

The Corporation of the City of Kenora

By-Law Number 127 - 2024

A By-law to Establish and Regulate the City of Kenora Fire and Emergency Services

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 City of Kenora deems it desirable and necessary to amend and update its by-law to establish and regulate a fire department for the City of Kenora;

Now Therefore Be It Resolved That the Council of the Corporation of the City of Kenora hereby enacts as follows:

Short Title

1. This by-law shall be known as the "E&R By-law"

Scope

2. This by-law shall apply to all members of Kenora Fire and Emergency Services.

Definitions

3. 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 Fire Official*" means the Fire Chief, or a Member or Members of the Fire Service appointed by the Fire Chief under the *Fire Protection and Prevention Act*, or a person appointed by the Fire Marshal under the Act, when acting as Assistant to the Fire Marshal, as per Section 11(1) of *Fire Protection and Prevention Act*.
- (d) "*City*" means The Corporation of the City of Kenora.
- (e) "*Corporation*" means The Corporation of the City of Kenora.
- (f) "*Council*" means the Council of the City of Kenora.
- (g) "*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.
- (h) "*Emergency Management and Civil Protection Act*" means *Emergency Management and Civil Protection Act, 1990, S. O.1990, c. E.9*, as amended, and any successor legislation.
- (i) "*Fire Chief*" means the person appointed by Council to act as fire chief for the Corporation and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act*.
- (j) "*Fire Department*" means the fire department for the City.
- (k) "*Fire Code*" means Ontario Regulation 213/07, as amended, and any successor regulation.
- (l) "*Firefighter*" means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services.

- (m) *"Fire Protection and Prevention Act"* means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, and any successor legislation.
- (n) *"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.
- (o) *"Limited Service"* means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Paid per Call 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.
- (p) *"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 Firefighters, Paid per Call Firefighters, and administrative staff.
- (q) *"Municipal Act"* means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and any successor legislation.
- (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) *"National Fire Protection Association"* (NFPA) is the leading global advocate for the elimination of death, injury, property and economic loss due to fire, electrical, and related hazards; provides life safety guidelines and requirements; consists of subject matter experts from around the globe; and develops related codes and standards for professional training, public education, outreach and advocacy.
- (t) *"Officer"* means Fire Chief, Deputy Fire Chief, and Captain, and any person designated by the Fire Chief to supervise Firefighters.
- (u) *"Paid per Call Firefighter"* means Firefighter who provides Fire Protection Services in accordance with this By-law and the Fire Protection and Prevention Act on a paid on-call basis.

Establishment

4. The Fire Department is established under this by-law to provide fire protection services for the Corporation and shall be known as Kenora Fire and Emergency Services.
5. The Fire Department shall be structured in conformance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.

6. The Mission and Values of Kenora Fire and Emergency Services are set out in Schedule 'B' attached hereto and forming part of this by-law.
7. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
8. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer 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.
9. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Captains, Lieutenants, and Firefighters, and other Members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
10. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Paid per Call Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.
11. The Fire Department shall adhere to all legislative requirements and applicable standards that may impact the delivery of fire protection services, including, but not limited to the Fire Protection and Prevention Act, the Occupational Health and Safety Act, Ministry of Labour Fire Service, Section 21 Guidance Notes, Ontario Fire Marshal Directives, municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.
12. The general responsibilities of each Kenora Fire and Emergency Services position shall be reflected in job descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes.
13. The Fire Department maintains the authority to carry out necessary department operations to deliver approved fire protection and prevention services as outlined in the Fire Protection and Prevention Act.

Approved Services and Programs

14. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act and set out in Schedule "C" attached hereto and forming part of this by-law.
15. The delivery of Fire Protection Services shall be guided by a Community Risk Assessment as required by O.Reg. 378/18 of the *FPPA*, which shall identify the hazards and risks to public safety to inform decisions about the provision of Fire Protection Services, including consideration of "Mandatory Profiles" listed in Schedule 1 of the Regulation, and in a form that the Fire Marshal provides or approves, if any.

