by the Fire Chief.
- Conducts incident investigations and assists in the prosecution of offenders in cooperation with police, local by-law officials, local, provincial and/or national prosecution and investigation officials.
- Authority of Chief Fire Official pertaining to compliance issues within the Ontario Fire Code/FPPA 1997.
- Ensures that the Town's Emergency Response Plan is maintained in a current state by supervising the Community Emergency Management program and in the capacity of Alternate Community Emergency Management Coordinator.
- In the absence of the Fire Chief, has all the powers and shall perform all duties of the Chief.
- Continue in the role as Certified Volunteer Fire Fighter and respond to emergency incidents as required.
- Perform other duties as may be assigned in accordance with corporate objectives.

Job Details

Hours of Work:

- 35 hour work week
- Will be required to attend meetings after hours, including monthly Town Council meetings.
- Acts as Volunteer Firefighter outside normal working hours

Direct Reports: District Chief / CEMC – Station 2
Training Officer
24 Volunteer Firefighters

Drivers License: Required No _____ Yes _X_ Class _DZ_

Education and Experience:

- Ontario Fire College:
 - Company Officer Program
 - Fire Fighter Certification
 - Training Officer Certificate (or equivalent)
- Community Emergency Management Program
- Post Secondary Degree
- 10+ years experience in the profession, including a minimum of 7 years as a Senior Officer.



TOWN OF THE BLUE MOUNTAINS JOB DESCRIPTION APPROVED

Position Title: Chief Fire Prevention Officer
Department: Fire Services
Reports To: Fire Chief
Job Grade: Grade 12 (under review)

Position Summary

- Help the Town to achieve higher performance and to continue its reputation through innovative solutions and initiatives.
- Responsible to ensure the provision of a fire prevention and public education program, consistent with procedures and policies and guidelines and with by-laws, provincial and federal legislation and other government guidelines and regulations.

Key Duties and Responsibilities

- Administer the activities of the Fire Prevention and Public Education Division and to follow the approved Town of The Blue Mountains Fire Prevention Policy as an appointed Chief Fire Official and with the delegated powers of an Assistant to the Fire Marshal.
- Ensure fire and life safety inspections are conducted so that the premises meet the requirements of the Fire Protection and Prevention Act, the Ontario Fire Code, and other relevant legislation and an acceptable degree of building and life safety is achieved.
- Evaluate, approve and enforce fire safety plans so that compliance with the Ontario Fire Code is ensured.
- Develop, deliver and evaluate public education programs using community risk and needs assessments so that the incidence of fire, injuries and the loss of life and property are reduced.
- Examine fire scenes as authorized by The Fire Protection and Prevention Act using accepted fire investigation techniques so that the origin of the fire is determined, the effectiveness of occupant behaviour is assessed and evidence that is collected is acceptable in a court of law.
- Evaluate development proposals such as site plans, subdivision plans, zoning applications and official plans using relevant legislation and municipal policy, so that adequate fire protection measures are provided for in municipal legal agreements.

- Issue plan approvals for compliance equivalencies, if designated, on submissions by architects and/or engineers so that alternative solutions are in compliance with objectives of relevant codes and standards.
- Initiate and participate in the prosecution of offenders of fire legislation so that all relevant evidence is presented in a professional manner and is admissible, accurate and complete.
- Maintain professional competency so that the staff of the fire prevention division remains current with new and existing legislation, codes and standards, personal development is valued and undertaken, departmental fire safety standards are met and professional competence is maintained.
- Prepare a yearly Fire Prevention & Education and budget approval by the Fire Chief.
- Administer the TAPP-C Program (The Arson Prevention Program for Children) in a joint effort to eliminate fire setting by children and adolescents, with The Ontario Office of the Fire Marshal and the Center for Addiction and Mental Health.
- Personally comply with all health and safety practices as it relates to work, standard operating guidelines in the Occupational Health and Safety Act and Section 21 Guidelines.
- Perform other duties as may be assigned in accordance with corporate objectives.
- Continue as a Certified Volunteer Firefighter and respond to emergency incidents as required.

Job Details

Hours of Work: Standard work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Will be required to attend meetings after hours, including monthly Town Council meetings.

Direct Reports: 2

Drivers License: Required No _____ Yes X Class DZ

Education and Experience:

- A minimum of seven years, basic services, with three to five years experience as a fire prevention officer, developing and delivering all aspects of fire prevention programs.
- Grade 12 education. Graduation from the Ontario Fire College with all components of the Fire Prevention Officer Program or an equivalent combination of post-secondary

credentials and experience and graduation from the Ontario Fire College (equivalent to 2 years post-secondary education).

- Public Fire & life Safety Trainer Program, Fire Cause Determination Course, Wood Energy Technology Training Course, Trainer Facilitator Program (equivalent of one year post-secondary education).
- Working Knowledge of Building construction relevant to Occupant Safety identified in Part 2 and 9 of the Ontario Fire Code.



