THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 43/2023

A By-Law to Establish and Regulate a Fire Department for the Municipality of Port Hope and Repeal By-law 20/2006

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

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

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

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

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

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

AND WHEREAS the Council of the Municipality of Port Hope deems it desirable and necessary to amend and update its by-law to establish and regulate a fire department for the Municipality of Port Hope;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

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

   (a) *"Approved"* means approved by Council.

   (b) *"Automatic Aid"* means an Approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.

(c) “Chief Administrative Officer” means that person appointed by Council as the Chief Administrative Officer of The Corporation of the Municipality of Port Hope.

(d) *"Corporation"* means The Corporation of the Municipality of Port Hope.

(e) “Council” means the Council of the Corporation of the Municipality of Port Hope.

(f) *"Deputy Fire Chief"* means a person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.

(g) *"Emergency Management and Civil Protection Act'* means *Emergency Management and Civil Protection Act, 1990,* S. 0. 1990, c. E.9, as amended, and any successor legislation.

(h) *“Fire Chief”* means the person appointed through a by-law by the Council to act as Fire Chief for The Corporation of the Municipality of Port Hope.

(i) *"Fire Department"* means Port Hope Fire & Emergency Services.

(j) *"Fire Code"* means Ontario Regulation 213/07, as amended, and any successor regulation.

(k) *"Firefighter"* means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services and includes officer, full time and/or volunteer firefighter.

(l) *"Fire Protection and Prevention Act"* means the *Fire Protection and Prevention Act, 1997,* S.O. 1997, c.4, as amended, and any successor legislation.

(m) *"Fire Protection Services"* includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention, and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.

(n) *"Limited Service"* means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.

(o) *"Member"* means any person employed by or appointed by the Fire Chief to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Full-time and Volunteer Firefighters and administrative staff.

(p) *"Municipal Act"* means the *Municipal Act, 2001,* S.O. 2001, c.25, as amended, and any successor legislation.

(q) “Municipality” means The Corporation of the Municipality of Port Hope.

(r) *"Mutual Aid"* means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.

(s) *"Officer"* means Fire Chief, Deputy Fire Chief, District Chief, Captain, Lieutenant, Training Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.

(t) *"Volunteer Firefighter"* means a volunteer firefighter as defined by the Fire Protection and Prevention Act and includes an Auxiliary Member.

ESTABLISHMENT

2. A department for the Corporation of the Municipality of Port Hope to be known as the "Port Hope Fire & Emergency Services" is hereby established and the head of the Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

3. Council shall appoint a Fire Chief who shall be the highest ranking Officer.

4. In addition to the Fire Chief, Council shall appoint two Deputy Fire Chief's, one for Operations and Training and one for Fire Prevention who shall report to the Fire Chief as the second highest ranking Officers of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.

5. In addition to the Fire Chief and Deputy Fire Chiefs, the Fire Department shall consist of Fire Prevention Officers, Inspectors, Fire Safety Educators, Officers, Volunteer Firefighters, and other Members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.

6. The Fire Department shall be structured in conformance with the Approved Fire Department Organizational Chart as set out in Appendix "A" attached hereto and forming part of this By-law.

7. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.

Mission & Municipal Policy on Service Level

8. Protection and prevention services provided by the Department shall include a range of programs designed to protect the lives and property within the Department response area from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by man or nature and includes fire prevention and public education, rescue, and suppression services. Municipal Policy on Service levels as approved and amended by Council from time to time is set out in Appendix "A" forming part of this By-law.

LIMITED SERVICE

9. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions,

delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.

10. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

11. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:

    (a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;

    (b) In a municipality with which an Approved agreement has been entered into to provide fire protection services which may include automatic aid;

    (c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services;

    (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or

    (e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

12. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.

13. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.

14. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:

    (a) Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.

    (b) Reporting to Council as required by the Fire Protection and Prevention Act

(c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.

(d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.

(e) Recommending to Council amendments to this by-law and any other by-law of the Corporation that the Fire Chief considers relevant.

(f) Developing, establishing, and implementing policies, standard operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.

(g) Periodically reviewing, revising, or revoking as required, all policies, standard operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.

(h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.

(i) The proper care and protection of all Fire Department property.

(j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between other municipalities.

(k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.

(l) Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.

(m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions which may range from reprimand to dismissal.