Limited Service

16. In consideration of the reliance by the Fire Department on the response of Paid per Call 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.
17. Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
 - (a) The ability of such road, lane, or driveway to support and accommodate fire apparatus and equipment.
 - (b) The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane, or driveway to maintain such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
18. 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

19. 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

20. 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.
21. 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.
22. 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 and the Emergency Management and Civil Protection 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 the City and 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. This shall be done in consultation with Human Resources.
 - (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.
23. The Fire Chief shall be responsible for coordinating the City of Kenora Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
24. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

Powers

25. 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.
26. 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.
27. 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.

General Duties and Responsibilities

28. Every member and administrative support staff person shall conduct themselves in accordance with general orders, policies, procedures, rules, and regulations made by the Fire Chief, and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and, shall perform the duties assigned to them to the best of their ability and in accordance with the Fire Protection and Prevention Act and any collective agreement or other written agreement that may be applicable.

Recovery of Costs

29. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, or 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 shall 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.

30. 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.
31. 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.
32. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety (90) 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 City of Kenora registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

Paid Per Call Firefighter Employment

33. The Fire Chief may appoint, from time to time, any eligible person as a Paid per Call Firefighter to maintain an appropriate complement of Firefighters, for the delivery of fire protection services, in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to approved hiring policies.

Obstruction

34. 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

35. 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

36. 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

37. By-law No. 148-2001, as amended, of the Corporation of the City of Kenora be and is hereby repealed.
38. Notwithstanding Section 35, 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 intercessor by-law is repealed shall survive and remain in force and effect after that by-law is repealed.