TOWN OF THE BLUE MOUNTAINS
JOB DESCRIPTION
APPROVED: March 2011

Position Title: District Chief /CEMC – Station 2
Department: Fire Services
Reports To: Deputy Fire Chief
Job Grade: Grade 12 (under review)

Position Summary

- Assist the Town to achieve higher performance and to continue its reputation through innovative solutions and initiatives.
- Responsible to ensure the development, implementation and maintenance of:
 - o Manage the daily operations and maintenance of Fire Station 2
 - o Municipality's Emergency Management Program
 - o Health and Safety Department Program

Key Duties and Responsibilities

- Perform Incident Command at Emergency Scenes by gathering information, developing the appropriate strategy, assessing staffing and apparatus requirements, implementing a sequential plan so as to minimize loss of life, damage to property and impact on the environment and to ensure that all actions conform to departmental operating guidelines and legislated requirements.
- Assist the Deputy Chief in the development of capital and operating budgets by identifying and recommending priorities for operating requirements, determining costs and preparing justifications so that the proposed budgets are in accordance with Council direction and community needs. Administers budgets by reviewing previous year's budget, supervising capital initiatives, monitoring expenditures and investigating variations so that departmental budgets are implemented according to allocation.
- Provide leadership and management to the day to day operational activities as it relates to the operation of Station # 2.
- Direct and manage the Community Emergency Management Program Committee including the publication of a Community Emergency Response Plan, consistent with provincial legislation, procedures, policies, guidelines and other government regulations and by-laws.
- Liaise with other departments, ratepayers and the public on matters relating to the Municipality's Emergency Management Program.

- Personally comply with and assume the department lead responsibility for compliance with all health and safety practices in accordance with Standard Operating Guidelines and the Occupational Health and Safety Act and Section 21 Guidelines.
- Perform other related duties as may be assigned in accordance with corporate objectives.
- Perform as a certified volunteer firefighter and respond to emergency incidents and training as required.

Job Details

Hours of Work:

- 35 hour work week
- Will be required to attend meetings after hours, including monthly Town Council meetings.
- Acts as Volunteer Firefighter outside normal working hours

Direct Reports: 2(.5) Fire Prevention Inspector / Suppression
24 Volunteer Fire Fighters

Drivers License: Required No _____ Yes X Class DZ

Education and Experience:

- Requires Grade 12, plus graduate of Emergency Management Ontario program and/or Canadian Emergency Preparedness College – 3 year diploma.
- Graduation from the Ontario Fire College Company Officer Program or equivalent combination of post secondary credentials and experience.
- 8 years experience basic firefighting service with 3 – 5 years experience as a Company Officer
- Completion of the OFM Trainer Facilitator Program.
- Firefighter Certification
- Certified Worker Designation through WSIB Workplace specific – Fire Fighter Part 2

Job Factors and Related Competencies

Communication



Problem Solving



Judgement



Accountability – People



Accountability – Finances/Assets



Health and Safety



Leadership



Mental Demands



Physical Demands



Working Conditions





TOWN OF THE BLUE MOUNTAINS

JOB DESCRIPTION

Approved

Position Title: Training Officer / Suppression
Department: Fire Department
Reports To: Deputy Fire Chief
Job Grade: Grade 11 (under review)

Position Summary

- Help the Town to achieve higher performance and to continue its reputation through innovative solutions and initiatives.
- Coordinates the delivery of Fire Service related training programs so that the continuity of training is maintained and service training goals and objectives are attained.

Key Duties and Responsibilities

- Manages the training environment so that the educational, safety and environmental needs of the participants are met and the highest level of training is supported.
- Delivers fire service training programs so that fire department personnel meet performance standards after instruction.
- Assesses performance of fire service personnel so that assigned rating, mark or evaluation is fair and objective, testing procedures are valid and reliable and corrective feedback or recognition is provided.
- Monitors and evaluates ongoing training programs so that programs remain current, meet training department and participant expectations and address specified department training objectives.
- Research and evaluate fire department policies, procedures, techniques and equipment so that techniques and procedures reflect changing technology, new equipment can be assessed and justified and new standard operating procedures are safe, implementable and improve performance levels.
- Conducts career development activities for firefighting personnel so that all personnel are aware of the requirements for career advancement as well as the support mechanisms available to address concerns.
- Performs administrative duties so that the training division has input into departmental decision making, comprehensive records and reports on training are up to date and available on request and safety is a priority in the fire service.

