

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2022-035

A By-law to Establish and Regulate the Fire Department

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality has the capacity rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the Municipal Act, 2001 provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997, (FPPA) 1997, S.O. c4, as amended requires every municipality to establish a program in the municipality 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 need and circumstances;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 permits a municipality, in discharging these responsibilities, to establish a Fire Department;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 requires a municipality that establishes a Fire Department to provide fire suppression services and permits the Fire Department to provide other fire protection services;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 requires a municipality that establishes a Fire Department to appoint a Fire Chief;

**AND WHEREAS** the Fire Protection and Prevention Act, 1997 (FPPA) authorizes a Council of municipality to pass by-laws under the FPPA to regulate fire prevention, to regulate the setting of open-air fires and to designate private roads as fire routes;

**NOW THEREFORE** the Council of the Town of Amherstburg **ENACTS AS FOLLOWS:**

**1. DEFINITIONS**

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

**“Additional services”** means any activities undertaken at the direction of the Fire Chief that are beyond the normal funding & resources of the Fire Department;

**“APFFA”** is the recognized exclusive bargaining agent for all the fulltime employees of the Amherstburg Fire Department with the exception of the Fire Chief, Deputy Fire Chief, and the Assistant Deputy Chief /Fire Prevention Officer and AdministrativeAssistant

**“Approved”** means approved by the Council of the Town of Amherstburg;

**“Assistant Deputy Fire Chief”** means the person or persons appointed by Council to act on behalf of the Deputy Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Deputy Fire Chief;

**“Automatic Aid”** means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;

**“Base Hospital”** means a hospital that provides medical direction, leadership and advice

in the provision of pre-hospital emergency health care within a broad based, multi-disciplinary, community emergency health services system in a specified geographical area. This involves the Base Hospital acting as a resource center and facilitator to assist in ensuring that Emergency pre-hospital care and transportation is meeting a community's needs. In addition, the Base Hospital through the Physician-Medical Director provides training, quality assurance, continuing education and guidance to pre-hospital emergency care providers. All such programs shall be approved in advance by the Ministry of Health. The base Hospital also functions in an advisory capacity to the Ministry of Health on matters relating to pre-hospital emergency care;

**“Chief Administrative Officer (CAO)”** means the person appointed by Council to act as the chief administrative officer for the corporation;

**“Chief Fire Official”** shall mean the Assistant to the Fire Marshal who is the Fire Chief or a member or members of the Fire Department appointed by the Fire Chief under the FPPA or a person appointed by the Fire Marshal under the FPPA;

**“Collective Agreement”** means the Agreement between the Corporation and the International Association of Fire Fighters Local 3803, known as the Amherstburg Professional Firefighters Association made under the provisions of the Fire Protection and Prevention Act;

**“Community Risk Assessment”** is a process of identifying, analyzing, evaluating, and prioritizing risks to public safety to inform decisions about the provision of fire protection services. Every municipality and every Fire Department must complete and review a Community Risk Assessment as provided by Regulation 378/18, and use its Community Risk Assessment to inform decisions about the provision of Fire Protection Services. The Community Risk Assessment must be reviewed annually, and completed every 5 years. It must include the following 9 profiles for review: Geographic, Building Stock, Critical Infrastructure, Demographics, Hazards, Public Safety, Community Service, Economic, and Past Loss and Event History;

**“Corporation”** means The Corporation to the Town of Amherstburg;

**“Council”** means the municipal Council of the Corporation;

**“Deputy Chief”** means the person or persons 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;

**“Division”** means a Division of the Fire Department as provided for in this By-law;

**“Community Control Group”** means the Mayor with designated Senior Officials who coordinate and deploy resources to mitigate the impact of a municipal or other large scale emergency incident;

**“Community Emergency Management Program Committee”** means the group of municipal officials that are appointed by Council who are responsible to ensure that local programs are developed as required to enable the emergency management process in accordance with the requirements of the Emergency Management and Civil Protection Act r.s.o.