Force And Effect

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

By-law read a First and Second Time this 15th day of October, 2024

By-law read a Third and Final Time this 15th day of October, 2024

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

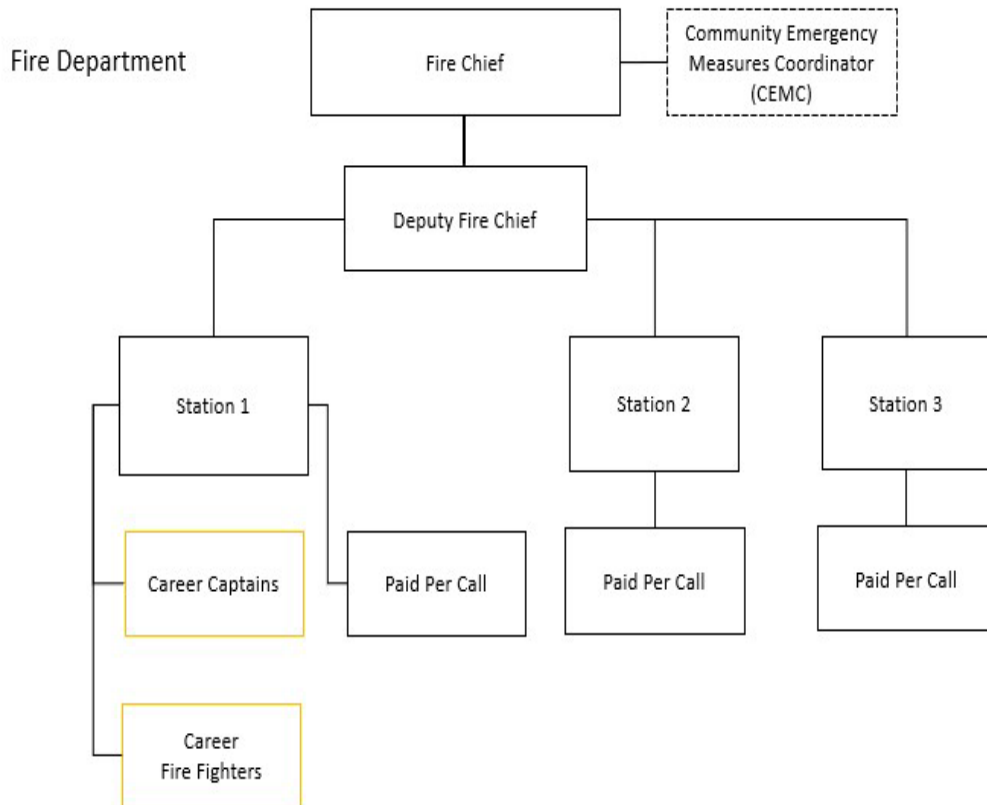
Heather Pihulak, City Clerk

Schedule "A"

To By-law 127 – 2024

Kenora Fire & Emergency Services Fire Department Organizational Chart

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:



Schedule "B"
To By-law 127 – 2024

Kenora Fire and Emergency Services' Missions Statement

The City of Kenora Fire and Emergency Services is dedicated to providing public fire safety services to our citizens that result in improved quality of life and peace of mind. As a Team, we strive to minimize losses and suffering through emergency service delivery, fire prevention and public fire education, and community service activities. We will provide our service and treat those we serve and each other in a manner that is honest, fair, and unbiased honour our heritage, actively participate in our community, and serve with integrity strive to support the individual development, personal satisfaction, and pride of all members and endeavour to uphold the unique camaraderie and trust that is the fire service.

"HERITAGE, SERVICE, PRIDE"

Schedule "C"

To By-law 127 – 2024

Kenora Fire & Emergency Services Approved Services and Programs

Operational Level of Capability – NFPA 1670 Standards for Technical Rescue

Full Response: This typically refers to deploying full resources of the Fire Service, including personnel and equipment, to address a reported incident or emergency. It ensures that the necessary tools and expertise are on-site to effectively handle the situation.

Support: This generally involves providing assistance or backup to support other municipalities or emergency services with supplemental services which shall be provided when possible and as appropriate.

Support also includes assistance or backup in non-emergency situations, such as community events, public education programs.

Awareness: This is the minimum level of capability (i.e. training and equipment) for a responder who, in the course of his or her regular duties, could be called on to respond to or be the first on the scene of a technical rescue incident. This level may involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. Awareness personnel may make assessments and resource decisions and perform some operations but rarely, if ever, will be involved in actual rescue operations involving entry into a technical rescue environment. This level of capability is designed to keep the responder alive and offer some basic skills to control and evaluate a technical rescue incident.

Operations: This represents the capability of hazard recognition, equipment use, and techniques necessary to support and participate safely in a technical rescue incident. This level can involve search, rescue, or recovery operations, but usually operations are carried out under the supervision of Technician-level personnel. Operations-level personnel can operate as team members but are limited with regard to the actual environments in which they can operate based on their level of training.

Technician: This level represents the capability of hazard recognition, equipment use, and techniques necessary to safely and effectively coordinate, perform, and supervise a technical rescue incident. These personnel are the most highly trained, representing the key service providers who will make up the bulk of the technical rescue team. They are capable of performing in all environments with few actual restrictions.

The Fire Department shall provide the following services and programs:

C.1 EMERGENCY RESPONSE

C.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.

C.1.2 Structural Firefighting Services

- (a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting and "Demand Zone" shall have the same meaning as Demand Zone 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*.
- (b) The Fire Department shall identify Demand Zones within the municipality based on demographics and determined risk and shall establish appropriate response protocols for each Demand Zone in accordance with NFPA 1720.
- (c) 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.
- (d) 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. 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.

- (e) 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.
 - Service shall be provided when staffing deployed at the fireground does not allow for interior operations.

C.1.3 Rural Firefighting Operations:

- (a) 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*.
- (b) The Fire Department may request assistance from neighboring Fire departments should tanker shuttle service be required. This may affect firefighting operations as water supply interruptions may occur while awaiting additional tankers.
- (c) Kenora Fire & Emergency Services does not have Superior Tanker Shuttle Accreditation through Fire Underwriters Survey or other recognized accreditation body.