- Maintain professional competency so that the training officer remains current with new legislation and training innovations, personal development is valued and undertaken, department safety standards are met and professional competence is maintained.
- Assesses status at Station # 2 of equipment, apparatus and the fire station by conducting and documenting regularly scheduled inspections, tests and repairs to equipment and apparatus, maintaining an inventory of supplies and equipment parts, enforcing legislation.
- Performs administrative duties by completing standard forms and reports, maintaining records, establishing and monitoring files, requisitioning supplies and participating in department meetings so that the fire station is run in accordance with department regulations, policies and procedures.
- Performs public relations by providing public assistance, making presentations, participating in special activities, performing demonstrations and projecting a professional image in order to enhance the public's perception of firefighters and the fire department; keeping in mind the primary goal of educating the public in fire safety.
- Organizes initial response to emergency situation by gathering pertinent information, determining types of apparatus and equipment to respond, notifying external agencies of emergency and confirming arrival and details of situation with dispatch or communication centres so that delays in response to emergency are minimized, the manpower, apparatus and equipment meet the requirements of the situation and communication with fire department is maintained.
- Coordinates and controls fire ground operations by sizing up the incident, requesting additional assistance, conducting search and rescue operations, confirming the fire, ventilating structures, extinguishing the fire and conducting salvage and overhaul activities so that a co-ordinated, systematic and sequenced plan of attack is implemented with minimum loss of life and property.
- Coordinates and controls emergency rescue response operations by conducting incident size up, directing primary and secondary search, conducting and directing the stabilization of the scene and the victim's injuries, and providing a means of egress so that the victim is removed from an area of danger to an area of safety while preventing injury to the rescuer or additional injury to the victim.
- Continue as a Certified Volunteer Firefighter and respond to emergency incidents as required.

Job Details

Hours of Work: Standard work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Will be required to attend meetings after hours as required
After hours training assignments will be part of the 35 hours per week.

Direct Reports:

Drivers License: Required No _____ Yes X Class DZ

Education and Experience:

- A minimum of 5 years as a Firefighter
A minimum of 2 years as an Officer
- Grade 12 education. Graduation from the Ontario Fire College with all components of the Training Officer Certification Program or an equivalent combination of post-secondary credentials and experience.
- Graduation from the Ontario Fire College Company Officer Program or working towards the same (equivalent to 2 years post secondary education).
- Trainer/Facilitator
- Firefighter Certification



TOWN OF THE BLUE MOUNTAINS JOB DESCRIPTION APPROVED

Position Title: Fire Prevention Inspector / Suppression
Department: Fire Services
Reports To: Deputy Fire Chief and Chief Fire Prevention Officer
Job Grade: Grade 10 (under review)

Position Summary

- Working as part of a team, under the direction of the Fire Prevention division, assists with inspection, public education and other programs as assigned; the position also is responsible for completing day to day operations of the fire department, including first response, fire suppression, rescue and specialized operations; performs daily equipment and premises maintenance duties

Key Duties and Responsibilities

- Conduct fire and life safety inspections so that the premises meet the requirements of the Fire Protection and Prevention Act, the Ontario Fire Code, and other relevant legislation and an acceptable degree of building and life safety is achieved.
- Perform public relations using promotional materials and displays so that fire prevention and fire survival behaviours are promoted and the professional image of the fire service is maintained.
- Communicate with the public, as designated, so that the public and media are aware of fire prevention and fire survival techniques that reduce injuries and loss of life and property and the information provided is in compliance with current legislation.
- Initiate and participate in the prosecution of offenders of fire legislation so that all relevant evidence is presented in a professional manner and is admissible, accurate and complete.
- Provide technical support and training for fire department personnel so that the department personnel can apply pertinent and accurate information to emergency situations and they are able to perform their tasks in an efficient and effective manner.
- Perform administrative duties so that reports and statistical data is collected and stored in the Fire Prevention Division functions in accordance with department regulations, policies and procedures.

- Continue as a certified volunteer firefighter and respond to emergency incidents as required.
- Personally comply with all health and safety practices as it relates to the work, standard operating guidelines in the Occupational Health and Safety Act and Section 21 Guidelines.
- Perform other duties as directed by the Chief Fire Prevention Officer.
- Carry out specific orders when responding to and mitigating emergency incidents, including alarms, fire and explosions, medical assist calls, motor vehicle collisions, high angle, confined space, ice and water rescue, public hazards (gas leaks, wire down, etc) and other emergencies as required.
- Carry out assigned tasks quickly and efficiently under adverse conditions, including dangerous atmospheres and extreme hazard to personal safety.
- Operate emergency vehicles, apparatus and equipment, including trucks, fire pumps, boats, ATV's, hydraulic rescue equipment and other specialized equipment.
- Perform fire ground operations including extinguishment of fire, search and rescue, ventilation operations, water supply, salvage, overhaul and loss control, first aid and other duties as assignment by a Suppression Officer.
- Complete regular vehicle, apparatus and equipment maintenance tasks under the direction of the Mechanical Officer
- Complete regular maintenance of fire stations and premises under the direction of the Deputy Fire Chief or designate.
- Complete prescribed training courses including in-house training, Ontario Fire College courses and other specialized training as assigned by the Training Officer or designate.
- Perform other duties as directed by the Deputy Fire Chief.