**“Fire Chief”** means the person appointed by Council to act as Fire Chief for the corporation;

**“Fire Department”** means the Town of Amherstburg Fire Department;

**“Firefighter”** means a Fire Chief and any other person employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes a Volunteer (paid on call) Firefighter;

**“Firefighters’ Association”** means the International Association of Fire Fighters Local 3803, known as the Amherstburg Professional Firefighters Association;

**“FPPA”** means the Fire Protection and Prevention Act, 1997, S.O., c.4, as may be amended

from time to time, or any successor legislation, and any regulation made there under;

**“Fire Protection Services or Fire Services”** are directed by council informed by the Community Risk Assessment. They include fire suppression, fire prevention, public fire safety education, communications, training of persons involved in the provision of fire protection services, apparatus equipment and maintenance, rescue “as defined” emergency services, and administration services as set out in Appendix “A”, and the delivery of all those services;

**“Member”** means any defined Firefighter or Officer as per the FPPA and / or any person employed in, or appointed to the Fire Department and assigned to undertake fire protection services;

**“Mutual Aid”** means a program, coordinated by the Province of Ontario to provide / receive reciprocal assistance in the case of an emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid;

**“Officer”** means any member with the rank of Lieutenant or higher;

**“Property”** means personal and real property;

**“Specialty Service”** means rescue & response to auto extrication, ice / water rescue, hazardous materials (including CBRNE) response, Emergency Pre-hospital care responses as outlined in tiered response agreements or any other specialized activity or service authorized by Council in accordance with available resources;

## **2. ESTABLISHMENT**

- 2.1 A department for the Corporation of the Town of Amherstburg to be known as the Amherstburg Fire Department is hereby continued and the head of the Fire Department shall be known as the Fire Chief.
- 2.2 The (goals/mission statement) of the Fire Department shall be as those contained in **Appendix “B”** of this by-law.

## **3. EMPLOYMENT**

- 3.1 The Fire Chief may recommend for appointment, any qualified person as a member of the department if the position is authorized by Council and is subject to the approved hiring policies of the Corporation.
- 3.2 A person appointed as a member of the department shall be on probation for a minimum of twelve months, or as outlined in the Collective Agreement with the APFFA during which time they shall take such special training, evaluations and examinations as may be required by the Fire Chief.
- 3.3 All Firefighters involved in operational Suppression activities and Suppression training activities, must retire at the end of the month in which they turn 60.
- 3.4 Following December 31, 2022, Fire Officers, primarily involved in Suppression activities must retire at the end of the month in which they turn 60.
- 3.5 Effective December 31, 2022 any officers who are 60 years of age or older must retire.
- 3.6 Any probationary member may be discharged in accordance with the F.P.P.A. for any just cause, upon recommendation by the Fire Chief to the CAO.
- 3.7 All recommendations for appointments, promotions, and demotions will be reported to the Manager of Human Resources by the Fire Chief and remain subject to the complement approved by Town Council.

#### **4. ORGANIZATION**

- 4.1 The Fire Department shall be organized into divisions, such as Administration, Training, Fire Prevention, Fire Suppression, and Apparatus, Equipment and Communications.
- 4.2 The Fire Chief, with prior approval of the CAO, may re-organize, eliminate or establish divisions or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Fire Department for the Corporation. Fire services shall be organized as per an organizational chart attached as **Appendix "C"**.

#### **5. COMPOSITION**

- 5.1 The Fire Department shall consist of the Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief, District Chiefs, Captains, Lieutenants and other officers, administrative support staff. There may be additional person(s) as authorized or considered necessary from time to time by Council or by the CAO on recommendation from the Fire Chief for the Fire Department to perform fire protection services.
- 5.2 The Fire Chief shall be appointed by By-law of the Corporation.
- 5.3 The Deputy Fire Chief shall be appointed by By-law of the Corporation.
- 5.4 The Assistant Deputy Fire Chief shall be appointed by By-law of the Corporation.

#### **6. CORE SERVICES**

- 6.1 The core services of the Fire Department shall be those contained in **Appendix "A"**.
- 6.2 Core services are to be based on Community Risk Assessment, and level of service determined by Council.

