

The Corporation of the Township of Dawson

By-Law No. 269

Being a By-Law to Continue a Fire Department.

Whereas the Municipal Act, R.S.O. 1990 c., as amended, and the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, permits the Council to enact a by-law to establish and regulate a fire department.

BE IT THEREFORE ENACTED by the Municipal Council of the Corporation of the Township of Dawson, as follows:

1. In this by-law, unless the context otherwise requires,

a) *approved* means approved by the Township of Dawson Council.

b) *Clerk-Treasurer* means the person appointed by *council* to act as the chief administrative officer for the *corporation*.

c) *corporation* means the Corporation of the Township of Dawson.

d) *council* means the Council of the Township of Dawson.

e) *deputy chief* means the person appointed by *council* to act on behalf of the *fire chief* of the *fire department* in the case of an absence or a vacancy in the office of *fire chief*.

f) *fire chief* means the person appointed by *council* to act as fire chief for the *corporation*.

g) *fire department* means the Township of Dawson Fire Department.

h) *fire protection services* include fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.

i) *member* means any person employed in, or appointed to, the *fire department* and assigned to undertake *fire protection services*, and includes officers and *volunteer firefighters*.

- j) *volunteer firefighter* means a firefighter who provides *fire protection services* either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

### **Fire Department Structure**

1. The *fire department* shall be structured in conformance with the *approved Organizational Chart, Appendix A*, forming part of this by-law.
2. In addition to the *fire chief*, the *council* shall appoint a *deputy chief* and such number of other officers and *members* as may be deemed necessary by the council.
3. The *fire chief* may recommend to the *council* the appointment of any qualified person as a *member* of the *fire department*, subject to the *approved* hiring policies of the Township of Dawson.
4. Persons appointed as *members* of the *fire department* to provide *fire protection services* shall be on probation for a period of 12 months, during which period they shall take such special training and examinations as may be required by the *fire chief*.
5. If a probationary *member* appointed to provide *fire protection services* fails any such examinations, the *fire chief* may recommend to the *council* that he/she be dismissed.
6. The *council through the clerk-treasurer* shall determine the remuneration of the volunteer *members*.
7. The *fire chief* is responsible to *council*, through the clerk-treasurer for the proper administration and operation of the *fire department* including all *fire department* functions and programs.

### **Fire Department Administration**

1. The *fire chief* shall implement all *approved* policies and shall develop such procedures and guidelines, general orders and departmental rules as necessary to implement the *approved* policies and to ensure the appropriate care and protection of all *fire department* personnel and *fire department* equipment.
2. The *fire chief* shall review periodically all policies, orders, rules and operating guidelines of the *fire department* and may establish an advisory committee

consisting of such *members* of the *fire department* as the *fire chief* may determine from time to time to assist in these duties.

3. The *fire chief* shall submit to the *clerk-treasurer* and *council* for approval, the annual budget estimates for the *fire department*; an annual report and any other specific reports requested by the clerk-treasurer or *the council*.
4. Each division of the *fire department* is the responsibility of the *fire chief* and is under the direction of the *fire chief* or a *member* designated by the *fire chief*. Designated *members* shall report to the *fire chief* on divisions and activities under their supervision and shall carry out all orders of the *fire chief*.
5. Where the *fire chief* designates a *member* to act in the place of an officer in the *fire department*, such *member*, when so acting, has all of the powers and shall perform all duties of the officer replaced.
6. The *fire chief* may reprimand, suspend or recommend dismissal of any *member* for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the *fire chief*, would be detrimental to the discipline or the efficiency of the *fire department*.
7. Following the suspension of a *member(s)*, the *fire chief* shall immediately report, in writing, the suspension and recommendation to the clerk-treasurer and *the council*.
8. A *volunteer fire fighter* shall not be dismissed without the opportunity for a review of termination, if he/she makes a written request for such a review within seven working days after receiving notification of the proposed dismissal. A person appointed by the municipality, who is not employed in the *fire department*, shall conduct the review.

### **Fire Department Functional Authority**

1. The *fire chief* shall take all proper measures for the prevention, control and extinguishment 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 chief* shall be empowered to authorize:
  - a) pulling down or demolishing any building or structure to prevent the spread of fire.

- b) all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other dangers, risk or accident, when unable to contact the property owner.
  - c) recovery of expenses incurred by such necessary actions for the *corporation* in the manner provided through the Municipal Act and the Fire Protection and Prevention Act.
2. The *fire department* 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.
- a) 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.
  - 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) To a municipality authorized to participate in a county, district or regional mutual aid plan established by a fire co-ordinator appointed by the fire marshal or any other reciprocal plan.
  - e) To a 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.
3. Goals and objectives and service provisions of the Dawson fire department will be included in this by-law, in **Appendix B** forming part of this by-law. The service provisions commitments outlined will identify specifics of the following:
- a) Fire prevention activities including inspection and public education consistent with the expectations of the Fire Protection and Prevention Act 1997 as amended.
  - b) Fire suppression activities defined by local needs and circumstance as outlined in Appendix B, and as identified to the residents of the municipality in periodic notices.

