

TOWNSHIP OF SOUTH FRONTENAC

BY-LAW 2018-56

A BY-LAW TO ESTABLISH AND REGULATE THE FIRE DEPARTMENT IN THE TOWNSHIP OF SOUTH FRONTENAC.

WHEREAS the Fire Protection and Prevention Act, RSO 1997, C.4, as amended, authorizes the Council of a municipality to enact a by-law to establish and regulate fire departments;

AND WHEREAS it is deemed to provide fire service in the Township of South Frontenac and regulate the activities of South Frontenac Fire & Rescue for the provision of fire protection services.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. Definitions

In this by-law, unless the context requires otherwise the following definitions shall apply:

- a) "Approved" means approved by the Council of the Township of South Frontenac
- b) "Corporation" means the Corporation of the Township of South Frontenac
- c) "Council" means the Council of the Township of South Frontenac
- d) "Fire Chief" means the person appointed by by-law to act as Fire Chief for the corporation of the Township of South Frontenac and is ultimately responsible to council as defined in the Fire Protection and Prevention Act
- e) "Volunteer Deputy Fire Chief" means the person or persons appointed to act in the place of the Fire Chief in the Fire Chief's absence or in the case of a vacancy in the position of Fire Chief
- f) "Assistant Deputy Chief of Fire Prevention" means the person or persons that is responsible to the Fire Chief for fire prevention and public safety education in South Frontenac and any other functions that the Fire Chief may assign to this person
- g) "Assistant Deputy Chief of Training and Operational Development" means the person or persons that is responsible to the Fire Chief for the Training Programs implementation, delivery, and management and the Operational Development in South Frontenac and any other functions that the Fire Chief may assign to this person
- h) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, fire investigation, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services
- i) "Volunteer Firefighter" means a firefighter who voluntarily provides fire protection services for a nominal consideration, honorarium or training/activity allowance
- j) "Chief Administrative Officer" means the person appointed by Council to act as the Chief Administrative Officer for the Township of South Frontenac

2. Establishment of the Fire Department

- a) A fire department for the Township of South Frontenac to be known as South Frontenac Fire & Rescue is hereby established for the provision of fire protection services and the head of Fire Department shall be known as the Fire Chief
- b) The goals and mission statement of the Department are set out in Appendix "A" and "B" respectively of this by-law

- c) The specialized services provided by the Fire Department are set out in Appendix "C" of this by-law

3. Staffing

- a) The staff of the Fire Department shall consist of the Fire Chief, Volunteer Deputy Fire Chief(s), Assistant Deputy Chief of Fire Prevention, Assistant Deputy Chief of Training and Operational Development, and such officers and members of the Department as may from time to time be approved by Council. See Appendix "D"
- b) The Fire Chief shall approve the appointment of any qualified person(s) as a member of the Fire Department subject to the approved budget as approved by the Council and the hiring policies of the Township of South Frontenac
- c) A person appointed as a member of the Fire Department shall be on probation for a period of twelve months, during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief
- d) If a probationary member fails the required examinations, the Fire Chief, after consultation with the Chief Administrative Officer may take appropriate action including termination as a member of the Fire Department

4. Discipline and Dismissal

- a) Discipline and Dismissal shall be in accordance with Township policy.
- b) The Fire Chief may reprimand, suspend or recommend for dismissal any member for noncompliance with any provisions of this by-law or general orders or departmental rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the Fire Department
- c) Following the suspension of any member, the Fire Chief shall immediately report in writing, a suspension and any associated recommendations to the Chief Administrative Officer.
- d) A member shall not be dismissed without being afforded the opportunity for a hearing with the Chief Administrative Officer if the member makes a written request for such a hearing within three working days after receiving the notice of dismissal. The Fire Chief, Chief Administrative Officer, and Human Resources Officer shall conduct the review and the final decision respecting the recommendation for dismissal shall be made by the Chief Administrative Officer.

5. Promotions

- a) All opportunities for promotion will be communicated to members by Human Resource Staff.