#### **7. RESPONSIBILITIES AND AUTHORITY OF THE FIRE CHIEF**

- 7.1 The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, directly through the CAO, for proper administration and operation of the Fire Department including the delivery of fire protection and prevention services.
- 7.2 The Fire Chief shall be a contributing member of the Corporation's Senior Management team reporting directly to the CAO, from time to time and will perform the duties of an Emergency Control group member as required.
- 7.3 The Fire Chief shall be authorized to make such general orders, policies, procedures rules and regulations, and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department and the effective management of fire protection services for the corporation, and for the fire prevention, control and extinguishment of fires, the protection of life and property, and the management of emergencies without restricting the generality of the foregoing:
  - A) For the care and protection of all property belonging to the Fire Department;
  - B) For arranging for provision and allotment of strategic staffing, deployment, and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
  - C) For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's border and or within the municipal borders of Other Essex County municipalities;
  - D) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all members including support staff, of the Fire Department;

- E) For the conduct and the discipline of members of the Fire Department;
- F) For preparing and upon approval by Council, implementing and maintaining a Departmental fire service master plan and program for the Corporation;
- G) For assistance as a contributing member of the Community Emergency Management Program Committee, in preparation, implementation and maintenance of any emergency plans, organizations, services, or measures established or to be established by the Corporation;
- H) For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer the facts upon 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 an offense has been committed under the FPPA and/or Criminal Code of Canada;
- I) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and report of the same to the Office of the Fire Marshal;
- J) For keeping such other records as may be required by Council, the Corporation and the FPPA;
- K) For preparing and presenting quarterly reports of the Fire Department to Council;
- L) The Fire Chief or his Designate(s) may when deemed necessary:
  - i. without a warrant, enter on lands or premises
  - ii. that on which a fire or emergency has occurred or is occurring, for the purposes of fighting the fire or of providing rescue or emergency services, or
  - iii. that on which there is a serious threat to the health and safety of any person or the quality of the natural environment, for the purpose of removing or reducing the threat
  - iv. that are in proximity to those lands or premises, for the purposes of pulling down or removing buildings, structures or things on or attached to the lands or premises on which a fire is occurring or that are in proximity to those lands or premises if, in the opinion of the Fire Chief, it is necessary for the purposes of fighting the fire or of providing rescue or emergency services
  - v. Nothing in this section derogates from a firefighter's right of entry at common law
  - vi. pull down or demolish any building or structure to prevent the spread of fire, or take any action necessary to prevent, control or extinguish fire or perform rescue
  - vii. 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
  - viii. take steps as necessary for the corporation to recover expenses incurred by such necessary action in a manner provided by the Municipal Act, 2001 or the FPPA

7.4 Shall investigate the cause, origin and circumstances of all fires, and report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act, 1997.

7.5 Shall submit to the Council for its approval the annual estimates for the Fire Department, concurrent with the town's annual budget process, and shall be responsible to take measures to control expenditures to meet estimate or to report unavoidable variance as soon as is practical once they are known.

- 7.6 The Fire Chief is authorized to perform the duties of Alternate Essex County Fire Coordinator as may be required.
- 7.7 The Fire Chief shall ensure a completed community risk assessment is undertaken, reviewed and updated periodically as determined by the Fire Protection and Prevention Act, to support informed decision making and evaluation of program delivery.

**Common law right of entry preserved**

Nothing in this section derogates from a Firefighter's right of entry at common law.

**8. RESPONSIBILITIES AND AUTHORITY OF THE DEPUTY FIRE CHIEF/ ASSISTANT DEPUTY FIRE CHIEF**

- 8.1 The Deputy Fire Chief shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief.
- 8.2 The Deputy Fire Chief shall perform such duties as are assigned by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of the Fire Chief.
- 8.3 The Deputy Fire Chief shall report to the Fire Chief on the activities of the divisions and or stations that is their responsibility.
- 8.4 The Assistant Deputy Chief will be responsible for the programming of Fire Prevention, Public Education, other duties as assigned, and shall report to the Deputy Chief. In the absence of the Deputy Chief, the Assistant Deputy Chief will act in that capacity.

**9. DIVISIONAL RESPONSIBILITIES**

- 9.1 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.
- 9.2 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Administration**. He/she shall:
  - A) provide administration facilities for the Chief and Deputy Chief of the fire services,
  - B) prepare the Fire Department budget and exercise control of the budget,
  - C) prepare the payroll of the fire services and initiate requisitions for materials and services and certify all accounts of the fire services,
  - D) maintain personnel records, and support human resources functions & negotiate Service Level Agreements.
  - E) arrange for the provision of Employee Assistance Services,
  - F) arrange for the provision of Records Management Systems,
  - G) provide liaison with the local Firefighters' Association,
  - H) prepare the annual report of the Fire Services,
  - I) carry out the general administrative duties of the Fire Services,
  - J) Implement Performance Measures and Benchmarks for comparison purposes.