(n) Keeping an accurate record of all incidents responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with records management policies of the Corporation, and retaining such records as prescribed by records retention policies and statutory requirements.

(o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.

(p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.

(q) Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.

(r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.

POWERS

15. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.

16. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:

    (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.

    (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.

    (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.

    (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.

    (e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.

17. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

18. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation may recover the costs incurred by the Fire Department for taking such actions from the owners of the property or vehicle as the case may be.

19. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.

20. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By- law of the Corporation.

21. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Municipality of Port Hope registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

22. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law.

23. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Appendix "C" attached hereto and forming part of this by-law.

OBSTRUCTION

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

OFFENCES

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

SEVERABILITY

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

REPEAL

27. That By-law No. 20/2006, as amended, of the Corporation of the Municipality of Port Hope be and is hereby repealed.

28. Notwithstanding Section 39, the appointments of the Fire Chief, the Deputy Fire Chief, and all other Members of the Fire Department that were in force and effect on the day on which the antecessor by-law is repealed shall survive and remain in force and effect after that by-law is repealed.

FORCE AND EFFECT

29. This By-law shall come into force and effect on the day on which it is passed.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 5th day of September, 2023.

_____
Olena Hankivsky, Mayor

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Shrishma Davé, Clerk

Schedule "A" to By-law 43/2023

PORT HOPE FIRE & EMERGENCY SERVICES
APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

A.1 Emergency Response

A.1.1 Basic Firefighting Services:

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

A.1.2 Structural Firefighting Services:

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

Interior Search and Rescue - Shall be provided when possible and as appropriate in accordance with the following:

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

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

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

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.

A.1.3 Rural Firefighting Operations:

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

A.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.

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

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

A.1.6 Marine Firefighting Services:

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

A.1.7 Automatic Aid Response Services:

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

A.1.8 Mutual Aid Response Services:

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

A.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement with Northumberland County.
- Service shall be provided in accordance Lakeridge Health Medical Oversite.

A.2 Ambulance Assistance Services:

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

A.2.1 Police Assistance Services:

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

A.2.2 Public Assistance Services:

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

A.2.3 Public Hazard Assistance Services:

(a) *Carbon monoxide Incidents* - Response shall be provided to carbon monoxide alarms and emergencies.

(b) *Public Utility Incidents*- Response shall be provided to public utility incidents that pose a public hazard, including:

i. Electrical utility emergencies;

ii. Natural gas utility emergencies.

A.2.4 Vehicle Accident Services:

- The Fire Department shall respond to vehicle accidents to provide the following services:

i. Stabilizing the scene of the accident;

ii. Stabilizing the vehicles involved in the accident;

iii. Providing aid to injured or trapped persons;

iv. Mitigating adverse effects to the natural environment.

A.2.5 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents.*

A.2.6 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

A.2.7 Highway Incident Services:

- Fire Protection Services shall be provided to provincial highways.
- Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

A.2.8 Hazardous Materials Response Services:

- Service shall be provided at the Operations Level Responder level in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents,* and services by Operations Level Responders that require mission-specific competencies with respect to product control.
- Hazardous materials response services at the NFPA 472 Technician Level shall not be provided by the Fire Department.

A.2.9 Water and Ice Rescue Services:

(a) *Surface Water Rescue* - Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents,* and may include shore based, water entry, and boat rescue operations.

(b) *Swift Water Rescue* - Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.

(c) *Ice Rescue* - Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.

(d) *Dive rescue* - Service shall not be provided.

(e) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department unless a scene risk assessment has been completed and, in the opinion of the Fire Chief or senior Officer in charge, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.

A.3.1 Urban Search and Rescue Services:

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

A.3.2 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents.*
- Rope rescue services at the Operations and Technician Levels shall not be provided by the Fire Department.

A.3.3 Confined Space Rescue Services:

- Service shall be provided at the Awareness in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents.*
- Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

A.3.4 Trench Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents.*
- Trench rescue services at the Operations or Technicians Levels shall not be provided by the Fire Department

A.3.5 Cave, Mine, and Tunnel Rescue Services:

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

A.3.6 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness and Operational Level in accordance with the NFPA 1670 standard.

- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations and Technician Levels shall not be provided by the Fire Department.

A.3.7 Industrial and Machinery Rescue Services:

- Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents.*

A.3.8 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the Approved Municipality of Port Hope Emergency Plan.

A.3.9 Assistant to the Fire Marshal Services - Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act, 1997.