6. Medical Requirements

- a) Every member of the Fire Department appointed for firefighting duties is subject to a medical examination once annually and at any other such times as may be required by the Fire Chief
- b) If a medical examiner finds a member is physically unfit to perform assigned duties, the Fire Chief shall make recommendations to the Chief Administrative Officer as to the status of the member
- c) If required, the completion of an annual medical examination is a condition precedent to the payment of any consideration, honorarium, or training/activity allowance.

7. Remuneration

- a) The remuneration of all members of the Fire Department shall be as established by Council. See Appendix "E"

8. Duties of the Fire Chief

The Fire Chief is responsible to Council through the Chief Administrative Officer for the provision of Fire Protection Services, for proper administration and operation of the fire department as outlined in the approved job description and employment offer.

The Fire Chief Shall;

- a) Develop such written standard operational guidelines, general orders and departmental rules as may be necessary to implement approved policies for the care and protection of the Fire Department, equipment and personnel and for the efficient operation of the Fire Department, provided that such guidelines, orders and rules do not conflict with the provisions of any by-laws of the Municipality
- b) Review periodically the policies and procedures of the Fire Department and as needed establish an advisory committee consisting of such members of the Department as may be necessary to assist in the review of the policies and procedures
- c) Take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property
- d) Exercise all powers properly mandated by the Fire Protection and Prevention Act, including but not limited to authorizing the (1) pulling down or demolishing of any building or structure to prevent the spread of fire; (2) taking such necessary action which may include the boarding up or barricading of buildings or property to guard against fire or other danger, risk or accidents; and (3) recovering of expenses incurred by such necessary actions on behalf of the corporation in a manner provided under the authority of the Municipal Act & Fire Protection and Prevention Act
- e) Enforce Municipal By-laws respecting Fire Protection Services
- f) Enforce this By-law and the general orders and departmental rules
- g) Submit to the Chief Administrative Officer and Council for approval the annual budget estimates for the Fire Department and prepare any other specific reports as requested by the Chief Administrative Officer or Council
- h) Shall approve the use of the fire halls and equipment for non-emergency related activities in consultation with Senior Officers and Fire Fighters

9. Duties of the Volunteer Deputy Fire Chief(s)

- a) The Volunteer Deputy Fire Chief is responsible to the Fire Chief for the activities that the Fire Chief delegates to the Volunteer Deputy Fire Chief. In the absence of the Fire Chief, a Volunteer Deputy Fire Chief may be scheduled and assigned in an On-Call Shift to act under the Authority of the Fire Chief.

10. Designation

- a) 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 the powers and shall perform all the duties of the officer replaced.

11. Limitations of Response

The Fire Department shall not respond to a call with respect to a fire or other emergency outside of the approved response area of the Municipality except with respect to a fire 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 agreement has been entered into to provide fire protection services
- c) On property with respect to which an agreement has been entered into to provide fire protection services which may include Automatic Aid
- d) On a property with which an approved agreement has been entered with any person or corporation to provide fire protection services
- e) At the discretion of the Fire Chief, to a municipality authorized to participate in any County Mutual Aid plan established by a Fire Coordinator appointed by the Fire Marshall or any other reciprocal plan or program
- f) On property beyond the Municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve and protect life and or property until the appropriate department is notified and/or assumes command or establishes alternative measures to preserve and protect life and/or property

12. Previous By-Laws

Previous by-laws to establish and regulate the South Frontenac Fire Department or the former District Fire Departments of Portland, Bedford, Loughborough and Storrington are hereby repealed.

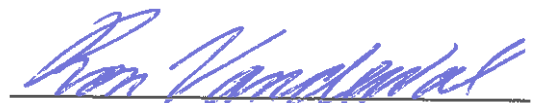
13. This by-law shall come into force and take effect on the date of its passage

Dated at the Township of South Frontenac this 18th day of September, 2018.


Read a first and second time this 18th day of September, 2018.

Read a third time and formally passed this 18th day of September, 2018.

