

## THE CORPORATION OF HALDIMAND COUNTY

By-law Number /22

### **Being a by-law to establish and regulate a fire department for Haldimand County and to repeal By-law 1002/09**

**WHEREAS** Section 2 of the *Fire Protection and Prevention Act*, 1997 S.O. 1997, c. 4 (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;

**WHEREAS** Section 5 of the Act, authorizes the council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

**WHEREAS** Section 10 of the *Municipal Act*, 2001, S. O. 2001, c. 25, authorizes a single-tier municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, health, safety and wellbeing of persons; protection of persons and property, and services that the municipality is authorized to provide;

**AND WHEREAS** By-law 1002/09 was previously enacted to establish a Fire Department and it is deemed expedient to revise and update the existing by-law to establish and regulate a Fire Department for Haldimand County,

**NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:**

1. Definitions:

THAT for the purposes of this by-law:

- a) "Company" means a complement of personnel operating one or more pieces of apparatus under the supervision of an officer;
- b) "Council" means the Council of the Corporation of Haldimand County;
- c) "Department" means the Haldimand County Fire Department;
- d) "Deputy Fire Chief" means the person(s) appointed by Council to act in the place of the Chief of the Fire Department in their absence or in the case of a vacancy in this office;
- e) "Fire Chief" means the person appointed by Council to act as fire chief for the fire department and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act*, 1997.

- f) "Fire Protection" means a range of programs designed to protect the lives and property of the inhabitants of Haldimand County from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature and includes:

1. Fire Prevention and Public Education:

- i) Fire Inspection Services:
  - (a) Conducting complaints inspections.
  - (b) Conducting vulnerable occupancy inspections.
  - (c) Conducting requested inspections.
  - (d) Conducting routine inspections.
  - (e) Conducting licensing inspections.
  - (f) Systems checking, testing and approval.
  - (g) Enforcing code compliance.
  - (h) Enforcing municipal by-laws.
  - (i) Preparing reports and issuing written responses to requests.
- ii) 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.
- iii) 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.
- iv) 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.
- v) Risk Assessment Services:
  - (a) Conducting community fire risk assessments.
  - (b) Compiling, analyzing and disseminating functional statistics.
  - (c) Selecting appropriate fire service programs.
- vi) 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.

vii) Assistant to the Fire Marshal Services – Fire Prevention:

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

2. Structural fire Services:

- i) For the purpose of this by-law, “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.

- ii) 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:
  - a) A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
  - b) Building integrity permits entry into the structure;
  - c) Sufficient Trained Firefighter staffing is deployed at the fire ground;
  - d) Reliable water supply with adequate flow can be sustained
  - e) Adequate fireground supervision and support is provided

- iii) Interior Fire Suppression (Offensive Operations)

- 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:
  - a) A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
  - b) Building integrity permits entry into the structure;
  - c) Sufficient Trained Firefighter staffing is deployed at the fireground;
  - d) Reliable water supply with adequate flow can be sustained;
  - e) Adequate fireground supervision and support is provided.

3. 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.

4. Rural Firefighting Operations:

- i) 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.
- ii) The Fire Department shall maintain Superior Tanker Shuttle Service accreditation by Fire Underwriters Survey or other recognized accreditation body.

5. Non-structural fire suppression including rescue from fire

6. Hazardous materials response:

- i) Service shall be provided at the Operations Level NFPA 1072.
- ii) Hazardous materials response services at the NFPA 472 Technician Level shall not be provided by the fire department.

7. Rope rescue response at the awareness level (no rescue attempt from within the immediate hazard area)

8. Confined space rescue response at the awareness level (no rescue attempt from within the immediate hazard area)

9. Ice and water rescue at the water entry and/or vessel-based technician level for the Grand River and inland waters

- i) Surface Water Rescue - Service shall be provided at the Technician Level NFPA 1006

- ii) Swift Water Rescue – Service shall be provided at the technician level NFPA 1006

- iii) Ice Rescue – Service shall be provided at the technician level NFPA 1006

10. Ice and water rescue at the shore-based level for Lake Erie

11. Emergency medical response at the basic level (First Aid, Cardio-Pulmonary Resuscitation and Automated External Defibrillation)