C.1.4 Island Firefighting Services

- (a) Service shall be provided to Exterior Fire Suppression (Defensive Operations) or Interior Search and Rescue and Interior Fire Suppression (Offensive Operations) as appropriate to the circumstance.

C.1.5 Vehicle Firefighting Services:

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

C.1.6 Grass, Brush, and Wild-land Firefighting Services:

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

C.1.7 Marine Firefighting Services:

- (a) Marine Firefighting Service shall not be provided by Kenora Fire & Emergency Services and shall be limited to shore-based, defensive firefighting operations only.

C.1.8 Automatic Aid Response Services:

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

C.1.9 Mutual Aid Response Services:

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

- C.1.10 Emergency Pre-Hospital Medical Care Services:
(a) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Kenora District Services Board and the City of Kenora.
- C.1.11 Police / Ambulance Assistance Services:
(a) Service shall be provided to assist Police and Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.
- C.1.12 Emergency Management Program Services:
(a) Service shall be provided to assist City departments with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.
- C.1.13 Public Assistance Services:
(a) 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.
- C.1.14 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.
- C.1.15 Vehicle Accident Services:
(a) The Fire Department shall respond to vehicle accidents to provide the following services:
i. Scene protection
ii. Stabilizing the scene of the accident;
iii. Stabilizing the vehicles involved in the accident;
iv. Providing aid to injured or trapped persons;
v. Mitigating adverse effects to the natural environment.
vi. Provide fire protection, including extinguishment.
- C.1.16 Vehicle Extrication Services:
(a) Vehicle search and rescue services, including extrication, shall be provided at the Technicians Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- C.1.17 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:
(a) 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.
- C.1.18 Highway Incident Services:
(a) Fire Protection Services shall be provided to municipal roads, and provincial highways.

- (b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements and using current Ministry of Transportation vehicle rates.

C.1.19 Hazardous Materials Response Services:

- (a) Service shall be provided at the Operations Level Responder level in accordance with NFPA 1072, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; Chapter 5 'General Skills Requirement' and Chapter 6 'Operations Mission Specific' Article 6.2 'Personal Protective Equipment' and Article 6.6 'Product Control'*.
- (b) Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by Kenora Fire & Emergency Services.
- (c) All Hazardous materials response, materials and equipment shall be recovered from the owner by the municipality through the City's cost recovery by-law.
- (d) Clean up of all hazardous materials shall be the responsibility of the property owner.

C.1.20 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) *Ice Rescue* - Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- (c) 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 Kenora Fire & Emergency Services 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.

C.1.21 Urban Search and Rescue Services:

- (a) 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*.
- (b) Urban search and rescue services requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by Kenora Fire & Emergency Services.

C.1.22 Rope Rescue Services:

- (a) Rope rescue services, such as steep slope, 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*.

- (b) Rope rescue services at the Operations or Technician Levels shall not be provided by Kenora Fire & Emergency Services.

C.1.23 Confined Space Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Confined space rescue services at the Operations or Technician Levels shall not be provided by Kenora Fire & Emergency Services.

C.1.24 Trench Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Trench rescue services at the Operations or Technician Levels shall not be provided by Kenora Fire & Emergency Services.

C.1.25 Cave, Mine, and Tunnel Rescue Services:

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

C.1.26 Industrial and Machinery Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Industrial and Machinery Rescue services at the Operations or Technician Levels shall not be provided by Kenora Fire & Emergency Services.

C.1.27 Assistant to the Fire Marshal Services - Fire Suppression:

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

C.2 FIRE PREVENTION AND PUBLIC EDUCATION

C.2.1 Fire Inspection Services:

- (a) Conducting complaint inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems inspection and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal by-laws.
- (i) Reviewing and confirming adherence to the Open-Air Burning By-law.
- (j) Conducting file searches.
- (k) Laying orders and/or charges as prescribed by the *FPPA*.