- c) Rescue functions defined by local needs and circumstance as outlined in Appendix B, and as identified to the residents of the municipality in periodic notices.
- d) Emergency management functions defined by local needs and circumstance and required by the emergency management act as outlined in Appendix B, and as identified to the residents of the municipality in periodic notices.

**Administration**

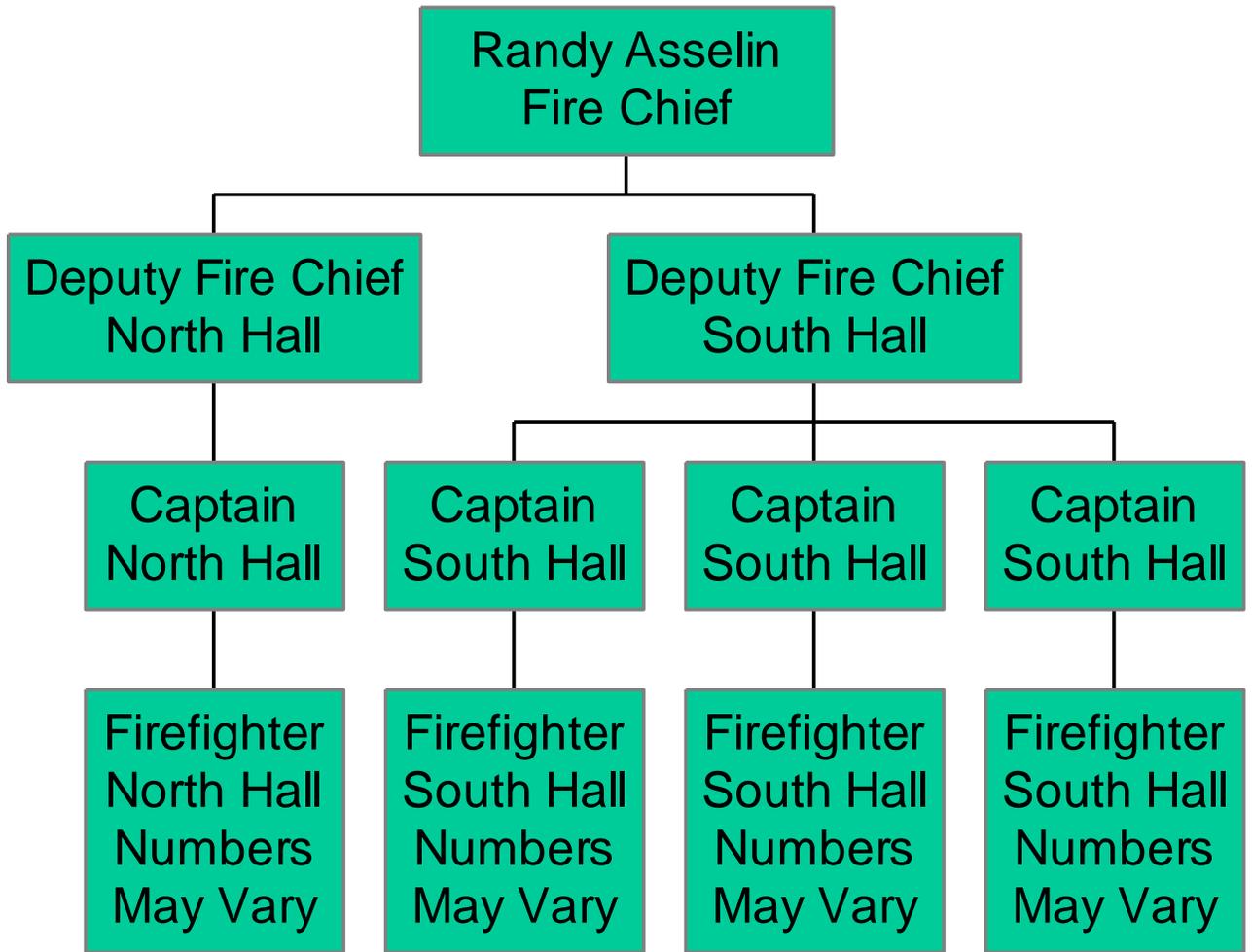
- 8. This by-law comes into effect the day it is passed by council.
- 9. By-law No 183 is hereby repealed.
- 10. Appendix “A” attached and being the Organizational Chart of the Township of Dawson Fire Department forms part of this by-law.
- 11. Appendix “B” attached and being the Approved Service Provision Outline of the Township of Dawson Fire Department forms part of this by-law.
- 12. This by-law may be referred to as the Dawson Fire Department Establishment and Regulating By-law.

