

The Corporation of the Town of The Blue Mountains

By-Law Number 2021 – 10

Being a By-law to Establish and Regulate a Fire Department

Whereas Section 5. (0.1) of the *Fire Protection and Prevention Act*, S.O. 1997, c.4, provides that the Council of a municipality 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 Town of The Blue Mountains;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby 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) "*Approved*" means approved by Council;
- b) "*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;
- c) "*CAO*" means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Corporation;
- d) "*Captain*" means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;
- e) "*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
- f) "*Company*" means a complement of personnel operating one or more pieces of apparatus under the supervision of an Officer;
- g) "*Confined Space*" means any space that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy;
- h) "*Corporation*" means The Corporation of The Town of The Blue Mountains;
- i) "*Council*" means the Council of the Corporation;
- j) "*Fire Department*" means the Town of The Blue Mountains Fire & Rescue Services;
- k) "*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;
- l) "*Fire Code*" means the fire code established under Part IV of the FPPA;
- m) "*Fire Coordinator*" means the person appointed by the Fire Marshal, under the authority of the FPPA;
- n) "*Fire Protection Services*" includes fire suppression, fire prevention, fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, 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;
- o) "*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;

- p) "*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;
- q) "*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 Volunteer Firefighters;
- r) "*Inspector*" means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA;
- s) "*Lieutenant*" means a Captain in training;
- t) "*Limited Services*" means a variation of services 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, which may include but are not limited to environmental factors, obstructions, remote properties, private roadways, lanes and drives.
- u) "*Mutual Aid Plan*" 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.
- v) "*Officer*" means any Firefighter with the rank of Lieutenant or higher.
- w) "*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.
- x) "*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 Fire Department shall be known as the Fire Chief;
- 2.2. The Mandate, Vision and Goals of the Fire Department shall be those contained in Appendix A;
- 2.3. 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;
- 2.4. 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).
- 3.2. In addition to the Fire Chief, the Fire Department personnel shall consist of a Deputy Fire Chief, Chief Fire Prevention Officer, Training Coordinator, 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.
- 3.5. Working conditions, remuneration, and procedures for termination of employment for firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the FPPA.

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, (date), shall be those contained in Appendix C.
- 5.2. Nothing in this Bylaw will restrict the Fire Department to provide 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 C) such as; travel distance, trained personnel, water supply, environmental factors and structural integrity.
- 6.3. 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 or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix C (Core Services) 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.
- 6.4. The Corporation shall accept no liability for the provision of Limited Services by the Fire Department as reasonably necessary.

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 report to the CAO and attend the Corporation's Senior Management Team on an as needed basis.
- 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:
- 7.4. For the care and protection of all property belonging to the Fire Department;
 - a) For arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
 - b) For arranging and implementation of Automatic Aid, Mutual Aid Plan and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders adjoining municipalities;

- c) 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;
 - d) For the conduct and the discipline of Firefighters and administrative support staff of the Fire Department;
 - e) For preparing and upon approval by Council, implementing and maintaining Core Services (Appendix C) as identified in this by-law.
 - f) 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;
 - g) 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;
 - h) 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.
 - i) For keeping such other records as may be required by Council, the Corporation and FPPA;
 - j) For preparing and presenting three (3) quarterly reports and one (1) annual report, of the Fire Department, to Council;
 - k) For preparing and presenting the annual estimates of the Fire Department to the Town of The Blue Mountains 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.
- 7.5. 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.
- 7.6. 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.
- 7.7. The Fire Chief may liaise with the association representing Firefighters.
- 7.8. 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.

7.9. The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid Plan, 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.

7.10. 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, open water 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 & 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.

10. COMMUNICATIONS

- 10.1. 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.
- 10.2. Technology Services:
- a) Arranging for maintenance, repair and technical support of Fire Department telecommunications and computer systems;
 - b) Developing specifications for Fire Department radios, communications devices and systems and computers;
 - c) Arranging for interface capabilities with other data systems.