- (l) Supporting any prosecutions, including appearances in court.
- (m) Issuing permits.
- (n) Preparing reports and issuing written responses to requests.
- (o) Review of propane facility “Risk Safety Management Plans” as set out in Ontario Regulation 440/08.

C.2.3 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 training program

C.2.4 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.

C.2.5 Fire Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comments on new construction and renovation plans.
- (c) Reviewing and providing comments on subdivision and development agreements.
- (d) Reviewing and providing comments on site plans.
- (e) Reviewing and providing comments on consent and minor variance applications.
- (f) Inspecting sites of approved plans to determine compliance.

C.2.6 Risk Assessment Services:

- (a) Conducting community fire risk assessments.
- (b) Compiling, analyzing, and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

C.2.7 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with respect to 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.

C.2.8 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.

C.3 Emergency Planning

C.3.1 Pre-Incident Planning Services:

- (a) When possible, Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

C.3.2 Community Emergency Management Planning Services:

- (a) Collaborating with the development, review, revision, and implementation of the approved City of Kenora Emergency Response Plan.

C.4 Fire Department Administration

C.4.1 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.

C.4.2 Financial Services:

- (a) Coordinating with the City's Finance Department for financial services.
- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on best practices and industry standards.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.
- (g) Purchasing.

C.4.3 Records Management Services

- (h) Documenting Fire Department activities.
- (i) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- (j) 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.

C.4.4 Human Resources Services, in consultation with the Human Resources Department:

- (a) Recruitment, selection, promotion, and retention of staff.
- (b) Performance evaluation.
- (c) Career development.
- (d) Job classifications.
- (e) Discipline.

C.4.5 Customer Relations Services:

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

C.4.6 Health and Safety Services:

- (a) Participate in the City's health and safety program.
- (b) Implementing a program to prevent, mitigate and address the effects of occupational exposure to hazardous biological, physical and chemical agents.
- (c) Ensuring availability or overseeing the development of a Post Traumatic Stress Disorder (PTSD) and/or Critical Incident Stress Management (CISM) Programs.
- (d) Implement occupational exposure protection best practices.

- C.4.7 Legal Services:
- (a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes, and regulations.
 - (b) Prosecuting offences under applicable by-laws and statutes.
 - (c) Coordinating the services of solicitors and legal counsel.

C.5 Communications

C.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- (b) Liaising with dispatch centres.
- (c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- (d) Monitoring Fire Department dispatch centre performance and resolving any service issues.

C.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications, tablet, and computer systems.
- (b) Arranging specifications for Fire Department radios, communications devices and systems, and computers.
- (c) Arranging interface capabilities with other data systems.

C.6 Training and Education

C.6.1 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*.
 - i. Chapter 8 – Common Passenger Vehicle Rescue
 - ii. Chapter 9 – Heavy Vehicle Rescue
 - iii. Chapter 17 – Surface Water Rescue
 - iv. Chapter 20 – Ice Rescue
- (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 Firesetter 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*.

- (j) 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.
- (k) Under the Municipal Fire Protection Agreement with the Ministry of Natural Resources (MNR) provide a training program to SP103 'Wild-land Firefighting Training'.

C.6.2 Providing Access to Training Facilities:

- (a) Coordinating access to appropriate training facilities.
- (b) Delivering hands-on training to staff.

C.6.3 Providing Station Training:

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

C.6.4 Program Development Services:

- (a) Developing fire service trainers.
- (b) Coordinating core curriculum.
- (c) Providing officer training and development.
- (d) Developing specialized staff development programs.

C.7 Maintenance

C.7.1 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.

C.7.2 Facilities Maintenance Services:

- (a) Oversee routine cleaning and housekeeping of the fire station.
- (b) Arranging for maintenance and repair of fire station infrastructure.
- (c) Providing input regarding design and construction of fire stations.