The Corporation of the Municipality of Meaford

By-law Number 2023-74

Being a by-law to establish and regulate the Meaford Fire Department

Whereas, Section 5 (3) of the Municipal Act, S.O. 2001, c.25 provides that municipal power shall be exercised by by-law; and

Whereas, Section 11(2) 8 of said Act authorizes the Municipality to pass by-laws relating to the protection of persons and property; and

Whereas, Section 4 of the Fire Protection and Prevention Act, S.O. 1997, c.4 authorizes the Municipality to establish, maintain and operate a fire department for all or part of the Municipality; and

Whereas, Council of the Municipality of Meaford passed By-law 2018-39 to establish a Fire Service Standard Policy for the Municipality; and

Whereas, the existing Establishing and Regulating By-law of the Meaford Fire Department should be amended to reflect the requirements of the Fire Service Standards Policy; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to pass a by-law to establish and regulate the Meaford & District Fire Department.

The Council of the Corporation of the Municipality of Meaford enacts as follows:

1.0 Definitions

1.1 "Approved" means approved by the Council of the Municipality of Meaford or staff under delegated authority.

1.2 "Chief Administrative Officer" means the person appointed by Council to act as Chief Administrative Officer for the Corporation.

1.3 "Director" means the Director of the Corporation with responsibility for the provision of fire services.

1.4 "Fire Chief" means the person appointed by Council to act as the

Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act.

1.5 "Deputy Fire Chief" means a person appointed by Council to act of behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.

1.6 "Fire Department" means the Meaford Fire Department.

1.7 "Firefighter" means a Fire Chief and any other person employed in, or appointed to, a fire department as assigned to undertake fire protection services, and includes a volunteer firefighter.

1.8 "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services, and the delivery of all those services.

1.9 "Limited Services" 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, concurrent calls, limited water supply, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.

1.10 "Member" means any persons employed in, or appointed to, a fire department and assigned to undertakes fire protection services, and includes officers, full time, part time, and volunteer firefighters.

1.11 "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training, or activity allowance.

2.0 Department Established

2.1 A fire department for the Municipality of Meaford to be known as the Meaford Fire Department is hereby established.

2.2 The Head of the Fire Department appointed by Council shall be known as the Fire Chief.

2.3 The Fire Department 'Vision, Mission and Values' are as listed in Schedule A, attached hereto and forming part of this by-law.

3.0 Structure

3.1 The Fire Department shall be structured in accordance with the approved Organizational Chart, attached hereto as Schedule B and forming part of this by-law.

3.2 The Fire Chief is ultimately responsible to Council through the Department of Community Services , it's Director, and the Chief Administrative Officer for the proper administration and operation of the Fire Department, including the delivery of fire protection services.

3.3 Firefighters of the Meaford Fire Department for the purpose of "WSIB" Workplace Safety Insurance Board shall be defined as volunteer firefighters.

3.4 In addition to the Fire Chief, Deputy Chief, Platoon Chief, Fire Prevention Firefighter, Captain(s), Lieutenant(s), and Firefighter(s) shall be appointed by the Fire Chief based on the organizational chart included in Schedule B.

3.5 Persons appointed as members of the fire department to provide fire protection services shall be on probation for a period of 12 months, during which period they shall take special training and examination as may be required by the Fire Chief.

3.6 If a probationary member appointed to provide fire protection services fails any such special training and examination, the Fire Chief many recommend dismissal and/or appropriate action.

3.7 Discipline, suspension, termination, probation, recruitment, retirement, and promotion of members much be in conformity with the Municipality's Human Resources Policy and Procedures, and the Fire Protection and Prevention Act.

4.0 Duties and Responsibilities

4.1 The Fire Chief is ultimately responsible to Council for proper administration and operation of the Fire Department including the delivery of fire protection services.

4.2 Each division of the Fire Department is the responsibility of the

Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.

5.0 Policies and Procedures

5.1 The Fire Chief shall implement all approved policies and shall develop such operating procedures and our guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and equipment.

5.2 The Fire Chief shall review periodically all policies, orders, rules, operating procedures and guidelines of the Fire Department may establish an advisory committee consisting of such members of the Fire Department as the Fire Chief may determine from time to time to assist in these duties.

