

The Corporation of the Town of Grimsby

By-Law No. 20-42

A By-law to Establish and Regulate the Grimsby Fire Department.

Whereas Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities;

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

And whereas Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

And whereas Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

And whereas Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

And whereas Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

And whereas the Council of the Corporation of the Town of Grimsby deems it desirable and necessary to amend and update its by-law to establish and regulate a fire department for the Corporation of the Town of Grimsby;

Now therefore, the Council of the Corporation of the Town of Grimsby enacts as follows:

DEFINITIONS

- (c) *"Auxiliary Member"* means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.
- (d) *"CAO"* means the Chief Administration Officer of the Town
- (e) *"Corporation"* means The Corporation of the Town of Grimsby.
- (f) *"Council"* means the Council of the Town of Grimsby.
- (g) *"Deputy Fire Chief"* means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- (h) *"Emergency Management and Civil Protection Act"* means *Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.*
- (i) *"Fire Chief"* means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act* and reports to the CAO.
- (j) *"Fire Department"* means the fire department for the *Town*.
- (k) *"Fire Code"* means Ontario Regulation 213/07, as amended, and any successor regulation.
- (l) *"Firefighter"* means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and includes a Volunteer Firefighter.
- (m) *"Fire Protection and Prevention Act"* means the *Fire Protection and Prevention Act (FPPA), 1997, S.O. 1997, c.4, as amended, and any successor legislation.*
- (n) *"Fire Protection Services"* includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of *Firefighters* involved in the provision of *Fire Protection Services*, and the delivery of all those services;
- (o) *"Limited Service"* means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of *Volunteer Firefighters* in insufficient numbers to safely carry out the delivery of *Fire Protection Services*, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- (p) *"Junior Firefighter"* means a student between the age of 14 and 18

Firefighters, Volunteer Firefighters, Auxiliary Members, Chaplains, and administrative staff.

- (s) *“Municipal Act”* means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and any successor legislation.
- (t) *“Mutual Aid”* means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (u) *“Officer”* means Fire Chief, Deputy Fire Chief, Assistant Chief, District Chief, Chief Training Officer, Captain, Acting Captain, Training Instructor, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.
- (v) *“Town”* means the Corporation of the Town of Grimsby.
- (w) *“Volunteer Firefighter”* means a firefighter as defined by the *Fire Protection and Prevention Act*, and includes an Auxiliary Member.

ESTABLISHMENT

- 2. A *Fire Department* for the Corporation of the Town of Grimsby to be known as the “Grimsby Fire Department” is hereby established, and the head of the *Fire Department* shall be known as the *Fire Chief*.

DEPARTMENT STRUCTURE

- 3. *Council* shall appoint a *Fire Chief* who shall be the highest ranking *Officer* and director of the *Fire Department*.
- 4. In addition to the *Fire Chief*, *Council* shall appoint a *Deputy Fire Chief* who shall report to the *Fire Chief* as the second highest ranking *Officer* of the *Fire Department* and who, in the absence of the *Fire Chief*, shall have the powers and perform the duties of the *Fire Chief*.
- 5. In addition to the *Fire Chief* and *Deputy Fire Chief*, the *Fire Department* shall consist of Fire Prevention Officers, Inspectors, Fire Safety Educators, Officers, Volunteer Firefighters, and other *Members* approved by *Council* and deemed necessary by and appointed by the *Fire Chief* to provide *Fire Protection Services*.
- 6. The *Fire Department* shall be structured in conformance with the *Approved Fire Department Organizational Chart* as set out in Schedule “A” attached hereto and forming part of this by-law.
- 7. 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 *Fire Protection and Prevention Act*.

APPROVED SERVICES AND PROGRAMS

9. 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 Schedule "B" may from time to time be provided as a *Limited Service* as defined in this by-law, as determined by the *Fire Chief*, his or her designate, or the highest ranking Officer in charge of a response.
10. The *Corporation* shall accept no liability for the provision of a *Limited Service* by the *Fire Department* as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

11. The *Fire Department* shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
- (a) That, in the opinion of the *Fire Chief* or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
 - (b) In a municipality with which an *approved* agreement has been entered into to provide *fire protection services* which may include automatic aid;
 - (c) On property with which an *approved* agreement has been entered into with any person or corporation to provide *fire protection services*;
 - (d) At the discretion of the *Fire Chief* or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
 - (e) On property beyond the municipal boundary where the *Fire Chief* or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the *Fire Chief* or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

12. The *Fire Chief* shall be ultimately responsible to *Council* as set out in subsection 6(3) of the *Fire Protection and Prevention Act* for the delivery of *approved fire protection services* and reports through the Chief Administration Officer for the administration and operation of the Fire Department.
13. The *Fire Chief* shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.