The Haldimand County Fire Department (all stations) is to be tiered (through St. Catharines Fire Dispatch) to all calls that meet the following criteria (bullets #1-9) regardless of ambulance delay:

- i. Absence of Breathing/Cardiac Arrest/Choking
- ii. Where EMS is dispatched Code 4 to any of the following:
  - a) Motor Vehicle Collision
  - b) Farm Accident
  - c) Pedestrian or Cyclist Struck
  - d) Penetrating Trauma/Amputations
  - e) Falls > 10 Feet
  - f) Uncontrolled Severe Bleeding (excluding vaginal, rectal or nasal)
- iii. Burns/Electrocutions/Drownings
- iv. Hazardous Materials Emergency/Carbon Monoxide Poisoning (including chemicals, spills of gasoline, diesel fuel, propane, etc., or where there is any indication that the patient was exposed to chemicals)
- v. Multiple Casualty Incident (MCI) with > 3 patients
- vi. Rescue/Trapped Victim/Fire/Structural Hazard/Hydro Wires Down
- vii. Unconscious/Unresponsive
- viii. Seizures
- ix. Overdoses

Fire to be tiered whenever requested by Paramedic crew, regardless of whether the above criteria are met.

#### 12. Vehicle Accident and Extrication Services:

- i) The Fire Department shall respond to vehicle accidents to provide the following services:
  - a) Stabilizing the scene of the accident;
  - b) Stabilizing the vehicles involved in the accident;
  - c) Providing aid and extrication to injured or trapped persons;
  - d) Mitigating adverse effects to the natural environment.
- ii) Vehicle search and rescue services, including extrication, shall be provided at the level trained for and level required by NFPA 1001 stabilizing the scene, stabilizing the vehicle and stabilizing the patient.

#### 13. Regular public assistance calls as deemed necessary

- g) "Full-time Firefighter" means a person regularly employed with the Haldimand County Fire Department on a full-time salaried basis and assigned exclusively to fire protection or fire prevention duties, and includes the Fire Chief, Deputy Fire Chief, Fire Prevention Officers, Fire Training Coordinator, Officers and Firefighters;
- h) "Volunteer Firefighter" means a person who voluntarily acts as a firefighter for a nominal consideration or honorarium.

2.
  - a) THAT a Fire Department, to be known as the Haldimand County Fire Department be established for the municipality of Haldimand County;
  - b) THAT the goals and mission statement of the Haldimand County Fire Department shall be as those set-out in Schedule "A", attached to and forming part of this by-law, and the Haldimand County Fire Department shall be organized as per Schedule "B", attached to, and forming part of this by-law.
3.
  - a) THAT a Fire Chief be appointed by by-law for the Haldimand County Fire Department, who shall be known as the Chief of the Department.
  - b) THAT in addition to the Chief of the Department, the Department personnel shall consist of one Deputy Chief to be appointed by by-law and such number of officers and members as from time to time may be deemed necessary by Council.
4.
  - a) THAT every member of the Haldimand County Fire Department appointed for firefighting duties is subject to a medical examination upon appointment and at such other times as the Chief of the Department may require.
  - b) THAT a person appointed as a member of the Haldimand County Fire Department for firefighting and fire prevention duties shall be on probation for a period of twelve (12) months during which period he/she shall take such training to the level made mandatory by the Province of Ontario. Haldimand County will make every effort to certify it's firefighters to the NFPA Standard 1001 Firefighter I and II, which includes Hazmat Operations NFPA Standard 1072. This also includes any examinations as may be required by the Chief of the Department.
5.
  - a) THAT the Chief of the Department may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this by-law or general orders and Departmental rules, that in the opinion of the Chief, would be detrimental to the discipline and efficiency of the Department.
  - b) THAT following the suspension of any member, the Chief of the Department shall report the suspension and his/her recommendations to the Council in writing.
  - c) THAT a member receiving a notice of dismissal may request a hearing before Council, by submitting a written request for such a hearing within seven (7) days of receiving notice of proposed dismissal and the decision of the Council shall be final.
6. THAT the remuneration of all members of the Haldimand County Fire Department shall be as determined by the Council.
7. THAT the Chief of the Department is ultimately responsible to Council for the proper administration and operation of the Department, for the discipline of its members and,