Job Details

Hours of Work: Standard work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Will be required to attend meetings after hours as required
 Work Week – 50% Fire Prevention
 50% Suppression Duties

Direct Reports:

Drivers License: Required No _____ Yes X Class DZ

Education and Experience:

- A minimum of 3 – 5 years, basic fire services.
- Grade 12 education. Is working towards graduation from the Ontario Fire College with all components of the Fire Prevention Officer Program or an equivalent combination of post-secondary credentials and experience.
- Public Fire & Life Safety Trainer Program, Fire Cause Determination Course, (equivalent of one year post secondary education)
- Working knowledge of building construction relevant to Occupant Safety identified in Part 2 & 9 of the Ontario Fire Code.
- Working knowledge of the Ontario Fire Code.
- Ensures personnel compliance with the Occupational Health & Safety Legislation and Section 21 Guidelines.



TOWN OF THE BLUE MOUNTAINS JOB DESCRIPTION

Position Title: Volunteer Fire Fighter
Department: Fire Services
Reports To: Deputy Fire Chief – The Blue Mountains Fire Department (TBMFD)

Position Summary

- Working as part of a team, under the direction of the Fire Services division, providing first response, fire suppression, rescue and specialized operations as required.

Key Duties and Responsibilities

Performs fire ground operations within the TBMFD incident management system, so that lives are protected and property loss and damage to the environment is minimized:

- Recognizes hazards to prevent injuries to victims or rescuers
- Secures water supplies
- Advances hose lines
- Operates portable pumps
- Conducts searches
- Carries positions, raises and climbs ground ladders
- Ventilates structures
- Extinguishes vehicle, structural, ground fires
- Conducts salvage operations
- Overhauls fire areas

Performs rescue operations within the TBMFD incident management system so that the victim is removed from an area of danger to an area of safety while preventing injury to the rescuer or victim:

- Performs vehicle extrication
- Secures area of structural collapse
- Performs confined space rescue
- Performs industrial rescue
- Performs land based water rescue

Provides emergency patient care

- Responds to incidents as a first responder

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines.

Operates fire apparatus as required by the Ontario Highway Traffic Act, TBMFD Standard Operating Guidelines and within the vehicles design.

Job Details

Hours of Work: Vary – Called in for Emergencies – Respond as necessary. No set hours – volunteer role.

Training – Every Monday evening -4 hours

Direct Reports: N/A

Drivers License: Required No _____ Yes X Class DZ

Education and Experience:

- A minimum of 3 – 5 years, basic fire services.
- Grade 12 education.
- Ensures personnel compliance with the Occupational Health & Safety Legislation and Section 21 Guidelines.



TOWN OF THE BLUE MOUNTAINS
JOB DESCRIPTION
APPROVED: August 8, 2008

Position Title: Administrative Assistant
Department: Fire Services
Reports To: Fire Chief
Job Grade: Grade 6

Position Summary

- Help the Town achieve higher performance by supporting the Fire Chief in his/her administrative duties.
- Provide confidential administrative support, research and coordination as required within the Fire Services Department.

Key Duties and Responsibilities

- Administrative support for the Fire Chief, Deputy Fire Chief, Fire Prevention Officer and CEMC/Training Officer. Typing correspondence, taking of minutes, creating reports, typing inspections, filing and answering phones for all staff. Coordinating and relaying information from Fire Chief to other department staff.
- Maintain and update property management system including all related fire department, components which include training, personnel, suppression and inspections and develop new forms etc to maintain accurate and current information in the system for all members of the department.
- Prepare and track payroll information on all volunteer firefighters by calculating hours on a bimonthly basis and entering numbers into excel spreadsheet which is forwarded on to Payroll Administrator (includes fire calls, practices and on-call weekends).
- Ensure inquiries from the other agencies and the public, providing information and documentation when required at the request of the fire chief, deputy fire chief, fire prevention officer and CEMC/training officer – dispatching – run radio and record information during emergency situations as required.
- Assist in the development and standardization of department policies and procedures by researching and helping with the wording and preparation of such documents.
- Ensure office supplies are available and order when needed.
- Provide training of staff in the use of the City-view Software by setting up training sessions with test examples and explanations for the approximately 40 volunteer firefighters.
- Schedule firefighters for on-call weekends, typing schedules and distributing to volunteer firefighters.

- Personally comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Perform other duties as may be assigned in accordance with Corporate objectives.

Job Details

Hours of Work: standard work week Monday to Friday from 8:30 – 4:30 with a 1 hour lunch break. Will be required to attend meetings after hours, including monthly Town Council meetings.

Direct Reports: 0

Overtime: Applicable

Drivers License: Required No _____ Yes X Class G

Education and Experience:

- Requires minimum of 2 years post secondary education.
- 5 years experience in fire administration

BY-LAW NO. 2012-

Appendix D

The Town of The Blue Mountains Fire Department Establishing & Regulating By-law Core Services

Municipal responsibilities - FPPA Part II

Every municipality shall,

- 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.*

“Fire Protection Services” includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.