- (b) Reporting to *Council* as required by the *Fire Protection and Prevention Act* and in accordance with the provisions established by the *Emergency Management and Civil Protection Act*.
- (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the *Corporation* respecting the administration and operation of the *Fire Department*.
- (d) Periodically reviewing this by-law and any other by-laws of the *Corporation* respecting the administration and operation of the *Fire Department*, the *Fire Chief* may establish an advisory committee consisting of such *Members* of the *Fire Department* and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- (e) Recommending to *Council* amendments to this by-law, or any other by-law of the *Corporation*, that the *Fire Chief* considers relevant and appropriate.
- (f) Developing, establishing, and implementing *Approved* policies, standard operating procedures and guidelines, general orders and department rules, and other measures as the *Fire Chief* may consider necessary.
- (g) Periodically reviewing, revising, or revoking as required, all *Approved* policies, standard operating procedures and guidelines, general orders, and rules of the *Fire Department*, and the *Fire Chief* shall collaboratively work with the Joint advisory committee from time to time to assist in discharging these duties.
- (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the *Fire Department*.
- (i) The proper care and protection of all *Fire Department* property.
- (j) Arranging and implementation of *Automatic aid*, *Mutual aid* and other negotiated and/or *approved* fire protection and emergency service agreements between the *Town* and other municipalities.
- (k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all *Members* of the *Fire Department*.
- (l) Appointment, subject to *Approved* hiring policies, of any qualified person as a *Member* of the *Fire Department*.
- (m) The conduct and discipline of all *Members* of the *Fire Department*, in accordance with the Workplace Agreement with the Volunteer Firefighters.
- (n) Ensuring an accurate record of all fires, rescues and emergencies

- (o) Enforcement of the Fire Code, ensuring the reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
 - (p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement 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 that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.
 - (q) Preparing and presenting annual reports and periodic reports in cooperation with the CAO to Council as deemed necessary by the *Fire Chief*, and any other specific reports as directed by Council.
 - (r) Preparing and submitting annual budget estimates through the CAO for approval by Council, and effectively administering, monitoring, and controlling the *Fire Department* operating and capital budgets.
15. The *Fire Chief* shall be responsible for coordinating the Corporation of the Town of Grimsby Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the *Emergency Management and Civil Protection Act*.
16. The *Fire Chief* shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

17. The *Fire Chief* shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act* and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
18. Without limiting the generality of the foregoing, the *Fire Chief* and his/her designates shall be empowered and authorized to carry out the following:
- (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.

and such *Officer* or *Member* so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

20. If as the result of a *Fire Department* response to a fire, rescue, or other emergency, the *Fire Chief*, his or her designate, or the highest ranking *Officer* in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the *Corporation* shall recover the costs incurred by the *Fire Department* for taking such actions from the owners of the property or vehicle as the case may be.
21. The *Corporation* may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Consolidated Fees and Charges By-law of the *Corporation* amended from time to time.
22. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the *Corporation*, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Consolidated Fees and Charges By-law of the *Corporation*.
23. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the *Corporation* may add the fee, including penalty and interest, to the tax roll for any real property in the *Corporation of the Town of Grimsby* registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

24. The *Fire Chief* may appoint, from time to time, any eligible person as a *Volunteer Firefighter* in order to maintain a sufficient complement of Firefighters in accordance with the *Approved Fire Department Organizational Chart* as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to *Approved* hiring policies.
25. The employment of *Volunteer Firefighters* shall be governed by the Firefighters Working Document with the *Volunteer Firefighters* as *Approved*.

JUNIOR FIREFIGHTER PROGRAM

26. The *Fire Chief* may establish a *Junior Firefighter Program* to promote fire safety in youth, and to provide mentorship and guidance to those who may have an interest or career aspirations in the fire service.