11. FIRE PREVENTION

- 11.1. 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 the 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 D which may be revised from time to time)
 - Fire Code Compliance & Enforcement
 - Maintain a current Risk Assessment
 - b) Prepare Annual Report and budget of the Division of Fire Prevention to be submitted to the Division of Administration.
- 11.2. Fire prevention shall be implemented in accordance with The Blue Mountains Fire Prevention Policy. Appendix D

12. TRAINING

- 12.1. 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 a Fire Department Training Program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications, NFPA 1006, Standard for Technical Rescuer Professional Qualifications;
 - b) Providing access to training facilities by coordinating access to appropriate training facilities and delivering hands on training to staff;
 - c) Providing station training by delivering curriculum specific to operational and strategic needs;
 - d) Providing program development services by developing trainer facilitators, coordinating core curriculum, providing officer training and development;
 - e) All training will comply with the Occupational Health & Safety Act and applicable provincial legislation and regulations;
 - f) The 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;
 - g) Prepare an annual report and budget of the Division of Training to be submitted to the Division of Administration.
- 12.2. Training shall be implemented in accordance with the Fire Department Training Policy.

13. MAINTENANCE

- 13.1. Fleet and equipment maintenance services:
- a) Maintaining fleet and equipment (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.
- 13.2. Facilities maintenance services:
- a) Providing routine cleaning and housekeeping of fire stations.
 - b) Arranging for maintenance and repair of fire station infrastructure.
 - c) Providing input regarding design and construction of fire stations.
- 13.3. Recovery of Costs – Additional Expenses
- a) In addition to the Recovery of Costs provisions in Part VIII of FPPA, 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 “Imposition and Collection of Fees and Charges for Certain Municipal Services and Activities By-Law”, as amended from time-to-time or replaced;
 - b) 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 the Corporations “Imposition and Collection of Fees and Charges for Certain Municipal Services and Activities By-Law”.

14. EMERGENCY RESPONSES OUTSIDE LIMITS OF MUNICIPALITY

- 14.1. 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) Respond 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.

15. FIRE ALARMS

- 15.1. 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;
- 15.2. 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.

16. CONFLICT

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

17. SHORT TITLE

- 17.1. This By-law shall be known as the Fire Department “Establish and Regulate a Fire Department By-law.

18. PENALTY

- 18.1. 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.P.33, as amended.

19. REPEAL OF BY-LAWS

- 19.1. By-law No. 2012-65 is hereby repealed.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this ____ day of _____, 2021

Alar Soever, Mayor

Corrina Giles, Town Clerk

Town of The Blue Mountains

By-law No. 2021-10

List of Appendices

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

Town of The Blue Mountains

By-law No. 2021-10

Appendix A – Mandate, Vision & Goals

Mandate of The Blue Mountains 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 a good morale and with the highest standards of personnel safety, fairness and professionalism.

