

EARLTON-TOWNSHIP OF ARMSTRONG

Fire Department Establishing By-Law 2017-26



THE CORPORATION OF THE TOWNSHIP OF ARMSTRONG

BY-LAW NO. 2017-26

BEING A BY-LAW TO ESTABLISH, GOVERN AND REGULATE THE
EARLTON-ARMSTRONG TOWNSHIP VOLUNTEER FIRE
DEPARTMENT AND TO REPEAL BY-LAW 2014-10

WHEREAS the Fire Protection and Prevention Act, S.O. 1997, c. 4, s. 2, provides, generally, that every municipality shall establish a program of fire education, fire prevention, fire safety and provide such other fire protection services as it deems necessary and shall, in discharging its responsibilities, establish a fire department,

NOW THEREFORE the Municipal Council of the Corporation of the Township of Armstrong enacts as follows:

1. In this By-Law, unless the context otherwise requires,
 - a. *approved* means approved by the municipal council,
 - b. *clerk-treasurer administrator* means the person appointed by Council to act as Clerk-Treasurer Administrator for the Corporation
 - c. *corporation* means the Corporation of the Township of Armstrong
 - d. *council* means the Council of the Township of Armstrong
 - e. *department* means the Earlton-Armstrong Fire Department
 - f. *executive* means the Earlton-Armstrong Fire Department's Fire Chief, the Deputy Fire Chief, the Captains and Fire Prevention Officers
 - g. *deputy chief* means the person 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 the Fire Chief
 - h. *fire chief* means the person appointed by a by-law of the Council to act as Fire Chief for the Corporation
 - i. *fire department* means the Township of Armstrong fire department
 - j. *fire protection services* includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of

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fire protection services, rescue, tiered response, extrication and emergency services and the delivery of all those services

- k. *member* means any persons employed in, or appointed to a fire department and assigned to undertake fire protection services, and includes officers and volunteer firefighters
 - l. *tiered response* means any member of the fire department who provides emergency first aid services either voluntarily or for a nominal consideration, honorarium, while waiting for paramedics arrival
 - m. *volunteer firefighter* means a person who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
- 2- (a) A Department for the Corporation of the Township of Armstrong to be known as the **Earlton-Armstrong Fire Department** is hereby established and the head of the department shall be known as the *fire chief*.
- (b) The **goals/mission** statement of the department shall be as those contained in **Appendix "A"** of this by-law.
 - (c) In addition to the *Chief* of the department, the department personnel shall consist of a *Deputy-Chief, Captains, Fire Prevention Officer* and the other *officers* and members as from time to time may be deemed necessary by Council or by the Fire Marshall's Office.
 - (d) The department shall be organized as per **Appendix "B"** forming part of this by-law.
- 3- (a) A person wishing to become a volunteer member of the Fire Department shall complete an application supplied by the personnel at the **Town Hall Office** or by the **Fire Department**.
- (b) *The Fire Chief* will receive and review the application with the *Executive* of the Fire Department. If all conditions are met, then the *Fire Department's Executive shall* vote on the acceptance or rejection of the applicant to become a *volunteer firefighter* within the **Earlton-Armstrong Fire Department**.
 - (c) Only those applications retained by the *Fire Department's Executive* shall be submitted to *Council* and discussed in close session. Those application retained by *Council* shall return to the *Fire Chief's* office.
 - (d) If more than one application is retained, then the *Fire Chief* and the *Fire Department's Executive shall* conduct interviews of the applicants and select the future *volunteer firefighter* or *volunteer firefighters* to fill in the vacant position or positions.
- 4- (a) A person appointed as a member of the department shall be on probation for a period of **one (1) year**, during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief, and
- (b) A person appointed as a member of the department has the duty to assist to as many meetings, training and calls as possible. If a firefighter fails to be an active member of the Brigade, the *Chief* of the department may recommend to council that he/she be dismissed.