9.3 The Fire Chief 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 & Communications** He/she shall:

- A) prepare specifications for the purchase of communications services equipment, and for additions to existing communications systems;
- B) prepare specifications for the purchase of apparatus and equipment;
- C) maintain and keep in repair all existing vehicles, including firefighting, rescue and salvage apparatus of the fire services;
- D) initiate requisitions for materials, parts and equipment through the division of administration;
- E) provide recharging facilities for Self Contained Breathing Apparatus and cylinders as part of a complete respiratory protection program guided by CSA Z94.4 standards and to test and repair hose;
- F) provide personal protective equipment and associated safety & health programs for Fire Services personnel;
- G) provide liaison with Municipal Utilities 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 services;

9.4 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the functions of the **Division of Fire Suppression**. He/she shall:

- A) determine the numbers of companies of the Division of Fire Rescue;
  - i) prevent, control and extinguish fires;
  - ii) conduct investigations of fire in order to determine cause, origin, and, where appropriate, to request the Fire Prevention Division, & the Office of the Fire Marshal to conduct an investigation;
  - iii) perform rescue and salvage operations and render first aid;
  - iv) respond and assist at such emergencies indicated in Appendix "A" as may be required;
  - v) participate in training;
  - vi) conduct pre-firefighting operations planning;
  - vii) perform apparatus maintenance and cleaning duties at stations;
- B) assign an officer who is in command of the company to which he/she is assigned and is responsible for the proper operation of that company to the Fire Chief;
- C) designate a member of the fire services to act in the place of an officer in the fire services, and such member, when so acting, has all the powers and shall perform all the duties of the officer replaced;

9.5 The Fire Chief 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** through an approved fire prevention statement, **Appendix "A"**. He/she shall ensure:

- A) conduct fire prevention inspections upon request or complaint of premises;
- B) enforce fire prevention by-laws and regulations;
- C) examine and comment on building plans;
- D) provide personnel for fire prevention & public education awareness activities, as outlined in Appendix "A";
- E) maintain fire loss records;

- F) receive, process and follow up reports of fire prevention inspections conducted under the Division of Fire Suppression;
- 9.6 The Fire Chief is responsible for carrying out, or delegating in total, or in part, the following duties pertaining to the function of the **Division of Training**. He/she shall:
- A) establish a fire services training program guided by NFPA 1001-2013 ed., complete with annual JPR (Job Performance Requirements) completion for all positions, written records, and conduct training for all personnel of the fire services in fire administration, fire prevention, incident safety, special operations and fire suppression;
  - B) administer training programs in stations;
  - C) prepare and conduct examinations and evaluations of members as required;
  - D) administer a recruitment program;
  - E) administer a medical assistance program that includes first aid, CPR and defibrillation as component parts, guided by Base Hospital;
- 9.7 The Fire Chief shall develop an approved fire services promotional policy based on such evaluations, written, practical and oral examinations as deemed necessary.

As part of the approved promotional policy, the Fire Chief and the Deputy Chief or delegates shall evaluate all members of the fire services who are participating in an examination for promotion.

## **10. CONDUCT AND DISCIPLINE**

- 10.1 Every member of the Fire Department shall conduct themselves in accordance with Corporate policies, Department orders, procedures, rules and regulations and shall give their whole and undivided attention to the efficient operation of the Fire Department. All members shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and any collective agreement or written agreement that may be applicable.
- 10.2 The Fire Chief may reprimand or suspend any member of the Fire Department for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any provisions of this Bylaw, Corporation policies, departmental procedures, guidelines, general orders or rules and regulations that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department.
- 10.3 The Fire Chief shall submit a report to the CAO and to the Manager of Human Resources regarding the reprimand or suspension handed out to any member of the department.
- 10.4 Any such disciplinary action shall be in accordance with Corporate policies unless otherwise governed by the collective agreement between the Corporation and the Amherstburg Professional Firefighters Association.

## **11. REFUSAL TO LEAVE**

- 11.1 No person present at a fire scene shall refuse to leave the immediate vicinity when required to do so by the Fire Department or the Police Service.

