

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NUMBER: 21-680

BEING A BY-LAW TO ESTABLISH AND REGULATE THE FIRE DEPARTMENT (REPLACES BY-LAW #14-452 AND ALL OTHER PRECEDING FIRE DEPARTMENT BY-LAWS)

WHEREAS the Municipal Act (2001) provides that the Council of a municipality may by by-law establish and regulate a Fire Department and

WHEREAS pursuant to the Fire Protection and Prevention Act 1997, c. 4, s. 5 (2). A Municipality may establish a fire department for the municipality.

BE IT THEREFORE ENACTED by the Municipal Council of the Corporation of the Township of South Algonquin as follows:

1) **DEFINITIONS:**

- a) **Council** means Council of the Township of South Algonquin
- b) **District Chief** means the person appointed by Council to act on behalf of the Chief, for his or her respective Fire Station in the event of an absence, or a vacancy in the office of Fire Chief
- c) **Fire Chief** means a person appointed by Council to act as a Fire Chief for the corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act
- d) **Fire Department** means Madawaska Station and/or Whitney Station
- e) **Fire Protection Services** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, and the delivery of all those services
- f) **Member** includes all Fire Department personnel
- g) **O.F.M.E.M.** means Office of the Ontario Fire Marshall and Emergency Management
- h) **Volunteer Firefighter** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, or training activity allowance

2) **COMPOSITION:**

The Department will consist of one Chief, two District Chiefs, Captains and other officers and members in both the Madawaska and Whitney Stations, as deemed necessary and approved by Council.

A person is qualified to be appointed a member of the Department who:

- is not less than eighteen (18) years of age
- has passed such tests as may be required
- is medically fit
- has an appropriate valid driver's license

The remuneration of all members of the Department shall be determined by Council.

3) **DUTIES:**

The Fire Chief is responsible to council for:

- a) maintaining records and reporting incidents to the O.F.M.E.M.
- b) carrying out the general administrative duties of the Department
- c) providing liaison with the O.F.M.E.M. Advisor and the Renfrew County Fire Co-ordinator
- d) conducting inspections, where authorized, upon request or complaint or make arrangements to have qualified persons do the inspection
- e) training
- f) preplanning firefighting operations
- g) conducting fire investigations in order to determine cause
- h) preparing and submitting to the Council, for its approval, the annual budget estimate of the Department and any other specific reports requested by Council

The District Chiefs of the Stations are responsible to the Fire Chief for their respective station's operation, including coordinating maintenance of all equipment and buildings as well as:

- a) the necessary administration and operation of their respective Station
- b) taking all necessary measures for the prevention, control and extinguishment of fires
- c) ensuring the protection of life and property
- d) enforcing all Township by-laws and policies, and Fire Department Standard Operating Guidelines
- e) issuing clothing, equipment and supplies
- f) dispatching members and apparatus
- g) ensuring the operation of communications within their jurisdictions
- h) performing or coordinating automotive rescue, extrication, first aid assistance, and salvage

The District Chief shall report to the Chief of the Department and is responsible for carrying out the orders of the Chief and in the absence of the Chief, have all the powers and shall perform all the duties of the Chief.

A Captain is in command of the crew to which he /she is assigned and is responsible to the District Chief for the proper operation of that crew.

Every member of the Department shall respond when available and shall remain on duty until relieved.

No member shall respond for duty or shall be permitted to remain on duty if his/her ability is impaired by the use of alcohol or drugs.

Every member will be expected to participate in appropriate training as directed by the Chief. Missing attendance for more than three months requires a leave of absence from the Chief.

The Chief in consultation with the District Chief(s) of each station may reprimand, suspend, or recommend release of any member, for insubordination, inefficiency, misconduct, or for non-compliance with the provisions of this by-law or general orders and department rules, whose continued membership, in the opinion of the Chief, would be detrimental to the Department.

- A member shall not be released without the opportunity to be heard by Council, if he/she makes a written request for a hearing within seven (7) days of such release.