B.1 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

(a) Conducting complaints inspections.

(b) Conducting vulnerable occupancy inspections.

(c) Conducting requested inspections.

(d) Conducting licensing inspections.

(e) Enforcing code compliance.

(f) Enforcing municipal by-laws.

(g) Issuing permits.

U) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

(a) Providing fire and life safety public education programs.

(b) Facilitating smoke alarm and carbon monoxide alarm initiatives.

(c) Distributing public safety messaging to the media.

(d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

(a) Determining cause and origin of fires and explosions.

(b) Assessing code compliance.

(c) Determining effectiveness of built-in suppression features.

(d) Interacting with police, fire investigators, and other agencies.

(e) Supporting prosecutions under related Provincial Statues and the *Criminal Code of Canada*, including appearances in court.

B.2.4 Risk Assessment Services:

(a) Conducting community fire risk assessments.

(b) Selecting appropriate fire service programs.

B.2.5 Consultation Services:

(a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-setting programs.

(b) Interacting with building departments.

(c) Interacting with other government agencies.

(d) Providing input into fire prevention policy development.

B.2.6 Assistant to the Fire Marshal Services - Fire Prevention:

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

B.3 Fire Department Administration

B.3.1 Planning and Development Services:

(a) Strategic planning.

(b) Evaluating Fire Department programs and services.

(c) Projecting station locations and reallocations.

(d) Determining staffing levels and assignments.

(e) Developing policies, procedures, standard operating guidelines.

(f) Coordinating with other emergency services.

(g) Coordinating development with other municipal departments.

B.3.2 Records Management Services:

- Documenting Fire Department activities.
- Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.45, as amended, or successor legislation.

B.3.3 Department Human Resources Services:

- Recruitment, selection, promotion, and retention of staff.
- Performance evaluation.
- Career development.
- Job classifications.
- Discipline.

B.3.4 Customer Relations Services:

- Environmental scanning, anticipating pressures and developing communication strategies.
- Enhancing public image of the Fire Department and its staff.
- Developing and maintaining inter-agency relationships.

B.3.5 Health and Safety Services:

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

B.3.6 Legal Services:

- Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes and regulations.
- Prosecuting offences under applicable by-laws and statutes.
- Coordinating the services of solicitors and legal counsel.

B.4 Communications

B.4.1 Dispatch Services:

(a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.

(b) Liaising with dispatch centers.

(c) Providing current municipal information to the dispatch centers, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.

(d) Monitoring Fire Department dispatch center performance and resolving any service issues.

B.4.2 Technology Services:

(a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.

(b) Developing specifications for Fire Department radios, communications devices and systems, and computers.

(c) Arranging for interface capabilities with other data systems.

B.5 Training and Education

B.5.1 Training Program Standards:

(a) Providing a training program for Firefighters that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications.*

(b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications.*

(c) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications.*

(d) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications.*

(e) Providing a training program for fire inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners.*

(f) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators.*

(g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire Setter Intervention Specialist.*

(h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications.*

(i) Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications.*

U) Providing a training program that conforms to NFPA 1072, *Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications* for Firefighters who provide Approved hazardous materials response services.

B.5.2 Providing Access to Training Facilities:

(a) Coordinating access to appropriate training facilities.

(b) Delivering hands-on training to staff.

B.5.3 Providing Station Training:

(a) Delivering curriculum specific to operational and strategic needs.

(b) Providing supervisory training drills.

B.5.4 Program Development Services:

(a) Developing trainer facilitators.

(b) Coordinating core curriculum.

(c) Providing officer training and development.

(d) Developing specialized staff development programs.

B.6 Maintenance

B.6.1 Fleet and Equipment Maintenance Services:

(a) Maintaining fleet and equipment (both routine and emergency).

(b) Providing periodic inspection and testing programs.

(c) Complying with the requirements of provincial regulations.

(d) Providing annual pump capacity and certification testing.

(e) Providing annual aerial device certification testing.

(f) Developing specifications for new apparatus and equipment.

(g) Acceptance testing of new apparatus and equipment.

(h) Maintaining, testing, and calibrating specialized equipment.

B.6.2 Facilities Maintenance Services:

(a) Providing routine cleaning and housekeeping of fire stations.

(b) Arranging for maintenance and repair of fire station infrastructure.

(c) Providing input regarding design and construction of fire stations.