Core services provided by the fire department shall be identified under seven (7) main categories including:

- Fire suppression
- Other emergency Responses
- Services requiring outside agencies
- Fire prevention and public education
- Training
- Dispatching and communications
- Emergency Management

Fire Suppression

The Fire Department protection area covers three hundred (300) square kilometers. Fire Department response to some areas may exceed twenty five (25) minutes due to the travel distance from the relevant station and road grades. Weather conditions will also be a major factor in response times in urban and particularly rural areas.

The fire department shall respond to over heats, pre-fire conditions and fire conditions including but not limited to:

- **Structures** - commercial, residential, industrial and agricultural
- **Vehicles** – highway, off road, commercial, industrial, recreational
- **Chimneys** – commercial, residential, industrial and agricultural
- **Outdoor areas** – agricultural, grass, brush and trash bins

These services shall be performed utilizing SCBA, PPE, apparatus and a wide array of hand tools and other technical equipment by personnel trained to the Ontario Fire Services Standards. Services will include forcible entry, ventilation, exposure protection, salvage and over haul.

Interior Suppression & Rescue

- Performed when staffing and building integrity permit entry
- Performed with fire suppression support
- Performed as water supply permits
- Implemented to rescue trapped persons.

Offensive Operations (interior fire suppression)

- Performed when staffing, water supply and building integrity permit entry
- Implemented to prevent further dollar loss.

Defensive Operations

- Performed when there is insufficient staffing and/or structural instability
- Performed as water supply permits
- Implemented to reduce loss to surrounding areas.