- (c) Provide written permission and a signed waiver that indemnifies and releases the *Corporation* from liability from a parent or legal guardian to participate in the *Junior Firefighter Program*.
- 28. Junior Firefighters may attend training exercises at the discretion of the *Fire Chief*, subject to the terms and conditions of the training organization.
- 29. Junior Firefighters shall not be eligible for remuneration.
- 30. Junior Firefighters shall comply with all terms and conditions of the *Junior Firefighter Program* as established by the *Fire Chief*, all applicable policies of the *Corporation*, and all policies, procedures, operating guidelines, general orders, directives, and rules of the *Fire Department*.
- 31. Junior Firefighters shall be supervised by a competent *Fire Department* supervisor at all times while participating in the *Junior Firefighter Program*.
- 32. Junior Firefighters shall not be permitted to enter any Immediately Dangerous to Life or Health (IDLH) area or environment at any time.
- 33. Junior Firefighters shall not operate any *Fire Department* vehicle.

OBSTRUCTION

- 34. No person shall obstruct, hinder, or interfere with the *Fire Chief* or any *Member* of the *Fire Department* in the performance of his or her duties in accordance with this by-law and the *Fire Protection and Prevention Act*.

OFFENCES

- 35. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

SEVERABILITY

- 36. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

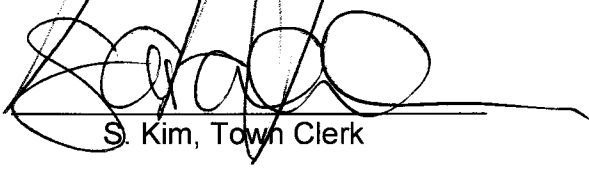
- 37. By-law 11-50, as amended, of the *Corporation of the Town of Grimsby* be and is hereby repealed.
- 38. Notwithstanding Section 37, the appointments of the *Fire Chief*, the *Deputy Fire Chief*, and all other *Members* of the *Fire Department* that were in force and effect on the day on which the antecedent by-law is repealed shall remain in force and effect until the expiration of their terms of office.

Read a first time this 4th day of May, 2020.

Read a second and third time and finally passed this 4th day of May, 2020.