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- (c) If a probationary *member* appointed for fire-fighting duties fails any examination, the *Chief* of the department may recommend to council that he/she be dismissed.
 - (d) A *member* may request a *leave of absence* from active duty by submitting such a request in writing to the Fire Chief to be forwarded to Council. Council will decide to give or not *the Leave of Absence*.
- 5-
- (a) The *Chief* of the department may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for noncompliance with any of the provisions of this By-Law or general orders and departmental rules that, in the opinion of the *Chief*, would be detrimental to the discipline and efficiency of the department,
 - (b) The Disciplinary Policy of the department shall be as established in Law No. 2012-38 of the Township of Armstrong, being a by-law to violence and harassment in the work place Prevention Policy for the Township of Armstrong.
 - (c) Any member may voluntarily resign from the *Fire Department* by submitting a resignation in writing to the *Fire Chief* to be forwarded to *Council*. All *Fire Department property* assigned to the member must be returned to the Fire Department upon the member's resignation.
- 6- The remuneration of all *members* of the department shall be as determined by *Council*.
- 7- The *Fire Chief* of the department is responsible to council for the proper administration and operation of the department. The *Fire Chief* is under the general direction of *council* and;
- (a) Council shall review the document *Earlton-Armstrong Fire Department Standard Operating Guideline (January 2015)* after which the **Standard Operating Guideline** can be adopted by the *Fire Department (revised May 2017)*
 - (b) shall study and review the *standard operational guidelines, general orders and departmental rules* as may be necessary for the care and protection of the department equipment and personnel, and for the efficient operation of the department, provided that such orders and rules do not conflict with the **provisions of any by-laws of the municipality**
 - (c) shall review periodically the policies and procedures of the department and may establish an advisory committee consisting of such officers as he/she may determine from time to time to assist him/her in these duties
 - (d) shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property
 - (e) shall enforce all municipal by-laws respecting fire prevention
 - (f) shall adhere to the provisions of the Fire Marshals Act
8. The *Fire Chief* or designate is directed and authorized to have members of the *department*:
- a) pull down or demolish any building or structure to prevent the spread of fire;

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- b) when unable to contact the property owner, to take such necessary action (under (a) above) which may include boarding up or barricading of building or property to guard against fire or other danger, risk or accident, and;
- c) the *corporation* may recover expenses incurred by such necessary action in a manner provided by the Municipal Act.

9- The *Fire Chief* is responsible for the enforcement of this by-law and the general orders and department rules.

10- (a) The *Deputy Fire Chief* is responsible to the *Fire Chief* for the activities of the divisional functions that are supervised by the *Deputy Fire Chief*, and

(b) The *Deputy Fire Chief* has the same authority and responsibility as the *Fire Chief* and shall perform all the duties of the *Fire Chief* in the *Fire Chief's* absence.

11- The *Department* performs the following divisional functions:

- Division of Administration,
- Division of apparatus, equipment and communications,
- Division of fire fighting
- Division of fire prevention
- Division of training
- Division of tiered response
- Division of auto extrication response

12- The Division of **Administration** is the responsibility of the *Chief or designate* for carrying out the following duties of the division:

- Provide administration facilities for the *department*,
- Prepare the departmental budget and exercise control of the budget,
- Prepare the firefighters' remuneration sheet for the payroll of the department and initiate requisitions for materials and services and certify all accounts of the *department*,
- Maintain personnel records in accordance with the policy of the *Corporation*,
- Arrange for the provision of medical services,
- Prepare the annual report of the *department*,
- Carry out the general administrative duties of the *department*,
- Must submit to the municipal office a copy of all documents that are in each *Firefighter's* files.
- Must submit to the municipal office all budget, firefighters' remuneration sheet for the payroll, inventory of materials and vehicles, all records of the *fire department* activities in accordance with the policy of the *Corporation*.

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13- The division of **Apparatus, Equipment and Communications** is the responsibility of the ***Fire Chief or designate*** for the carrying out of the following duties of the department:

- a. Maintain and keep in repair all existing buildings, apparatus and equipment of the *department*,
- b. Receive alarms and dispatch apparatus,
- c. Prepare specifications for the purchase of apparatus and equipment,
- d. Prepare the annual report and budget of the division of Apparatus, equipment and Communications to be submitted to the division of administration.

14- (a) The ***Fire Chief or designate*** is responsible for ensuring that the following duties pertaining to the function of the division of ***Firefighting*** are carried out:

- i) prevent, control and extinguish fires,
 - ii) conduct investigations of fire in order to determine cause, origin, and, where required, to request appropriate agencies to assist with the investigation,
 - iii) respond and assist at such emergencies as may be required by the ***Fire Chief***,
 - iv) perform pre-emergency planning,
 - v) perform apparatus maintenance and cleaning duties,
 - vi) prepare the annual report and budget of the division of Fire Fighting to be submitted to the division of administration.
- (b) ***Captains*** are in command of the company to which they are assigned and are responsible to the officers in charge for proper operation of that company.