Factors Affecting Effectiveness and Response For Fire Suppression Operations

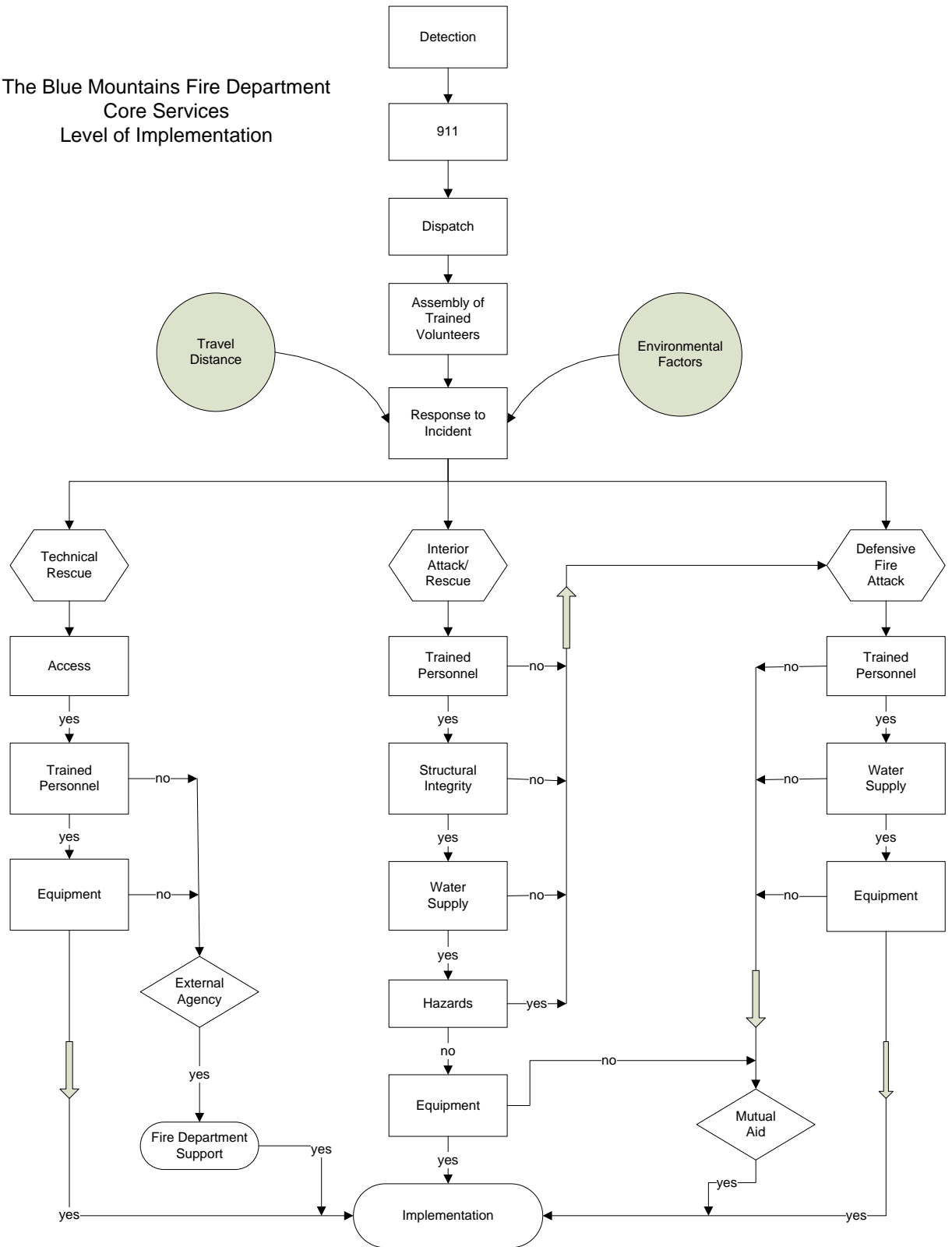
Areas without Municipal Water Supply

- ninety (90) percent of The Blue Mountains does not have municipal water supply
- Municipal water supply in some urban areas does not have adequate flow volumes to supply fire department pumping apparatus
- In areas without Municipal water supply the fire department will respond with water tankers.
- This service does not meet Superior Tanker Shuttle accreditation.

Rural Firefighting Operations

- areas outside of a 4 kilometer radius of a fire station
- areas on the escarpment
- may or may not have municipal water supply
- increased response times due to travel distance, road grades and weather conditions
- Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

The Blue Mountains Fire Department
Core Services
Level of Implementation



Other Emergency Responses

Tiered Response – due to the increased strain that would be placed on the volunteer compliment, the fire department does not have an agreement to respond as a tiered agency with OPP or EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

Motor Vehicle Accidents

- Do not respond as a tiered agency
- Traffic control
- Patient care
- Scene stabilization
- Spill/debris cleanup

Vehicle Extrication

- Do not respond as a tiered agency
- Gain access to patients trapped in vehicles, for removal by EMS or other agencies
 - using hand tools, heavy hydraulics and air bags as required
- personnel trained to the Ontario Fire Services Standards

Remote Extrication

- To assist police and/or EMS in the search/extrication of patients from remote locations
- Typical patients include hikers, bikers, skiers, horseback riders, snowshoeing, climbers
- Respond with ATV and trailer mounted stretcher
- Respond on foot where ATV access is not possible
- Limited by terrain and weather conditions
- All personnel will be trained in the operation of the ATV.

Farm Accidents

- Responding to remote areas, roll overs, entanglements, confined space, silos
- Using hand tools, heavy hydraulics, air bags as required
- Personnel trained to the Ontario Fire Services Standards

Industrial Accidents

- Responding to entanglements, confined space, electrical hazards, chemical hazards
- Using hand tools, heavy hydraulics, air bags as required
- Personnel trained to the Ontario Fire Services Standards

Rope Rescue

- Includes the use of ropes, pulley systems, tripods and other relevant specialized equipment
- Delivered, but not limited to include, the following 3 scenarios

Confined Space Rescue

- Rescue from areas not designed for human occupancy
- Restricted means for entry or exit

- Back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only)
- rescue shall be provided using hand tools, ropes, tripod and confined space self contained breathing equipment
- personnel trained to the Ontario Fire Services Standards

High Angle Rescue (cliff)

- used to support confined space rescue
- rescues along the escarpment, caves and structures
- rescue provided using hand tools, ropes, pulley systems
- personnel trained to the Ontario Fire Services Standards

Low Angle Rescue (steep slope)

- used to perform remote extrication, vehicle accidents
- rescue provided using hand tools, ropes, pulley systems
- personnel trained to the Ontario Fire Services Standards

Water Rescue

- shall be delivered in 4 methods dependant on the circumstances
- shall include search and rescue on the surface
- does not include salvage or recovery

Static Water (harbour, shoreline)

- shore based using thermal PPE, ropes, RIT craft (inflatable raft)
- personnel trained to the Ontario Fire Services Standards

Swift Water (rivers)

- shore based using thermal PPE, ropes, RIT craft (inflatable raft)
- personnel trained to the Ontario Fire Services Standards

Ice Water (harbour, shoreline)

- shore based using thermal PPE, ropes, RIT craft (inflatable raft)
- personnel trained to the Ontario Fire Services Standards

Surface Water (harbour shoreline)

- vessel based, using 14' zodiac and outboard motor
- maximum 2 miles from shore
- personnel trained to the Ontario Fire Services Standards

Services Requiring Outside Agencies

Building Collapse Rescue

- Personnel trained to ***awareness*** level only
- Mutual Aid coordinator shall be contacted
- TBMFD shall provide support and assistance to the responding agency

Trench Rescue

- Personnel trained to ***awareness*** level only
- Mutual Aid coordinator shall be contacted
- TBMFD shall provide support and assistance to the responding agency

Hazardous Materials (transporting, storage)

- Personnel trained to ***awareness*** level only
- Shall include all hazardous materials and fire incidents involving propane storage
- Highway 26 transportation corridor
- Agricultural and industrial process
- CANUTEC shall be contacted
- TBMFD shall provide support and assistance to the responding agency

Electrical Hazards

- Personnel trained to ***awareness*** level only
- Includes responses to downed or arcing hydro wires
- Collus or hydro and OPP shall be contacted
- TBMFD shall provide scene security and traffic control as required until the responding agencies arrive