4) LEVEL OF SERVICE:

The level of Fire Protection Services within the Township of South Algonquin will be dependent on the following:

- a) defensive fire suppression activities, no expected rescue. For those residing on year-round roads maintained to municipal standards, if the incident commander

- feels that there are sufficient personnel, adequate water supply, and fire conditions are favorable, interior fire attack and/or rescue may be attempted
- b) fire suppression for those residing on roads not maintained may not be provided, for example, if roads are not plowed during winter months or branches are not trimmed during summer months such that fire apparatus cannot access the fire scene
- c) no fire suppression to those with no road access
- d) all areas will receive the same level of Fire Prevention Programs and Public Education
- e) medical response/assist as documented in the Tiered Medical Response Agreement

The Fire Department does not engage in “Search & Rescue” operations unless requested to do so by the Ontario Provincial Police. The assistance provided will be determined by the number of available personnel and/or equipment required.

The Township reserves the right to charge a fee for costs incurred by the Fire Department, for any calls deemed not to be a true emergency, repetitive false alarms, or commission of a crime. This may include costs for volunteer personnel, equipment and apparatus deemed necessary for the response. Fees are set at the rate as prescribed by the Ministry of Transport (MTO) for fire response on Provincial roadways.

The Department reserves the right to recover costs incurred to extinguish any fire purposely set without a permit or for violations of a permit as set out in Schedule ‘A’ of the burning bylaw.

Pursuant to Section 20 (1) (2) of the Municipal Act, S.O. 2001, authorizes Council to enter into agreements, Section 19 (1) (2) authorizes Council to share firefighting apparatus, equipment and personnel.

The fire departments shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency that:

- in the opinion of the fire chief or designate of the fire department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality
- in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid
- on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services or emergency first response/rescue operations
- at the discretion of the fire chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the fire marshal or any other similar reciprocal plan or program
- on property beyond the municipal boundary where the fire chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the fire chief or designate

A Fire Chief shall take all proper measures for the prevention, control and extinguishing of fires and the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the Fire Chiefs shall be empowered to authorize:

- pulling down or demolishing any building or structure to prevent the spread of fire;
- all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.

5) EMPLOYMENT

The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the Fire Department.

Persons appointed as members of the Fire Departments to provide fire protection services shall be on probation for a period of twelve (12) months.

If a medical examiner finds a member is physically unfit to perform assigned duties Council may release him/her from membership in the Fire Department.

Roster levels not to exceed eighteen (18) persons per station without approval of council.

6) EXTRAORDINARY EXPENSES

If Fire and Emergency Services respond to an emergency at any property in the Township of South Algonquin, and determine, or the Fire Chief or District Fire Chief or appointed designate determine, that it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve or prevent a fire from spreading or otherwise control and eliminate an emergency or damage equipment owned by the Corporation of the Township of South Algonquin, the owner shall be charged those expenses incurred.

Additional equipment to be billed at current contractor rate plus 25% administration costs.

Letters to Lawyers/Insurance Companies, etc., the cost incurred by the Township.

The Corporation shall mail an invoice to each owner upon whom a fee is imposed under this by-law, requiring that payment be made within sixty (60) days of the date of mailing of the invoice.

The Corporation will administer collections procedures to the owner who is charged a fee under this by-law and who fails to pay the fee within sixty (60) days of mailing of the invoices.

The fees imposed this by-law may be waived or reduced where circumstances warrant with the recommendation of the Township of South Algonquin Fire Chief and with Council approval by way of resolution.

These fees do not apply where there is a signed agreement in place.

READ A FIRST & SECOND TIME THIS 1ST DAY OF DECEMBER 2021

Jane A E Dumas, Mayor

Bryan Martin, CAO Clerk /Treasurer

READ A THIRD TIME AND PASSED THIS 1ST DAY OF DECEMBER 2021

Jane A E Dumas, Mayor

Bryan Martin, CAO Clerk /Treasurer

Schedule "A"

JOB DESCRIPTION - FIRE CHIEF

POSITION SUMMARY:

In accordance with By-Law#21-680, the Fire Chief is administrative and supervisory with responsibility for the overall operation of the Fire Department under the general direction of the Council of the Township of South Algonquin. This includes planning, coordinating, operating, training and efficiency for firefighting/prevention, hazardous materials and auto extrication incidents, rescue, all life and property saving functions. This rank allows considerable exercise of independent judgment in accordance with established policies and objectives including purchasing, maintenance and budgeting.