Goals of The Blue Mountains Fire Department

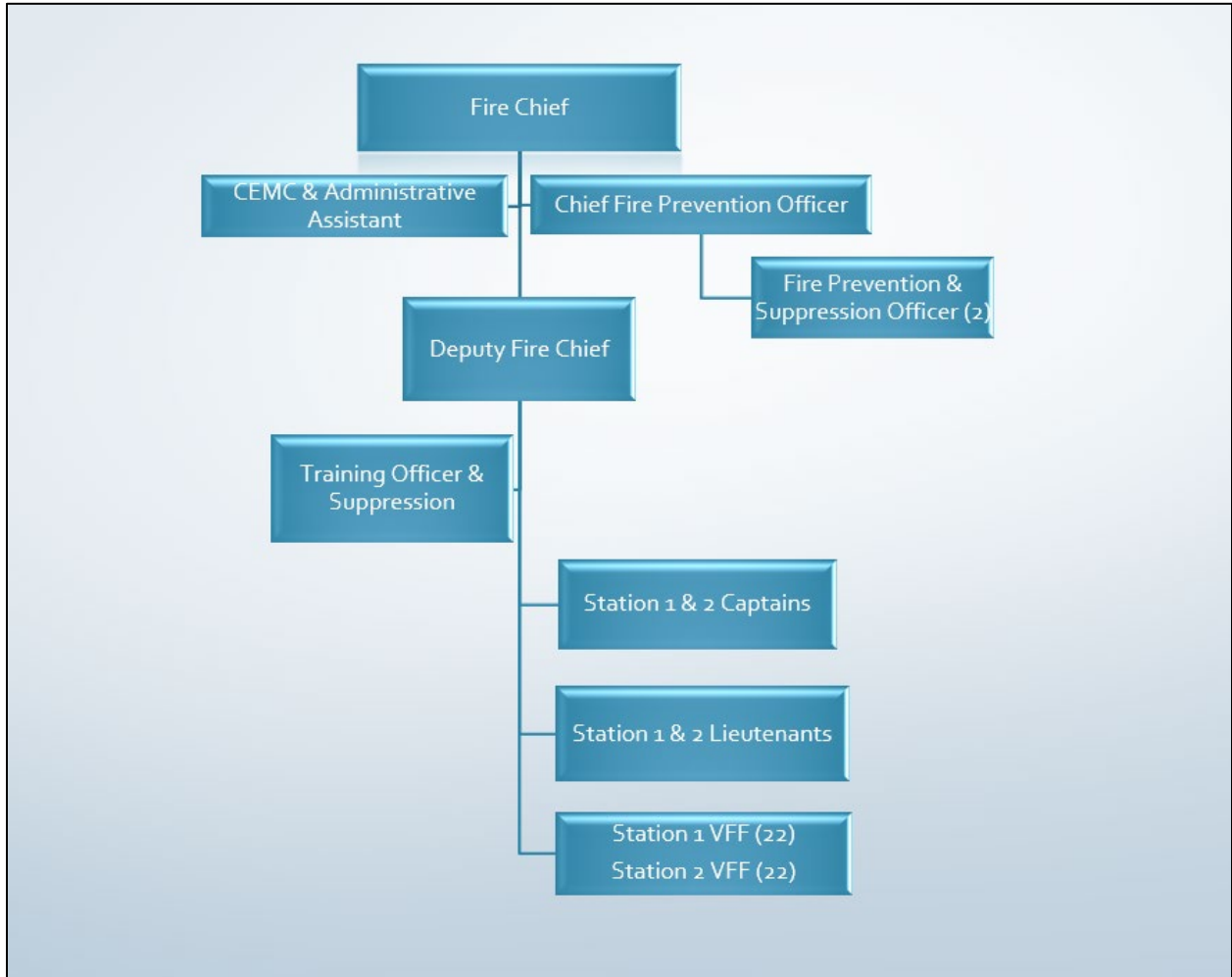
The primary goal of the Fire Department is to:

- a) Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA;
- b) Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation;
- c) Provide effective, timely and 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.

Town of The Blue Mountains By-

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Appendix B – Organizational Chart



Town of The Blue Mountains

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Appendix C– 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, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, 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;

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

1. Fire Suppression
2. Other Emergency Responses
3. Services Requiring Outside Agencies
4. Fire Prevention and Fire & Life Safety Education
5. Training
6. Emergency Dispatching and Communications
7. Emergency Management

1. 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 overheats, pre-fire conditions and fire conditions including but not limited to:

- a) **Structures** - commercial, residential, industrial and agricultural
- b) **Vehicles** – highway, off road, commercial, industrial, recreational
- c) **Chimneys** – commercial, residential, industrial and agricultural
- d) **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 NFPA 1001, Standard for Fire Fighter Professional Qualifications. Services will include forcible entry, ventilation, exposure protection, salvage and overhaul.

1.1 Interior Suppression & Rescue

- a) Performed when staffing and building integrity permit entry;
- b) Performed with fire suppression support;
- c) Performed as water supply permits;
- d) Implemented to rescue trapped persons.