Carbon Monoxide

- Personnel trained to ***awareness*** level only
- Includes responses to residential and commercial carbon monoxide alarms
- As requested by outside agencies (Union Gas)
- Using air monitoring detectors determine the presence of carbon monoxide
- Evacuate the areas as required
- Notify outside agencies as required to respond, locate and repair source of carbon monoxide leak

Natural Gas Leaks

- Personnel trained to ***awareness*** level only
- includes responses to gas line ruptures
- As requested by outside agencies (Union Gas)
- Union Gas shall be contacted
- OPP shall be contacted
- TBMFD shall provide scene security and traffic control as required until the responding agencies arrive

Fire Prevention and Fire & Life Safety Education

Inspections

- Inspections shall be completed in accordance with
 - FPPA – complaint, request
 - TBMFD Fire Prevention Policy approved by Council February 8 2012 (Appendix A)
- Investigations completed in accordance with the FPPA
- Review and approval of fire safety plans as required by the Ontario Fire code
-

Enforcement

- The Ontario Fire Code shall be enforced in accordance with the FPPA

Public education

- Maintain website with seasonal fire safety messages
- Distribution of fire and life safety information administered in accordance with the FPPA and TBMFD Prevention Policy
- Enhanced education for agricultural industry and rural community
- Enhanced education for the tourism industry
- Design and implementation of public education programs as required by the FPPA
- Fire extinguisher training

Smoke alarm program

- A residential smoke alarm program shall be on going as required by the FPPA
- Smoke alarms for residential occupancies shall be provided to those in need and in accordance with fire prevention division policies

Simplified risk assessment

- A Simplified Risk Assessment shall be maintained annually as required by the FPPA
- The Ontario Fire Service standards for Fire Prevention Officers shall be used as a reference guide for fire prevention training

Training

Shall comply with the requirements of:

- The Ontario Firefighters curriculum – (Appendix B)
- Training will be conducted in accordance with the TBMFD training policy – (Appendix C)
- International fire service training association “Essentials of Firefighting”
- Ontario fire service standards
- Other related industry training standards and reference materials may be used as reference guides for TBMFD training as approved by the Fire Chief
- All training will comply with the occupational health and safety act and applicable provincial legislation.

Emergency Dispatching and Communications

Personnel are paged to emergencies by Georgian Tri Tel

Georgian Tri Tel is an answering service, paging only (partial dispatch)

- Located in Collingwood
- Using the TBMFD radio communication system
- Does not use a formal recording system

Emergency Management

The Emergency Management and Civil Protection Act require each Ontario Municipality to develop and implement an Emergency Management Program in accordance with the “act” and its associated regulations and standards.

Emergency Management Programs in Ontario are based on International Standards and recommended practices. The Provincial and Municipal Programs incorporate **Four Pillars** of Emergency Management.

- **PREVENTION/MITIGATION:** Actions taken to reduce or eliminate the effects of an emergency or disaster.
- **PREPAREDNESS:** Actions taken prior to an emergency or disaster to ensure an effective response. These actions include development of an Emergency Response Plan, a business continuity plan, training, exercises and public awareness and education.
- **RESPONSE:** Actions taken to respond to an emergency or disaster.
- **RECOVERY:** Actions taken to recover from an emergency or disaster.

To achieve annual compliance with the “act” Emergency Management Ontario requires conformation on 15 essential requirements as follows:

1. Designated Community Emergency Management Coordinator
2. The CEMC and Alternative CEMC completed required training
3. Established a Community Emergency Management Program Committee
4. Current by-law adopting an Emergency Management program
5. Current review of Community Risk Profile
6. Established an Emergency Response Plan, and submit to EMO
7. Insure that the by-law adopting the Response Plan current
8. Designate an Emergency Operation Centre
9. Insure that the EOC has appropriate communications and back up capability
10. Current review of municipality’s Critical Infrastructure
11. Conduct annual training to the Community Control Group and support staff
12. Conduct annual Exercise for the Community Control Group
13. Designate a person to act as the Emergency Information Officer
14. Provide a Public Education Program
15. Conduct annual review of Emergency Management Program.

BY-LAW NO.

Appendix E

FIRE PREVENTION POLICY

This fire prevention policy has been reviewed and approved by the municipal council of the Town of the Blue Mountains on _____ and is applicable in its entirety for the whole of the municipality.

Copies of this policy would be available to the public through the town hall or the fire department upon request.

For the purposes of this Part, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18.

FPPA Part VI s.18

INSPECTIONS:

In accordance with By-law #2005-24, fire department personnel are not appointed inspectors pursuant to subsection 2 of Section 3 of the Ontario Building Code Act 1992. Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Services Division.