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC



Ron Vandewal
Mayor



Wayne Orr
Chief Administrative Officer

APPENDIX "A"
Goals and Objectives of the
South Frontenac Fire and Rescue

The goal of the Township of South Frontenac Fire & Rescue is to provide Fire Protection Services through a range of programs designed to protect lives and property from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature. The first priority of this protection shall be, to the lives and property of persons in South Frontenac Township; secondly to the lives and property of persons in Municipalities requiring assistance through authorized Emergency Fire Service Plan and program (Mutual Aid) activities; and thirdly to the lives and property of persons in those Municipalities which are provided fire protection by the Fire Department by way of an authorized agreement.

Primary Objectives of the Fire Department

In order to achieve the goal of the Fire Department we will meet the following objectives:

1. Identify and review the fire service requirements;
2. Provide an administrative process consistent with the needs of the Department and Township policies;
3. Ensure that firefighting equipment and operating personnel are available within the Municipality consistent with funding approved by Council, to provide adequate response within a reasonable length of time;
4. Provide departmental training to acceptable OFMEM and NFPA standard which will ensure the continuous upgrading of personnel in fire prevention, firefighting, public education, fire investigation, auto extrication, medical emergencies, water ice rescue, hazmat awareness response, and control of emergency situations and to cooperate with other departments of the Corporation with respect to the management training and other programs;
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment is ready to respond to emergency calls;
6. Provide an effective fire prevention program to (a) ensure that in conjunction with the Township Building Department that there is compliance with required Municipal, Provincial and Federal Fire Legislation, Statutes, Codes and Regulations; (b) reduce and/or eliminate fire hazards; (c) develop a fire prevention policy as approved by Council;
7. Develop and maintain an effective public information system and educational program with particular emphasis on school safety programs and smoke alarm and carbon monoxide alarm programs;
8. Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside departments and agencies;
9. Develop and maintain a good working relationship with all Federal, Provincial and Municipal departments, utilities and agencies related to the protection of life and property;
10. Interact with other departments of the Corporation respecting fire protection;
11. Ensure that objectives are not in conflict with any other by-laws, regulations, guidelines or practices of any other department of the Municipality.

APPENDIX "B"