## **12. RECOVERY OF COSTS - ADDITIONAL EXPENSES**

- 12.1 If as a result of a Fire Department response to a fire or an emergency incident, including a motor vehicle accident or the carrying out any of its duties or functions, the Fire Chief or Deputy Fire Chief(s) determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on



a fire apparatus or use more materials than are carried on a fire apparatus, the "additional services" required in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control or eliminate an emergency, carry out or prevent damage to equipment owned by the corporation or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the additional services shall be charged the full costs to provide the additional services including all applicable taxes.

### **13. FIRE DEPARTMENT RESPONSES OUTSIDE OF THE MUNICIPALITY**

13.1 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 Town of Amherstburg or property situated outside the Town of Amherstburg that is owned or occupied by the Town of Amherstburg;
- 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, to a municipality authorized to participate in a county, district or regional mutual aid plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan or any other organized plan or program on a reciprocal basis;
- E) on property beyond the municipal boundary of the Town of Amherstburg 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;
- F) on highways that are under the jurisdiction of the Ministry of Transportation or other agency within the Town of Amherstburg;
- G) response due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Head of Council.

### **14. CONFLICT**

14.1 Where this by-law may conflict with any other by-law, this By-law shall supersede and shall prevail over that other By-law to the extent of the conflict.

### **15. REPEAL**

15.1 "By-law 2017-067 is repealed"

### **16. SHORT TITLE**

16.1 This By-law shall be known as the Fire Department Establishing and Regulating By-law

### **17. PENALTIES**

17.1 Any person who violates any provisions of this By-law is, upon conviction guilty of an offense and shall be liable to a fine, subject to the provisions of the Provincial Offences Act, R.S.O. 1990 c. P. 33 as amended.

Read a first, second and third time and finally passed this 25 day of APRIL, 2022.



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MAYOR ALDO DICARLO



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CLERK VALERIE CRITCHLEY

## Appendix A

### Core Services -Fire Suppression and Emergency Response

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Fire suppression services shall be delivered in both offensive (interior) and defensive (exterior) mode and shall include search and rescue operations, forcible entry, ventilation, protecting exposures, salvage and overhaul as appropriate with existing resources.

Fire Protection Services delivered by the Amherstburg Fire Department to the Town of Amherstburg include;

#### **Response Zone Definitions**

Response zone risks will be regularly assessed (at least every 3 years) in accordance with the Fire Protection and Prevention Act and risk based responses will be identified for the various risks within the community. First response resource assignments will be implemented based on Fire Risk and Population Density Zones.

Key Performance Indicators can be found in table 4.3.2 (Staffing and Response Time) of NFPA 1720, as amended.

Interior offensive and exterior defensive firefighting tactics in residential, commercial, institutional, assembly and industrial structures and properties to control and extinguish fires as appropriate with existing resources, and safety of firefighters as a priority.

Fire rescue activities including, entering, conducting primary and secondary searches, and where possible removal of trapped, injured and distressed persons when risks to firefighter safety are manageable.

- Due to present accessibility challenges a delayed response, or possibly no response to Wolfe Island and Boblo Island is a reality of current circumstances. The Town continues to consider resolution to both response areas.

Conducting training, communications, incident management, firefighter rehabilitation, and incident safety activities to support firefighting operations and other responses and services.

Ventilation, Salvage and Overhaul operations to save and protect life and property

#### **Incident Safety Services**

Establish and administer a Safety Management System for the fire services that includes an incident safety program and occupational health and safety in the workplace, activities including rapid intervention crews at emergencies.

As part of an overall Health and Safety Management system, provide incident safety services at all "Working Fires and Activities" where "significant work" is performed.

Implement a Respiratory Protection program consistent with the requirements of CSA z94.4 standards.

#### **Special Operations**

Emergency pre-hospital care responses and medical acts or other first aid / CPR services shall be maintained as per local tiered response agreement with Essex-Windsor EMS and under the supervision of local "Base Hospital" medical director, appropriate to the needs of the municipality as recommended by the Fire Chief and as agreed.

Water and Ice Rescue activities include "Shore Based" and "Vessel based" Water Rescue services, and On (Safe) ice rescue activities. Water and Ice rescues on Lake Erie and the Detroit River fall under federal jurisdiction and responsibility. At no time shall Amherstburg Fire engage in swift water rescue, or operate exceeding 200' from shore.