J.A. Jordan, Mayor



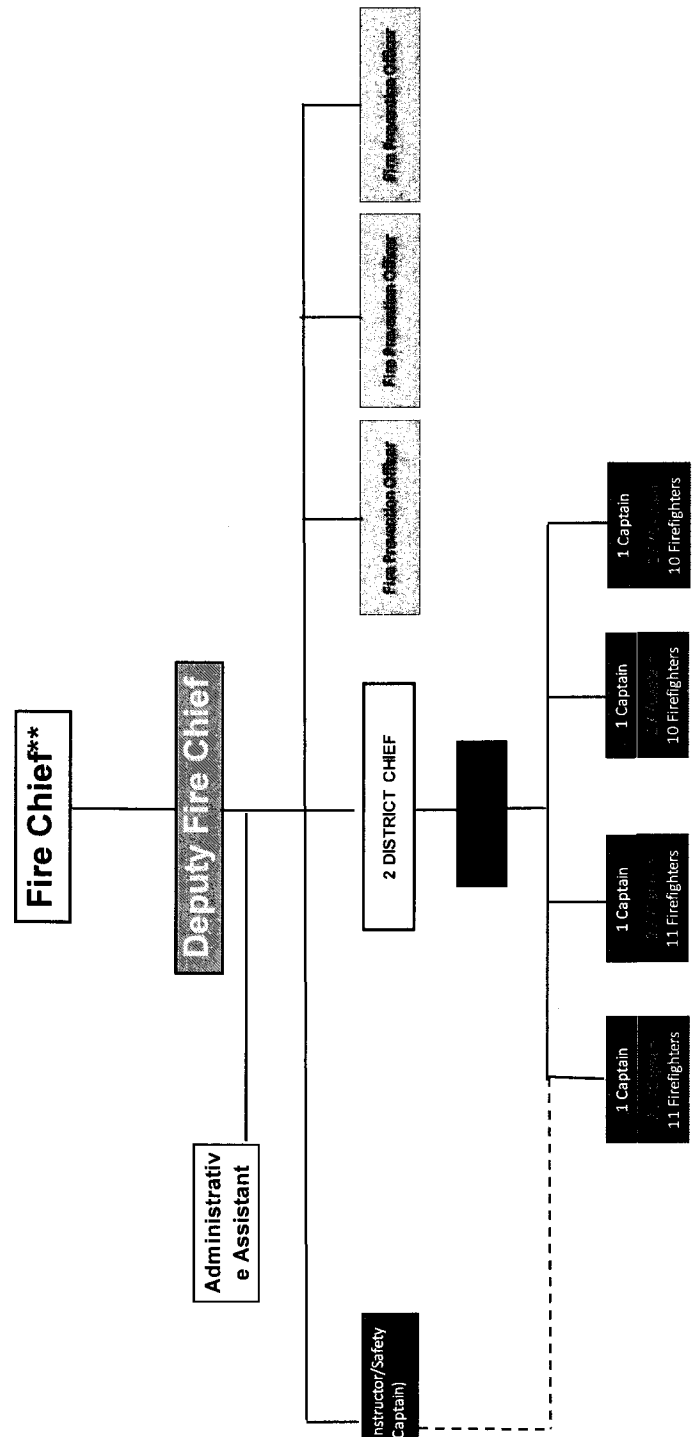
S. Kim, Town Clerk

Schedule "A"
By-Law No. 20-42

GRIMSBY FIRE DEPARTMENT
FIRE DEPARTMENT ORGANIZATIONAL CHART

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:

DRAFT 2020
Grimsby Fire Department
Organizational Chart



** Acting Fire Chief
56 Volunteer Firefighters

Schedule "B"
By-Law No. 20-42

GRIMSBY FIRE DEPARTMENT
APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

(a) The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

B.1.2 Structural Firefighting Services:

(a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

(b) *Interior Search and Rescue* – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained; and
 - v. Adequate fireground supervision and support is provided.

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

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:

(c) *Exterior Fire Suppression (Defensive Operations)* – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

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

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.
- The Fire Department shall maintain Superior Tanker Shuttle Service accreditation by Fire Underwriters Survey or other recognized accreditation body.

B.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.
- Fire Department does not provide vehicle fire investigation.

B.1.5 Grass, Brush, and Forestry Firefighting Services:

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

B.1.6 Marine Firefighting Services:

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

B.1.7 Automatic Aid Response Services:

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

B.1.8 Mutual Aid Response Services:

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the Region of Niagara pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

B.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Region of Niagara, Emergency Medical Services and the Corporation of the Town of Grimsby.
- Service shall be provided in accordance with the Niagara Regional Volunteer Firefighter Defibrillation Program.

- B.1.11 Police Assistance Services:
- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.
- B.1.12 Public Assistance Services:
- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.
- B.1.13 Public Hazard Assistance Services:
- (a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.
 - (b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.
- B.1.14 Vehicle Accident Services:
- The Fire Department shall respond to vehicle accidents to provide the following services:
 - i. Stabilizing the scene of the accident;
 - ii. Stabilizing the vehicles involved in the accident;
 - iii. Providing aid to injured or trapped persons;
 - iv. Mitigating adverse effects to the natural environment.
- B.1.15 Vehicle Extrication Services:
- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:
- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.
- B.1.17 Highway Incident Services:
- Fire Protection Services shall be provided to the Queen Elizabeth Way and other provincial highways.
 - Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
- B.1.18 Hazardous Materials Response Services:
- Service shall be provided at the Operations Level Responder

- Notwithstanding the foregoing, the Fire Chief may authorize to designate one or more Firefighters to participate in the Niagara Region Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Response Team, and to train to and to operate at the NFPA 472 Technician Level while deployed to CBRNE incidents in conjunction with the regional response team under the provisions of an Approved mutual aid or fire services agreement.

B.1.19 Water and Ice Rescue Services:

- (a) *Surface Water Rescue* – Service shall be provided at the Technician Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and boat rescue operations.
- (b) *Swift Water Rescue* – Service shall be provided at the Operations Level and best efforts shall be exercised to conform to NFPA 1670 standard.
- (c) *Ice Rescue* – Service shall be provided at the Technician Level and best efforts shall be exercised to conform to NFPA 1670 standard.
- (d) *Dive rescue* – Service shall be provided at the Awareness Level and best efforts shall be exercised to conform to NFPA 1670 standard.
- (e) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department unless a scene risk assessment has been completed and, in the opinion of the Fire Chief or senior Officer in charge, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.

B.1.20 Urban Search and Rescue Services:

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.21 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Technical Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents* and appendices of *FD-OG-2.6.20. Rope Rescue*, as amended.