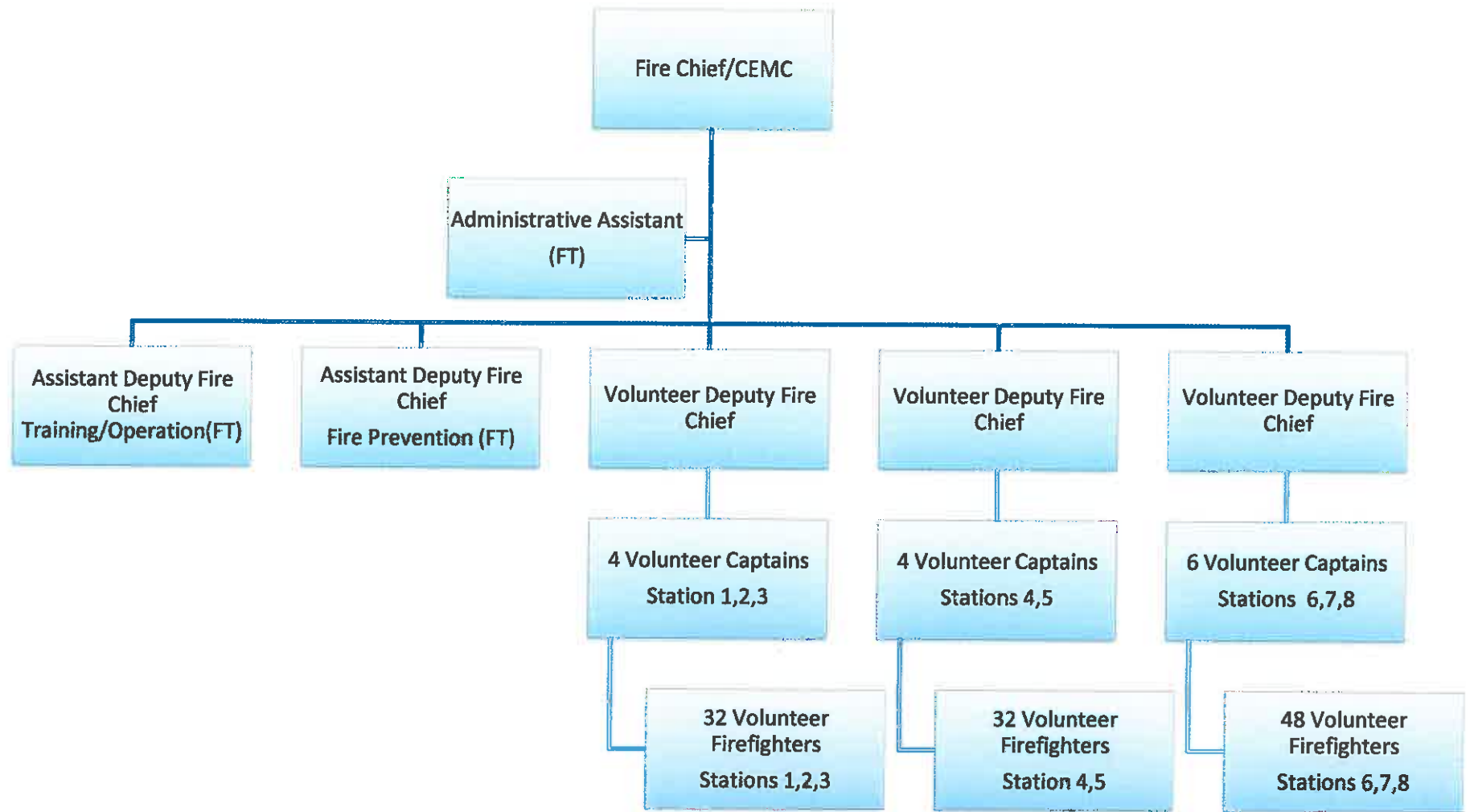
MISSION STATEMENT

The primary mission of South Frontenac Fire & Rescue is to provide a range of programs to protect the lives and property of the inhabitants of South Frontenac Township from adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

APPENDIX "C"
OPERATIONAL AND SPECIALIZED
SERVICES OF
SOUTHFRONTENAC FIRE & RESCUE

1. Water/Ice Rescue Level 3
2. Marine Access Fire Suppression and Rescue
3. Emergency First Response including External Defibrillation
4. Auto Extrication -light hydraulics, heavy hydraulics
5. Agriculture Extrication
6. HazMat Awareness level
7. Wildland Fire Fighting
8. Fire Prevention, Public Education, Fire Investigation
9. Fire Suppression – Interior and Exterior Operations
10. Gas Detection and Response – O2, CO, H2S, LEL

APPENDIX "D"
ORGANIZATIONAL STRUCTURE SFFR



APPENDIX "E"
SFFR PAY SCHEDULE
2019

Fire Chief – 40hours/week	As Approved by Council within the Pay Schedule
Administrative Assistant	Position Vacant
Assistant Deputy Fire Chief Fire Prevention	Position Vacant
Assistant Deputy Fire Chief Training/Operational Development	Position Vacant

Volunteer Deputy Fire Chief
\$2400 per annual honourarium
\$200 per on call shift
Monday-Friday 1700hrs-0700hrs
Saturday-Sunday 24 hours
\$15 per hour – FC Approved Additional Hours

Volunteer Captains
\$1200 per annual honourarium
\$15 per hour – FC Approved Additional Hours

Volunteer Firefighters
\$45 per Response (Up to 3 Hours)
\$45 per Weekly Training Session
Tuesday 1900hrs-2130hrs
\$15 per hour – FC Approved Additional Hours
\$100 per Full Day Training Sessions – 8 Hours

Fire Chief Approved Additional Hours include:

- Fire Prevention/Public Education
- Fleet and Equipment Maintenance
- Firehall Maintenance
- Approved Meetings
- Driver Training
- Training Preparation
- Other Divisional Support