1.2 Offensive Operations (interior fire suppression)

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

1.3 Defensive Operations

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

1.1. Factors Affecting Effectiveness and Response For Fire Suppression Operations

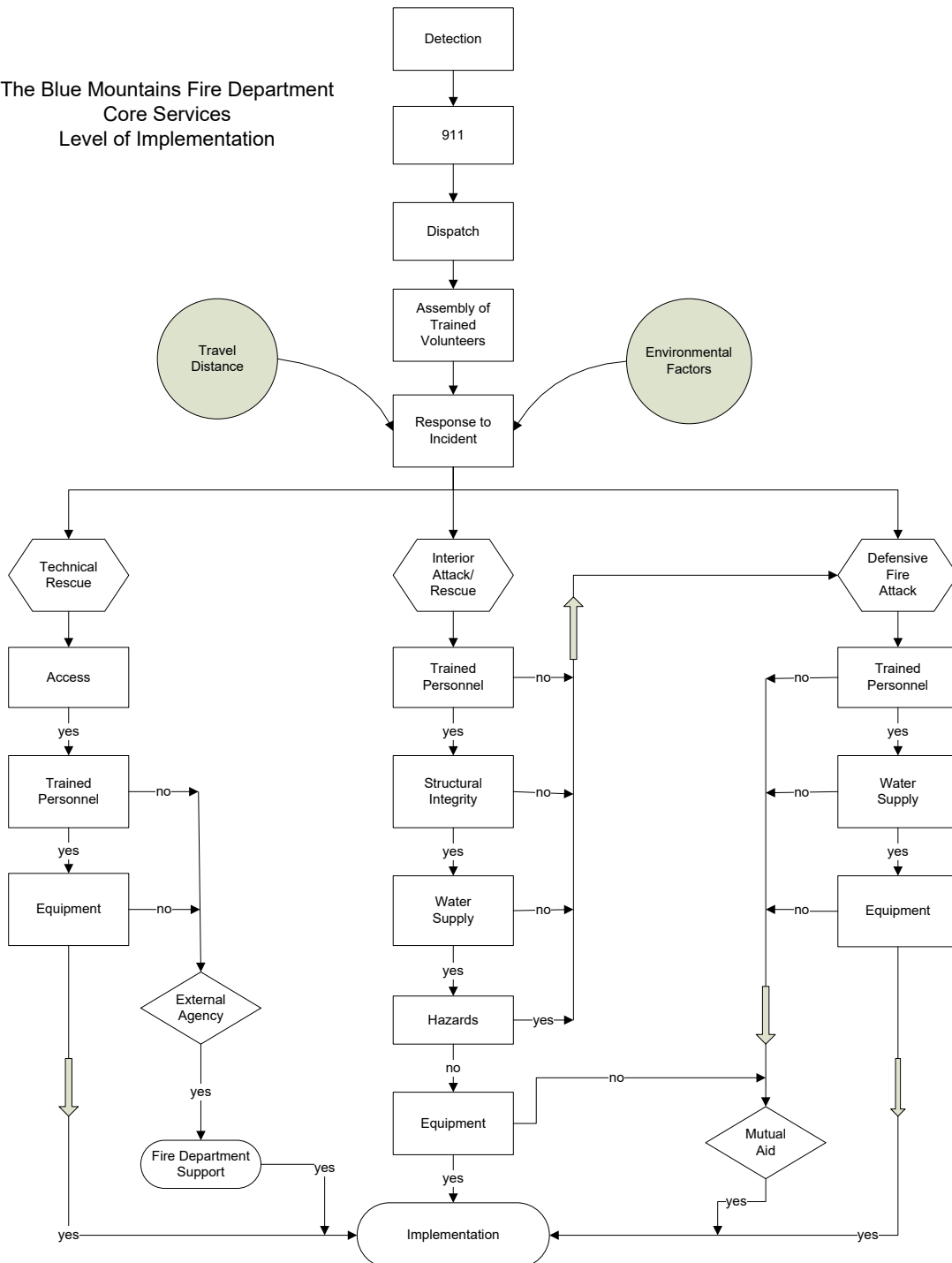
1.1.1 Areas without Municipal Water Supply

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

1.1.2 Rural Firefighting Operations

- a) Areas outside of a 4 kilometer radius of a fire station;
- b) Areas on the escarpment;
- c) May or may not have municipal water supply;
- d) Increased response times due to travel distance, road grades and weather conditions;
- e) Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

The Blue Mountains Fire Department
Core Services
Level of Implementation



2. Other Emergency Responses

Tiered Response – due to the increased strain that would be placed on the volunteer compliment, initial assembly time and travel distances, the Fire Department has a limited agreement to respond as a fully tiered agency with EMS. The Fire Department will respond as requested to provide assistance for the OPP or EMS.

2.1 Motor Vehicle Accidents

- a) Response as a tiered agency;
- b) Traffic control;
- c) Patient care;
- d) Scene stabilization;
- e) Spill/debris cleanup.

2.2 Vehicle Extrication

- a) Response as a tiered agency;
- b) Gain access to patients trapped in vehicles, for removal by EMS or other agencies;
- c) Using hand tools, heavy hydraulics and air bags as required;
- d) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.3 Remote Extrication

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

2.4 Farm Accidents

- a) Responding to remote areas, roll overs, entanglements, confined space, silos;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.5 Industrial Accidents

- a) Responding to entanglements, confined space, electrical hazards, chemical hazards;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.6 Rope Rescue

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

2.7 Confined Space Rescue

- a) Rescue from areas not designed for human occupancy;
- b) Restricted means for entry or exit;
- c) Back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only);
- d) Rescue shall be provided using hand tools, ropes, tripod and confined space self contained breathing equipment;
- e) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications.