ENACTED THIS                      day of    2009.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

# Dawson Fire Department



## **Appendix B: Fire Service Provision for the Municipality of Dawson**

The Dawson fire department will provide fire protection services for the community in the following manner:

To meet the mandatory requirements of the Fire Protection and Prevention Act the Dawson Fire department:

1. Will provide fire service inspections on the basis of request and complaint. The request or complaint must be due to a legitimate concern for fire safety. Other requested inspections, such as ones to meet regulatory or insurance requirements will be completed on a cost recovery basis.
2. May provide public education in the form of a school program that allows interaction with the teachers and students every two years. This program may be in conjunction with other fire departments.
3. Will establish a smoke alarm program that sends out notices with the tax bills, of the requirement for all homes to have smoke alarms in accordance with the Ontario Fire Code. This notification may be followed up by a visit to all residences in the municipality to visit for a smoke alarm check and optional home inspection. If the residents are absent an information package will be left that re-enforces the requirement for smoke alarms, home inspection, home safety planning, and leaves contact information for the fire department personnel.
4. Will provide regular fire safety information to be available at the various commercial and public establishments that outline good practices related to all manner of fire safety.
5. May provide and maintain in conjunction with the Ministry of Natural Resources appropriate signage that identifies the wild fire danger in any given time period.

To meet the requirements of the local needs and circumstance as defined by the expectations of the Fire Protection and Prevention Act, the Dawson Fire Department:

1. Will provide structural fire fighting based on the expectations of the public fire safety guideline, PFSG 04 – 13 – 12. The expectation of this structural fire fighting guideline with components of rescue is limited by the availability of personnel. Exposure protection is the priority, and

expanding the methodology of fire fighting will only be attempted when the following conditions are met.

- One fire fighter must be available to be the pump operator.
- Two fire fighters must be available to establish the water supply.
- One fire fighter must be available to be the incident commander and the accountability officer.
- Two fire fighters must be available for hose stream functions.
- Rescue in this configuration will be limited to assisting with self-rescue of a trapped person or persons. This could include breaking a door or window to provide egress, or laddering to a second floor to provide egress for trapped occupants.
- This staff level would also be expected for CO alarms without fire and requiring ventilation.
- Total fire fighters required for these evolutions will be six.

2. Will provide additional fire fighting functions such as defensive fire fighting and ventilation if the following conditions are met.

- One additional fire fighter must be available to take over accountability duties,
- Two additional fire fighters for must be available to ventilate the structure or perform defensive fire fighting procedures as required.
- The initial hose crew will become the back safety team to protect egress, as well as protect exposures.
- The incident commander will relinquish accountability and concentrate on incident command and incident safety.
- Total fire fighters required for these evolutions will be nine.

3. Will provide limited entry for rescue and fire suppression functions if the following conditions are met.

- This will best be accomplished after the area has been tactically ventilated and cleared of smoke.
- There must be a triple combination pump available on scene to supply the entry, and backup teams with adequate water supply, 200 gallons per minute for twenty minutes.
- Entry will only be allowed if the building is structurally sound, the fire is in an incipient stage, or smoke only, and the fire is limited to a contents only situation.

- Rescue is the primary expectation for entry; interior suppression activities should not exceed the air capacity of the initial entry team. If fire control is not achieved by that time, the entry team should withdraw and a switch to defensive operations should commence.
  - This function will require an additional two fire fighters to be assigned as the rescue intervention team to ensure there is support and backup available on scene for a fire fighter that requires rescue.
  - Mutual aid must be activated prior to committing to interior operations.
  - Total fire fighters required for these evolutions will be eleven.
4. Will provide wild land fire protection to the limitations of personnel and equipment, this will include.
- A minimum expectation of personnel for this evolution will require five fire fighters, one to operate the truck, two to perform fire attack and two to perform incident command, accountability, and protect the escape route for the attack team.
  - If five fire fighters are not available all wild land fire fighting operations must be defensive with a safe zone and escape route available to the fire fighters.
  - An additional attack team can be added to expand the suppression zone without adding any other backup personnel for a total crew of seven. This requires proximity activities by both attack teams that will maintain access by the backup crew within the reach of their hose line. This will require a total of seven fire fighters
5. Will provide nuisance fire suppression to the limitation of the equipment supplied. This will include garbage dump fires and farm product fires that cannot be treated as wild land fires and require respiratory equipment.
6. Will provide support functions for motor vehicle accidents that will include water supply and defensive fire fighting from an upwind uphill location. The primary function will be to provide an escape route and exposure protection for the extrication crew on their arrival. Fire suppression and exposure protection activities should take place from an area clear of the travel portion of the road and protected by a blocker vehicle.

7. Scene protection including, scene isolation, scene security, and traffic control as allowed by the Fire Protection and Prevention Act, and the Highway Traffic Act.
8. Will provide hazardous materials response to the awareness level, including water supply and rehabilitation as support functions for operations or technician level teams.