Auto Extrication activities at the “basic” and limited “heavy” levels to provide access to injured and entrapped persons involved in transportation emergencies. This involves the prevention, control and extinguishments of fires, controlled relocation & removal of materials and freeing trapped persons from the entrapment and making them accessible for removal.

Hazardous Materials Response (Chemical / Biological / Radiological / Nuclear/ Explosive CBRNE) in conjunction with agreements with the County of Essex and the City of Windsor Fire and Rescues Services Haz-Mat team.

Amherstburg Fire Department shall respond to incidents involving hazardous materials, using specialized equipment, skills and training in a manner referred to as “Operations” level.

#### **Mutual Aid**

The Department and the Fire Chief are authorized to participate in the Essex County Mutual Aid program and system organized and operated by the Province of Ontario directed by the Fire Marshal under the F.P.P.A.

#### **Fire Prevention and Public Fire Safety Education**

The delivery of all mandatory programs and services required by the Fire Protection and Prevention Act. R.S.O.

Fire prevention inspections upon receiving a complaint or a request to inspect

The distribution of public fire safety education materials, which shall include information on planning escape from residential occupancies, and encourages the mandatory installation and maintenance of residential smoke alarms

Children's educational programs in all elementary schools supported through the Safety Village

Proactive inspections of vulnerable occupancies identified in a community risk assessment

Determination of cause, origin and circumstances of all fires that occur in the town and the reporting of all fires to the provincial authority (Fire Marshal)

Administration of a youth fire setters program that educates families and youth fire setters

Participation in community activities which provide a significant fire safety educational opportunity

To conduct post-incident evaluations, which examine fire ground effectiveness, building performance, occupant behaviour and fire service program effectiveness to review comprehensive fire safety effectiveness in the community.

## Appendix B

### PRIMARY GOALS

The goals of the Amherstburg Fire Department are to provide fire protection and other 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 the Town of Amherstburg; second, to those municipalities requiring assistance through authorized Mutual Fire Aid plan and program activities.

#### **Primary objectives of the Fire Services:**

In order to achieve the goal of the fire services, necessary funding and resources must be in place and the following objectives met:

1. Identify and review through a Community Risk Assessment, the fire risks of the Town of Amherstburg and ensure programs are in place to minimize identified risks;
2. Provide an administrative process consistent with the needs of the fire services;
3. To distribute public fire safety education materials to the community including home escape planning information and encourage the use of Smoke and CO Alarms;
4. To conduct fire prevention inspections upon request or complaint
5. Proactive inspections of vulnerable occupancies identified in a community risk assessment;
6. Ensure that firefighting equipment and operating personnel are available within the municipality to provide adequate response to a citizen's call within a reasonable length of time;
7. Provide fire services training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire suppression, and control of emergency situations and to co-operate with other municipal fire services with respect to management training and other programs;
8. Provide for a maintenance program to ensure all fire protection apparatus, and equipment, is ready to respond to emergency calls;
9. Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings;
10. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety;
11. 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;
12. Ensure in the event of a major catastrophe in the Town of Amherstburg, assistance to cope with the situation is available from outside fire services and other agencies;
13. Develop and maintain a good working relationship with all federal, provincial and municipal fire services, utilities and agencies, related to the protection of life and property;
14. Interact with other municipal fire services respecting the aspects of fire protection on any given program;
15. Ensure these objectives are not in conflict with any other municipal services.

**MISSION STATEMENT**

The primary mission of the Amherstburg Fire Department Services is to provide a range of programs to protect the lives and property of the inhabitants of the Town of Amherstburg from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

Building on our past success and our respect from partners in the community, we endeavour to become Amherstburg's leaders in proactive prevention and response to public safety emergencies. We will strive to be a caring, respectful, diverse and environmentally sound organization that holds itself and its members to account for excellence in service delivery.

**Vision:**

Amherstburg Fire Department Services delivers on our public safety mandate to preserve life, property and the environment through mutual respect, trust, honesty, and cooperation across our divisions and in partnership with our community.

**Our MOTTO:**

PRESERVING OUR PAST – PROTECTING OUR FUTURE