2.8 High Angle Rescue (Cliff)

- a) Used to support confined space rescue;
- b) Rescues along the escarpment, caves and structures;
- c) Rescue provided using hand tools, ropes, pulley systems;
- d) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department High Angle Rope Program.

2.9 Low Angle Rescue (Steep Slope)

- a) Used to perform remote extrication, vehicle accidents;
- b) Rescue provided using hand tools, ropes, pulley systems;
- c) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department High/Low Angle Rope Program.

2.10 Water Rescue

- a) Shall be delivered in 4 methods dependent on the circumstances;
- b) Shall include search and rescue on the surface;
- c) Does not include salvage or recovery;

2.11 Static Water (Harbour, Shoreline)

- a) Shore based using thermal PPE, ropes, RIT craft (inflatable raft);

- b) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Ice Water Rescue Program.
- 2.12 Swift Water (rivers)
- a) Shore based using thermal PPE, ropes, RIT craft (inflatable raft);
 - b) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications.
- 2.13 Ice Water (Harbour, Shoreline)
- a) Shore based using thermal PPE, ropes, RIT craft (inflatable raft);
 - b) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Ice Water Rescue Program.
- 2.14 Surface Water (Harbour, Shoreline)
- a) Vessel based, using 14' zodiac and outboard motor;
 - b) Maximum 2 miles from shore;
 - c) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Surface Water Rescue Program.

3. Services Requiring Outside Agencies

3.1 Building Collapse Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.2 Trench Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.3 Hazardous Materials (transporting, storage)

- a) Personnel trained to awareness level only;
- b) Shall include all hazardous materials and fire incidents involving propane storage;
- c) Highway 26 transportation corridor;
- d) Agricultural and industrial process;
- e) CANUTEC shall be contacted;
- f) Fire Department shall provide support and assistance to the responding agency.

3.4 Electrical Hazards

- a) Personnel trained to awareness level only;
- b) Includes responses to downed or arcing hydro wires;
- c) Epcor (Collus) or Hydro One and OPP shall be contacted;
- d) Fire Department shall provide scene security and traffic control as required until the responding agencies arrive.

3.5 Carbon Monoxide

- a) Personnel trained to awareness level only;
- b) Includes responses to residential and commercial carbon monoxide alarms;
- c) As requested by outside agencies (Enbridge Gas);
- d) Using air monitoring detectors determine the presence of carbon monoxide;
- e) Evacuate the areas as required;
- f) Notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

3.6 Natural Gas Leaks

- a) Personnel trained to awareness level only;
- b) Includes responses to gas line ruptures;

- c) As requested by outside agencies (Enbridge Gas);
- d) Enbridge Gas shall be contacted;
- e) OPP shall be contacted;
- f) Fire Department shall provide scene security and traffic control as required until the responding agencies arrive.

4. Fire Prevention and Fire & Life Safety Education

4.1 Inspections

- a) Inspections shall be completed in accordance with:
 - i. FPPA – complaint, request;
 - ii. Fire Department Fire Prevention Policy approved by Council February 8 2012 (Appendix D).
- b) Investigations completed in accordance with the FPPA;
- c) Review and approval of fire safety plans as required by the Ontario Fire Code.

4.2 Enforcement

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

4.3 Public education

- a) Maintain website with seasonal fire safety messages;
- b) Distribution of fire and life safety information administered in accordance with the FPPA and Fire Department Prevention Policy;
- c) Enhanced education for agricultural industry and rural community;
- d) Enhanced education for the tourism industry;
- e) Design and implementation of public education programs as required by the FPPA;
- f) Fire extinguisher training.

4.4 Smoke alarm program

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

4.5 Simplified risk assessment

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

5. Training

Shall comply with the requirements of:

- a) NFPA 1001 Standard for Fire Fighter Professional;
- b) NFPA 1006 Standard for Technical Rescuer Professional Qualifications;
- c) NFPA 1021 Standard for Fire Officer Professional Qualifications;
- d) NFPA 1041 Standard for Fire Service Instructor Professional Qualifications;
- e) NFPA 1521 Standard for fire Department Safety Officer Professional Qualifications;
- f) Training will be conducted in accordance with the Fire Department training policy;
- g) International fire service training association “Essentials of Firefighting”;
- h) Ontario Fire Service Standards;
- i) Other related industry training standards and reference materials may be used as reference guides for FIRE DEPARTMENT training as approved by the Fire Chief;
- j) All training will comply with the occupational health and safety act and applicable provincial legislation.