15- The ***Fire Chief or designate*** is responsible for ensuring that the following duties pertaining to the function of the division of ***Fire Prevention*** are carried out:

- (a) develop approved fire preventions, fire safety and public education policy,
- (a) carry out the duties and activities of fire prevention, fire duties and public education policy,
- (b) maintain fire loss records, and
- (d) prepare the annual report and budget of the division of Fire Prevention to be submitted to the division of administration.

16- The ***Fire Chief*** is responsible for ensuring that the following duties pertaining to the function of the division of ***Training*** are carried out;

- (a) adopt the **Ontario Firefighters Standards** curriculum, and conduct training for all ***members*** in accordance with the approved training program,
- (b) administer training programs,
- (c) prepare and conduct examinations of ***members*** as required, and
- (d) prepare the annual report and budget of the division of Training to be submitted to the division of administration.

17- The ***Fire Chief or designate*** is responsible for ensuring that the following duties pertaining to the function of the division of ***Tiered Response*** are carried out:

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- (a) develop an *approved Tiered Response* program,
- (b) conduct training for capable *members* to perform the duties of the **Tiered Response** division, and
- (c) *only trained members* shall respond and assist at such emergencies as may be deemed necessary by the *Fire Chief*.
- (d) *only trained members* shall be present at a scene of a person in need of medical help, while waiting for paramedics arrival.

18- The *Fire Chief or designate* is responsible for ensuring that the following duties pertaining to the function of the division of **Auto Extrication Response** are carried out;

- (a) develop an *approved Auto Extrication Response* program,
- (b) conduct training for capable *members* to perform the duties of the **Auto Extrication Response** division, and
- (c) *only trained members* shall respond and assist at such emergencies as may be deemed necessary by the *Fire Chief* for extraction of people in vehicles.

19- When the *Fire Chief* designates a *member* to act in the position of an officer, such *member* when so acting, has all the authority and responsibility of such officer and shall perform all the duties of the officer replaced.

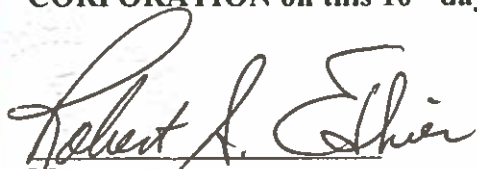
20-The *Fire Department* shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the municipality except:

- a. an emergency which in the opinion of the *Fire Chief* threatens any property or person in the municipality or;
- b. property situated outside the municipality that is owned or occupied by the municipality,
- c. in a municipality with which an agreement has been entered into to provide *fire protection*,
- d. on property with respect to which an agreement has been entered into with any person or corporation to provide *fire protection* therefore, or;
- e. on property beyond the municipal boundary where the *Fire Chief, or designate*, determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The *Fire Chief* shall subsequently inform the *head of council* of such response.
- f. from another provincial agency which has an agreement with the Township to provide specialized operations (i.e. Auto Extrication, Mutual Aid, Tiered Response, etc.)

21- This by-law comes into effect the day it is passed by *council*.

22- That by-law No. 2014-10 is hereby repealed.

READ A FIRST, SECOND and THIRD TIME AND FINALLY PASSED UNDER THE HANDS OF THE MAYOR, CLERK AND SEAL OF THE CORPORATION on this 10th day of May, 2017.


Mayor


Clerk-Treasurer Administrator

MISSION STATEMENT

The primary mission of the **Earlton-Armstrong Fire Department** is to provide a range of programs to protect the lives and property of the inhabitants of the **Corporation of the Township of Armstrong** from the adverse effects of fires, or exposure to dangerous conditions created by human or nature.

Volunteer Firefighter Consent

I, _____,
(print name)

have read, understand and agree to the guidelines and procedures established by the Armstrong Fire Department By-law 2017-00.

Signed this _____ day of _____, _____.