MAJOR RESPONSIBILITIES:

- Prepares, presents and administers the budget
- Plans, coordinates, directs the firefighting/prevention, rescue and life and property saving functions.
- Supervises the activities and the training programs and assists in the development of these programs.
- Reports to and assumes command at major incidents, and if required, initiates investigations up to and including contacting the Office of the Fire Marshall.
- Maintains discipline and morale within the department.
- Ensures the maintenance of all major equipment.
- Ensure all volunteer firefighters are trained and familiar with the safe operation of all vehicles and equipment.
- Maintains all training records for volunteer firefighters.
- Ensures that the station is maintained and kept in good order.
- Attends conferences, mutual aid meetings, workshops, and seminars to ensure the Township remains informed of changes in equipment and methods of operation to ensure the department will maintain, and where possible, improve the level of service in the community.
- Confers with the Council to ensure that the activities of the Fire Department are consistent with the goals and objectives of the Council of the Township of South Algonquin.
- Meets regularly with the District Fire Chiefs and other officers to ensure that they are following the procedures and goals of the Fire Department.
- Recommends new volunteer members to Council as required to maintain adequate volunteer levels as established by the Council of the Township of South Algonquin.
- Recommends to Council, dismissal of any member not deemed to be meeting requirements of his/her job.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class 'G' Ontario Driver's License, a 'DZ' license is preferred.
- Possess, or be willing to obtain training or certification in:
 - NFPA 1001 Firefighter Level 2
 - NFPA 1021 Fire Officer Level 2 minimum
 - NFPA 1031 Fire Inspector Level 1 minimum
 - NFPA 1041 Fire Instructor Level 1 minimum
 - First Aid and CPR
 - Other training as required

EXPERIENCE:

- Minimum five (5) years satisfactory experience as an officer and have received additional training at regional fire schools or educational seminars.
- Advanced knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Advanced knowledge of the community and surrounding areas protected by agreement.
- Advanced knowledge of the type of buildings in the community.
- Advanced knowledge of safety procedures, rules and equipment.

- Must have demonstrated ability to supervise fire fighters and maintain discipline.
- Ability to use sound judgment and be resourceful.
- Must be in good physical condition, have high mental alertness, be conscientious and dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Excellent decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

JOB DESCRIPTION – DISTRICT FIRE CHIEF

POSITION SUMMARY:

In accordance with By-Law#21-680 the District Fire Chief role is supervisory in nature and involves the responsibility for the coordinating and directing the activities and training of the firefighting units of the Community Fire Hall (Madawaska or Whitney). The work is performed under the direction of, and all policy matters are referred to, the Fire Chief. This rank assumes command of the Fire Department in the absence of the Fire Chief and holds a high degree of responsibility for the protection of lives and property.

MAJOR RESPONSIBILITIES:

- Responds to all alarms of emergency and assumes command of the scene until relieved by the Fire Chief in all kinds of weather and less than ideal conditions, which may require entering hazardous atmospheres and areas.
- Supervises the fire ground to ensure that the officers and department members operate in a safe manner consistent with established procedures and accepted firefighting methods.
- Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.
- Advised the Fire Chief of any changes in procedures or methods necessary to maintain or increase the firefighting efficiency.
- Advised the Fire Chief of any repairs necessary to maintain the vehicles, equipment and station.
- Ensure all volunteer fire fighters are trained and familiar with the safe operation of all vehicles and equipment.
- Maintains all training records for volunteer fire fighters.
- Oversees the training and maintains discipline in the firefighting ranks.
- Meets regularly with the Fire Chief and other officers to assist in developing and maintaining a progressive and efficient training program.
- Attends conferences, mutual aid meetings, workshops, and seminars to ensure the Township remains informed of changes in equipment and methods of operation to ensure the department will maintain, and where possible, improve the level of service in the community.
- Assumes command of the Fire Department in the absence of the Fire Chief during sick leave, time off, vacations, seminars, conventions, etc.
- Any other duties as assigned by Fire Chief.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class‘G’ Ontario Driver’s License, a ‘DZ’ license is preferred.
- Possess, or be willing to obtain training or certification in
 - NFPA 1001 Firefighter Level 2 preferred
 - NFPA 1021 Fire Officer Level 1 preferred
 - NFPA 1041 Fire Instructor Level 1 preferred
 - First Aid and CPR
 - Other training as required