New Construction:

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Services Division.
- The fire department shall consult with the Building Services Division for tactical purposes, through the Development Review and/or Technical Review Committees in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Services Division prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Services Division will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Services Division will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

Routine:

- It is the policy of the Blue Mountains Fire Department to conduct fire prevention inspections of occupancies, at the frequencies indicated on table #1 of the Fire Prevention Policy, as approved by municipal council.

Request:

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practicable as determined by fire and life safety concerns.

Complaint Inspections:

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practicable as determined by fire and life safety concerns.

Boarding Lodging and Rooming Houses:

- When the fire department becomes aware of Boarding Lodging and Rooming Houses as described by Fire Code Commission Ruling 2011A012-177 or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the building department and completed under permit as applicable.

Fireplaces and Woodstoves:

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT inspections shall be requested. The subsequent reports shall be forwarded to the fire and building departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

Retrofit:

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult the building department where OBC requirements are identified to comply with the Ontario Fire Code.
- The CFPO shall advise the CBO accordingly.

Fire Code Enforcement:

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

Ontario Fire Code References to the Ontario Building Code:

- Where the Ontario Fire Code references the Ontario Building Code for compliance requirements, the following shall apply:

- The CBO shall be notified in writing by the CFPO, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
- The CFPO shall direct the building owner to The Blue Mountains Building Department for all issues relating to the OBC and related permits.
- The CBO shall keep the CFPO informed of project status and approvals.
- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

Zoning Related Issues:

- Zoning inquiries and concerns shall be submitted in writing to the planning department.

FIRE AND LIFE SAFETY EDUCATION:

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal programs such as: Learn Not to Burn, Alarmed for Life, TAPP-C etc.

DISTRIBUTION OF FIRE SAFETY INFORMATION:

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

SMOKE ALARM PROGRAM:

- The fire department will maintain a working smoke alarm program throughout the municipality.
- The program shall be reviewed and revised annually or as required, due to changes in legislation and/or demographics.

RISK ASSESSMENT:

- The Risk Assessment shall be reviewed and revised annually.

FIRE INVESTIGATION AND CAUSE DETERMINATION:

- The fire department will investigate all fires within its' responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Ontario Fire Marshals Office (OFM) shall be notified to investigate fire scenes in accordance with OFM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

FIRE LOSS STATISTICS:

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

FIRE PREVENTION STAFF TRAINING:

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

CONCLUSION:

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a corner stone in the foundation of developing a fire safe community.

The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by council are listed in the inspections frequency chart attached to this policy

The following is a list of building stock/occupancies, taken from data collected from previous inspections and the risk analysis in the Town of the Blue Mountains Fire Department coverage area. The number of person hours is also indicated that is required annually to complete these inspections.

INSPECTIONS	2011	1999			2011	1999
Classification:	# of occupancies		Time req'd	Admin hrs	Hours required	
Industrial	54	28	1 hr/site	½ hr/site	81	44
Mercantile	125	59	1 hr/site	½ hr/site	187	89
Restaurants*	60	43	½ hr/site	½ hr/site	60	43
Residential apt Retro	300+	20	1 hr/site	½ hr/site	450	50
Residential (condos/bunk)	250	62	½ hr/site	½ hr/site	250	155
Hotels/Motels	10	8	2 hr/site	½ hr/site	25	20
Schools/Library/Church Assembly	20	15	2 hr/site	½ hr/site	50	38
Nursing Home/Retirement	2	3	3 hr/site	½ hr/site	7	11
Re-inspections	821	252	½ hr/site	½ hr/site	821	402
Requests (Lawyers, LLBO etc)	40	24	1 hr/site	½ hr/site	60	36
Public Education					500	150
Total Time Required					2491	1038
				1999 2012	1038 / 52 = 19.96 hrs. 2491 / 52 = 47.90hrs.	

* This number includes ski resort restaurant accommodations and cafeteria.

Not included in the above are:

- a. Inspections resulting from complaints.
- b. Building department assists.
- c. Municipal buildings.
- d. Extinguisher Demo's.
- e. TAPP-C Program.

FIRE PREVENTION POLICY: TABLE 1

ASSEMBLY OCCUPANCIES	FREQUENCY
Schools and Churches	Annually
Nursery/Day Care Facilities	Annually prior to licensing
Restaurants i.e. ski clubs, restaurants	Annually
INSTITUTIONAL	
Nursing Homes	Annually
All homes for special care	Annually
COMMERCIAL AND BUSINESS	
In service mercantile ie. exit lights, extinguishers	Every year
Comprehensive mercantile ie. complete building	Every third year
Business/personal service	Upon request or complaint
INDUSTRIAL	
Factories or Warehousing	Annually
Cold storage/Processing Plants	Annually
Gas Stations/Repair Garages/Ski Maintenance Bld	Annually
RESIDENTIAL	
Apartments - 8 units or more	Annually
Single family duplexes & apartments up to 8 units	Upon request or complaint
Home inspection program	Upon request or complaint
Boarding/lodging houses	Annually
Hotels/motels	Annually
Bunkhouses - migrant workers	Annually