B.1.22 Confined Space Rescue Services:

- Service shall be provided at the Operation Level and best efforts

B.1.23 Trench Rescue Services:

- Service shall be provided at the Awareness Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.24 Cave, Mine, and Tunnel Rescue Services:

- Service shall be provided at the Awareness Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Operational Level and best efforts shall be exercised to conform to NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Technician Levels may be provided by the Fire Department if competent and adequate fireground supervisory and support is provided.

B.1.26 Industrial and Machinery Rescue Services:

- Service shall be provided at the Technician Level and best efforts shall be exercised to conform to NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

B.1.27 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the Approved Corporation of the Town of Grimsby Emergency Management Program.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

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

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.

- (j) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.
- (f) Supporting criminal prosecutions, including appearances in court.

B.2.4 Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.
- (d) Reviewing and providing comment on site plans.
- (e) Inspecting sites of approved plans to determine compliance.

B.2.5 Risk Assessment Services:

- (a) Conducting community fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire starting programs.
- (b) Consulting with architects, engineers, planners, and builders.
- (c) Interacting with building departments.
- (d) Interacting with other government agencies.
- (e) Providing input into fire prevention policy development.

B.2.7 Assistant to the Fire Marshal Services – Fire Prevention:

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

B.3 Emergency Planning

- B.3.2 Community Emergency Management Planning Services:
 - Collaborating with the development, review, revision, and implementation of the Approved Niagara West Emergency Plan.

B.4 Fire Department Administration

- B.4.1 Planning and Development Services:
 - (a) Strategic planning.
 - (b) Evaluating Fire Department programs and services.
 - (c) Projecting station locations and reallocations.
 - (d) Determining staffing levels and assignments.
 - (e) Developing policies, procedures, standard operating guidelines.
 - (f) Coordinating with other emergency services.
 - (g) Coordinating development with other municipal departments.
- B.4.2 Financial Services:
 - (a) Coordinating with the Town's Finance Department for financial services.
 - (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
 - (c) Providing input into levels of service based on available funding.
 - (d) Developing and administering operating and capital budgets.
 - (e) Identifying alternative sources of revenue and fees for services.
 - (f) Initiating cost recovery measures.
 - (g) Purchasing.
- B.4.3 Records Management Services:
 - (a) Coordinating with the Town's Records Management Services Coordinator;
 - (b) Documenting Fire Department activities.
 - (c) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
 - (d) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

- B.4.4 Human Resources Services:
 - (a) Coordinating with the Town's Human Resource Department;
 - (b) Recruitment, selection, promotion, and retention of staff;
 - (a) Performance evaluation;
 - (b) Career development;
 - (c) Job descriptions /classifications / position evaluations; and

B.4.6 Health and Safety Services:

- (a) Implementing a Fire Department health and safety program.
- (b) Implementing a joint health and safety committee Member for the Fire Department.
- (c) Implementing an occupational exposure program.
- (d) Establishing a Designated Officer with respect to communicable disease regulations.

B.4.5 Legal Services:

- (a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- (b) Prosecuting offences under applicable by-laws and statutes.
- (c) Coordinating the services of solicitors and legal counsel in coordination with Corporate Services.

B.5 Communications

B.5.1 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.

B.5.2 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.

B.6 Training and Education

B.6.1 Training Program Standards:

- (a) Providing a training program for Firefighters that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.
- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- (d) Providing a training program for Officers that conforms to NFPA

- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist*.
- (h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- (i) Providing a training program for fire service instructors and training officers that conforms to NFPA 1403, *Standard on Live Fire training Evolutions*.
- (j) Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- (k) Providing a training program that conforms to NFPA 1072, *Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications* for Firefighters who provide Approved hazardous materials response services.

B.6.2 Maintain and Operate the Grimsby Regional Training Centre Facilities:

- (a) Provide a variety of training programs to within the scope of B.6.1.
- (b) Provide other training programs deemed appropriate by the Fire Chief or designate.
- (c) Coordinating access to appropriate training facilities.
- (d) Delivering hands-on training to staff.

B.6.3 Providing Station Training:

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

B.6.4 Program Development Services:

- (a) Developing trainer facilitators; including use of Auxiliary Firefighters.
- (b) Coordinating core curriculum.
- (c) Providing officer training and development.
- (d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual aerial device certification testing.

- (c) Arranging for maintenance and repair of fire station infrastructure.
- (d) Providing input regarding design and construction of fire stations.