EXPERIENCE:

- Minimum of five (5) years satisfactory experience as an officer and/or a department member and have received additional training at regional fire schools or educational seminars.
- Advanced knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Advanced knowledge of the community and surrounding areas protected by agreement.
- Advanced knowledge of the type of buildings in the community.
- Advanced knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise fire fighters, maintain discipline, use sound judgment, and be resourceful.
- Must be in good physical condition, high mental alertness, and be conscientious and dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Excellent decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

JOB DESCRIPTION – CAPTAIN

POSITION SUMMARY:

In accordance with By-Law#21-680, the Captain role is supervisory in nature and involves the responsibility for the directing the activities at an emergency scene or around the fire station. The work is performed in accordance with established policies and required the exercise of good judgment in emergency situations under the direct supervision of superior officers. This rank responds to emergency calls assigned to his/her company and assumes command until relieved by a senior officer.

MAJOR RESPONSIBILITIES:

- Responds to alarms assigned to his/her company in all kinds of weather and less than ideal conditions, which may require entering hazardous atmospheres and areas.
- Assigns personnel to perform firefighting functions in accordance with training procedures, ventilate buildings, perform salvage and rescue operations, stabilize hazardous materials scenes and any other life and property saving functions which the department may be involved in and is expected to ensure all work is performed in a safe manner.
- Inspects fire scenes to prevent re-ignition.
- Supervises cleaning, checking and replacement of tools and equipment after an emergency.
- Supervises work of the department members to ensure that it is done safely and in accordance with established procedures.
- Inspects equipment, grounds and station to insure proper order and condition, reports deficiencies to the District Fire Chief.
- Maintains discipline, trains and drills department members and maintains a record of training activities of his/her company.
- Meets on a regular basis with the Fire Chief and District Fire Chief to discuss the overall operation of the Fire Department.
- Any other duties as assigned by Fire Chief.

QUALIFICATIONS AND TRAINING

EDUCATION AND TRAINING:

- Must maintain, at minimum, a valid Class ‘G’ Ontario Driver’s License, a ‘DZ’ license is preferred.
- Possess, or be willing to obtain training or certification in
 - NFPA 1001 Firefighter Level 2 preferred
 - NFPA 1021 Fire Officer Level 1 preferred
 - First Aid and CPR
 - Other training as required

EXPERIENCE:

- Five years satisfactory experience as a department member and have received additional training at regional fire schools or educational seminars.
- Good knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
- Good knowledge of the community and surrounding areas protected by agreement.
- Good knowledge of the type of buildings in the community.
- Good knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise department members, maintain discipline, use sound judgment, and be resourceful.
- Must be in good physical condition, high mental alertness, conscientious, dependable.
- Must be willing and able to enter hazardous atmospheres/areas.

QUALITIES:

- Excellent team skills to relate to department members, officers, emergency response teams, and the general public.
- Good decision-making skills when under high stress conditions.
- Ability and willingness to work in all types of weather and less than ideal conditions.
- Willingness to perform any task as assigned.

Schedule "B"

Whereas the Township of South Algonquin firefighters respond to incidents twenty-four hours a day; and

Whereas the Township of South Algonquin Fire Department is comprised of volunteer/ or part-time firefighters, who, for the most part, hold down regular full-time employment elsewhere; and

Whereas the Township of South Algonquin firefighters sometimes encounter disturbing and traumatic events; and

Whereas these incidents sometimes do not allow sufficient recuperation or rest time before firefighters return to their regular employment; and

Whereas the Township of South Algonquin currently compensates firefighters for lost wages due to attending incidents or training;

Firefighters will be compensated for up to one full day of lost wages due to exposure to a traumatic event or an event that does not allow for sufficient time lapse to ensure a safe return to their regular employment.