- a) shall develop, and publish such written standard operating guidelines and such general orders and Departmental policies as may be necessary for the care and protection of the Department, equipment and personnel, and generally for the efficient operation of the Department, provided that such general orders and policies do not conflict with the provisions of any by-laws of the municipality;
  - b) shall review periodically the policies and guidelines of the Department;
  - c) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed on them by the Fire Protection and Prevention Act and/or the Fire Marshals Act and the Chief of the Department or their designate shall be empowered to authorize Department members to:
    - i) pull down or demolish any building or structure to prevent the spread of fire;
    - ii) when unable to contact the property owner, to take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident;
    - iii) the Corporation may recover expenses incurred by such necessary action in a manner provided by the Municipal Act;
  - d) is responsible for the enforcement of this by-law and the general orders and Departmental policies;
  - e) shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act;
  - f) shall submit to the Council for its approval the annual estimates for the Department.
8. THAT the Deputy Fire Chief shall be the second ranking officer of the Department and it shall be their responsibility to carry 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 of the Department.
9. a) The Department is composed of the following divisional functions:
- Division of Administration
  - Division of Apparatus, Equipment and Communications
  - Division of Fire Operations
  - Division of Fire Prevention
  - Division of Training
  - Division of Emergency Management
- b) Each division of the Department is the responsibility of the Chief of the Department and is under their direction or their designates.

10. THAT the Chief of the Department is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the Division of Administration:
- a) Provide administration facilities for the Chief, Deputy Chief and other staff of the Department;
  - b) Prepare the Departmental budget and exercise control of the budget;
  - c) Initiate requisitions for materials and services and certify all accounts of the Department;
  - d) Maintain personnel records;
  - e) Arrange for the provision of medical services;
  - f) Arrange for the provisions of new buildings;
  - g) Provide liaison with the local Firefighters Associations;
  - h) Prepare annual reports of the Department;
  - i) Carry out the general administrative duties of the Department.
  - j) Carry out the roles and responsibilities of the Fire Coordinator for Haldimand County.
  - k) Prepare the Regional Emergency Fire Service Plan and Program.
11. THAT the Chief of the Department is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the Division of Apparatus, Equipment and Communications:
- a) Prepare specifications for the purchase of apparatus and equipment;
  - b) Maintain and keep in repair all existing buildings and apparatus of the Department;
  - c) Make necessary modifications to existing apparatus and equipment;
  - d) Provide facilities for refilling self compressed breathing air cylinders;
  - e) Where a waterworks division or commission is established, provide liaison in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the Fire Department;
  - f) Issue clothing, equipment and supplies as required;



- g) Provide or ensure the provision of facilities to receive alarms and dispatch equipment;
  - h) Prepare specifications for new communications systems and for additions and improvements to existing communications systems;
  - i) Maintain the communications systems of the Department.
- 12.
- a) THAT the Division of Fire Operations is composed of such number of companies as the Chief of the Department may determine.
  - b) THAT the Chief of the Department is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the Division of Fire Operations:
    - i) Prevent, control and extinguish fires;
    - ii) Perform rescue and salvage operations and render first aid;
    - iii) Respond and assist at such emergencies as may be required;
    - iv) Participate in training;
    - v) Conduct pre-fire operations planning;
    - vi) Ensure that apparatus cleaning duties and basic maintenance are carried out at the stations.
  - c) THAT an officer (District Chief, or Captain) is in command of the company to which they are assigned and is responsible for the proper operation of that company to the Chief of the Department.
  - d) THAT where the Chief of the Department designates members to act in the place of an officer in the Department, such member, when acting so, has all the powers and shall perform all the duties of the officer replaced.
13. THAT the Chief of the Department is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the Division of Fire Prevention:
- a) Conduct fire prevention inspections of premises;
  - b) Enforce fire prevention legislation;
  - c) Examine building plans;
  - d) Provide fire safety education
  - e) Conduct investigations of fires in order to determine cause and origin, and where appropriate, request the office of the Fire Marshal or other experts to assist with investigations;