6. Emergency Dispatching and Communications

Barrie Fire & Emergency Services provides full dispatch services to The Blue Mountains Fire Department.

Point to Point Communications in Barrie provides the infrastructure, equipment, monitoring and full service for the emergency communications network operated by The Blue Mountains Fire Department.

7. 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**.

1. **PREVENTION/MITIGATION:** Actions taken to reduce or eliminate the effects of an emergency or disaster.
2. **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.
3. **RESPONSE:** Actions taken to respond to an emergency or disaster.
4. **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. Ensure that the by-law adopting the Response Plan current
8. Designate an Emergency Operation Centre
9. Ensure 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.

Town of The Blue Mountains

By-law No. 2021-10

Appendix D – 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

1. 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.

1.1 New Construction:

- a) Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Services Division.
- b) The Fire Department shall consult with the Planning and Building Departments 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.
- c) The Fire Prevention Department staff shall consult with the Building Services Division prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- d) The Building Services Division will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- e) To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Service 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.

1.2 Routine:

- a) 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.

1.3 Request:

- a) 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.

1.4 Complaint Inspections:

- a) 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.

1.5 Boarding Lodging and Rooming Houses:

- a) 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 of 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.

1.6 Fireplaces and Wood Stoves:

- a) 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.
- b) The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- c) WETT inspections shall be requested. The subsequent reports shall be forwarded to the fire and building departments.
- d) The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

1.7 Retrofit:

- a) 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.
- b) 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.
- c) The building owner will be required to consult the building department where OBC requirements are identified to comply with the Ontario Fire Code.
- d) The CFPO shall advise the CBO accordingly.

2. FIRE CODE ENFORCEMENT:

- a) 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.

2.1 Ontario Fire Code References to the Ontario Building Code

- a) Where the Ontario Fire Code references the Ontario Building Code for compliance requirements, the following shall apply:
 - i. 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.
 - ii. The CFPO shall direct the building owner to The Blue Mountains Building Department for all issues relating to the OBC and related permits.
 - iii. The CBO shall keep the CFPO informed of project status and approvals.
 - iv. The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

2.2 Zoning-Related Issues:

- a) Zoning inquiries and concerns shall be submitted in writing to the Planning Department.

3. FIRE AND LIFE SAFETY EDUCATION:

- a) The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.

- b) 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.

4. DISTRIBUTION OF FIRE SAFETY INFORMATION:

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

5. SMOKE ALARM PROGRAM:

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

6. RISK ASSESSMENT:

- a) The Risk Assessment shall be reviewed and revised annually.

7. FIRE INVESTIGATION AND CAUSE DETERMINATION:

- a) The fire prevention staff will investigate all fires within its' responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- b) The Ontario Fire Marshals Office (OFM) shall be notified to investigate fire scenes in accordance with OFM Guidelines.
- c) 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.

8. FIRE LOSS STATISTICS:

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

9. FIRE PREVENTION STAFF TRAINING:

- a) 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.
- b) To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training, Ontario Fire College prevention curriculum and any other outside agency training applicable to the positions.

10. 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 some participation of all members of the department in fire prevention activities by assisting the prevention staff. 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.

FIRE PREVENTION POLICY: TABLE 1

ASSEMBLY OCCUPANCIES	FREQUENCY
Schools and Churches	Annually
Nursery/Day Care Facilities	Annually
Restaurants, i.e. ski clubs, restaurants	Annually
INSTITUTIONAL	
Nursing Homes	Annually
All homes for special care	Annually
COMMERCIAL AND BUSINESS	
Comprehensive Mercantile, i.e. complete building	Annually
Business / personal service	Annually
INDUSTRIAL	
Factories or Warehousing	Annually
Cold storage/Processing Plants	Annually
Gas Stations/Repair Garages/Ski Maintenance Building	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
BLR/STA/B&B/CRU	Annually
Hotels/Motels	Annually
Bunkhouses – migrant workers	Annually