Signature of Volunteer Firefighter

E-mail of volunteer firefighter

Signature of Fire Chief or designate

APPENDIX "A"

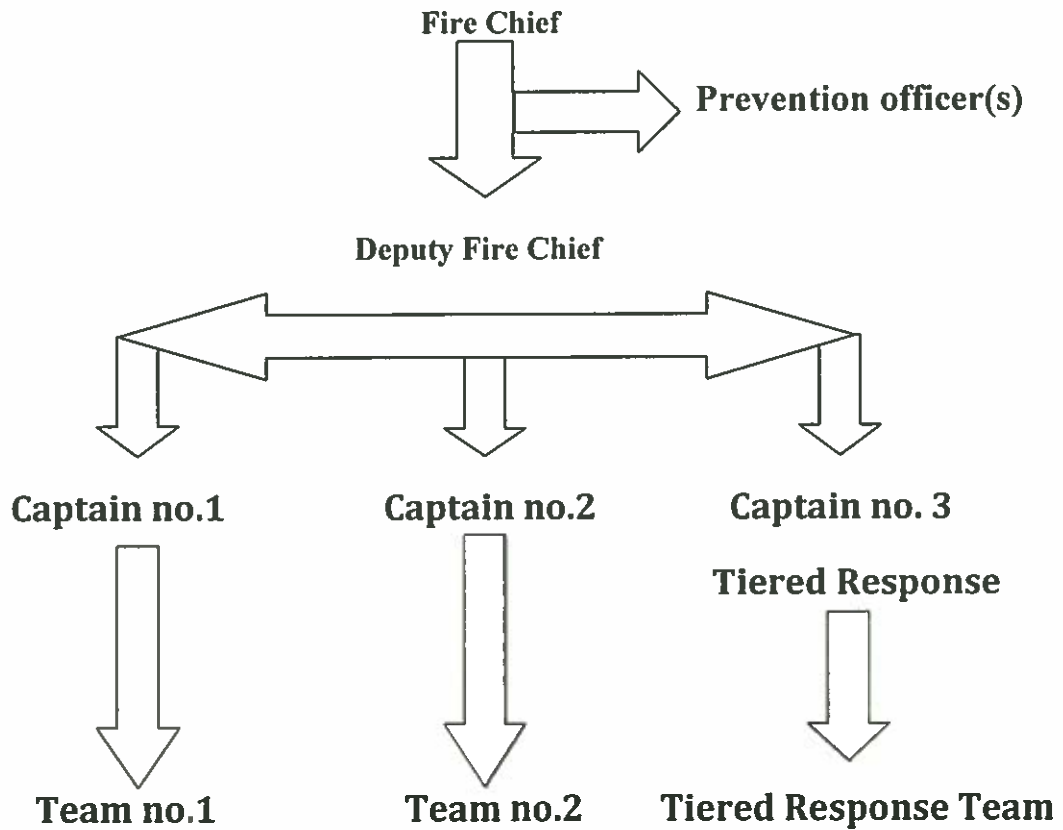
PRIMARY GOALS OF THE FIRE DEPARTMENT

The goal of the fire department is to provide protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by human or nature; *first* to the residents of the *Township of Armstrong*; *second*, to those municipalities and/or persons which are provided fire protection by the *Earlton-Armstrong Fire Department via authorized agreement*.

- i) the Village of Thornloe
- ii) sections of the Township of Hilliard as specified in authorized agreement
- iii) individuals residing in unincorporated Townships

APPENDIX "B"

Formation of the Earlton-Armstrong Fire Department



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**Application to become a Volunteer Fire Fighter
for the
Earlton- Armstrong Fire Department**

Name: _____

Address: _____

Phone Number: _____

Cell: _____

E-mail: _____

1- A person wishing to become a volunteer member of the Fire Department shall complete an application supplied by the Office of the Township of Armstrong or submitted by the Fire Chief.

2-A person's qualifications to be successfully appointed as a member of the fire department for fire fighting and prevention duties are as follow:

Description of Document...

Check if a copy of document has been submitted *

*successfully completed grade 12 or can demonstrate equivalent work experience, and;	
*is at least 18 years of age, and;	
*has received a police Clearance Certificate which satisfies Department policy, and;	
*has a valid Ontario's Driver's Licence, and;	
*has or is willing to get his DZ Driver Licence	
* is certified medically fit by a physician to be a <i>member</i> and a medical copy to be given to the <i>Office</i> , and;	
*Whereas Armstrong Township is in Ontario, where dispatch is transmitting only in English, <i>for security purposes</i> , the member shall be able to understand the oral English instructions given by the said dispatch personnel, and;	
*Every member of the Department shall receive a copy of the Fire Department By-Law and sign the consent form at the end of this document.	
*Other certificates submitted by the member:	

Signature of applicant

Date

Received by

Date