- f) Maintain fire loss records;
  - g) Receive, process and follow-up reports of fire prevention inspections conducted under the division of fire operations;
14. THAT the Chief of the Department is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the Division of Training:
- a) Establish a Department training program complete with written records, and conduct training for all personnel of the Department;
  - b) Administer training programs;
  - c) Prepare and conduct examinations of members as required.
15. a) THAT the Chief shall develop and maintain the approved Department promotional policy based on such evaluations, written, practical and oral examinations as deemed necessary;
- b) THAT as part of the approved promotional policy, the Chief of the Department and the Deputy Chief shall evaluate all members of the Department who are participating in an examination for promotion;
- c) THAT when in the opinion of the Chief of the Department, all other factors for the promotion of two or more members are equal, seniority or service in the Department governs.
16. THAT the firefighting and station record of each member of the Department shall be annually evaluated as follows:
- a) The District Chief of each station shall review the performance of each member of the station;
  - b) The Fire Chief or designate shall review the performance of each District Chief of the Department.
17. THAT the 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 Chief of the 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 agreement has been entered into to provide fire protection;
  - c) On property with respect to which an agreement has been entered into with any person or corporation to provide fire protection;

- d) At the discretion of the Chief to a municipality authorized to participate in the County/District/Regional emergency fire service mutual aid plan and program or any other organized plan or program on a reciprocal basis;
  - e) On those highways that are under the jurisdiction of the Ministry of Transportation;
  - f) On property beyond the municipal boundary where the Chief of the Department or their designate determines that immediate action is necessary to preserve and protect life and/or property and the correct Fire Department is notified and/or assumes command.
18. THAT By-law 1002/09 is hereby repealed.
19. AND THAT this by-law shall take precedence over any by-law with which it is inconsistent and shall come into effect on the date of passing.

READ a first and second time this 12<sup>th</sup> day of December, 2022.

READ a third time and finally passed this 12<sup>th</sup> day of December, 2022.

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MAYOR

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CLERK

## **Schedule “A”**

### **A: Primary Goals of the Haldimand County Fire Department**

The goal of the Haldimand County Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those municipalities which are provided fire protection by the fire department via authorized agreement or other legislation.

### **B: Primary Objectives of the Haldimand County Fire Department**

In order to achieve the goal of the Haldimand County Fire Department, necessary funding must be in place and the following objectives met:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the Department.
3. Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizens call within a reasonable length of time.
4. Provide Departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus and equipment is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - a) Ensure, through plans examination and inspection, that required fire protection equipment is installed and maintained within buildings;
  - b) Reduce and/or eliminate fire hazards;
  - c) Ensure compliance with applicable Federal, Provincial and Municipal fire prevention legislation, statutes, codes and regulations with respect to fire safety.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs and commercial, industrial and institutional staff training.
8. Ensure that in the event of a major catastrophe in the municipality, assistance to cope with the situation is available for outside Fire Departments and other 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 municipal departments respecting the aspects of fire on any given programs.
11. Ensure these objectives are not in conflict with any other municipal departments.

## **C: Haldimand County Fire Department Mission & Vision Statement**

### **Who We Are Today**

Haldimand County Emergency Services are here to protect the lives and property of our citizens and visitors by providing prompt and professional service in the event of fire, accident, medical emergency, disaster or any other event which may threaten the public welfare. We will serve the community through fire and accident prevention, education and the immediate response to emergencies.

### **Our Preferred Future**

We will provide high quality and caring service to those who live in, work in and visit our County – safely, efficiently and effectively. In order to fulfill this vision, we pledge to learn from our past, train for the present and plan for the future.

### **Core Values:**

\*Safety\* \*Integrity\* \*Respect\* \*Service Excellence\*

### **How We Will Achieve Our Mission & Vision**

1. Provide highly trained and skilled staff
2. Reduce the incidence of injury, loss of life and property damage by providing public education programs, accident and injury prevention and fire prevention service.
3. Conform to legislation, regulations, standards and policies thereby mitigating liabilities/losses to the County's assets.
4. Be responsive to local economics so that our service reflects the needs of the community we serve.
5. Treat all persons with respect, compassion and dignity.

## Schedule “B”

### Haldimand County Fire Department Organization