6.0 Budget

6.1 The Fire Chief shall draft an annual operating and capital budget for the Fire Department.

6.2 The draft budget shall be considered for approval by Council.

7.0 Powers

7.1 The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the Fire Chief shall be empowered to authorize:

a) Entering all lands and premises within the municipality where a fire is occurring or has occurred;

b) Pulling down or demolishing any building or structure to prevent the spread of fire;

c) All necessary actions which many include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner;

d) Recovery of expenses incurred by such necessary actions for the corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act; and

e) An origin and cause investigation for fires and to contact the Office of the Fire Marshal in the event the fire meets the thresholds outlined in the fire investigation Fire Marshal Directive.

8.0 Emergency Response Outside of Municipal Boundaries

8.1 The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:

a) That, in the opinion of the Fire Chief or designate of the Fire Department, threatens property in the 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, to a municipality authorized to participate in any county, district or regional mutual aid plan(s) established by a municipal 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 and 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.

9.0 Level of Services

9.1 The Meaford Fire Department shall provide such approved services and specified and listed in Schedule C, attached hereto as forming part of this by-law.

9.2 Due to the Fire Department's reliance upon volunteer firefighters, the topographic and geographic configuration of the municipality, the level and amount of equipment at the department's disposal, and other budgetary constraints, the services listed in Schedule C, although approved, may be provided as "limited services" as defined in Section 1.

9.3 The Municipality of Meaford accepts no liability for the delay or inability to supply services set out in Schedule C due to the provision of its approved services as limited services or due to the existence of unsafe conditions encountered enroute, impeded access to property, and/or environmental factors/constraints.

9.4 Levels of service shall be evaluated annually by the Fire Chief and others as deemed necessary and utilizing but not limited to call data, fire investigation data, provincial fire loss data, statistical information, weather etc., to develop a risk assessment to aid in fire prevention and fire and life safety education.

10.0 Other Matters

10.1 This by-law shall be known as the "Meaford Fire Department Establishing and Regulating By-Law".

10.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

10.3 In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be ultra vires, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other previsions of this by-law remain in full force and effect.

10.4 By-law 2018-48 is hereby repealed.

10.5 This by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 11th day of December, 2023.

Ross Kenter, Mayor

Matthew Smith, Clerk

The Corporation of the Municipality of Meaford

By-law Number 2023-74

Schedule A – Mission Statement

Mission Statement

The Meaford Fire Department will provide fire suppression, rescue, fire safety inspection, fire code enforcement and public fire safety education to the residents and visitors of its coverage area. These services will be provided in accordance with departmental industry standards, guidelines, accepted practices and principles adopted and updated from time to time, keeping with current legislation. The Meaford Fire Department is dedicated to the residents, businesses, and visitors of the Municipality of Meaford to provide a safe community.

Primary Goals

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

Primary Objectives

In order to achieve the goal of fire department, the following objectives shall be met:

1. Identify and review the fire department services requirements of the municipality annually or as required through a risk assessment.
2. Provide an administrative process consistent with the needs of the department and Municipality.
3. Ensure that firefighting equipment and operating personnel is available

within the Municipality to provide adequate response to a call within a reasonable length of time.

4. Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique(s) of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to staff training and other programs.

5. Provide training and fire protection services while meeting the requirements where possible of Section 21 Guidance Notes, Occupational Health and Safety Act, Ministry of Labour and Ministry of the Environment and Climate Change.

6. Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls.

7. Provide an effective Fire Prevention Program to:

    a. Ensure, inspection, that required fire protective equipment is installed and maintained within buildings;

    b. Reduce and/or eliminate fire hazards;

    c. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statues, codes and regulations in respect to fire safety.

8. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs and other identified risk sectors through a risk assessment and other means.

9. Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside departments and other agencies.

10. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.

11. Interact with other municipal departments respecting the aspects of fire or any given programs.

12. Ensure these objectives are not in conflict with any other municipal department or policy.

The Corporation of the Municipality of Meaford

By-law Number 2023-74

Schedule B – Core Services

Emergency Response

1. Basic Firefighting Servies:
    a. The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best effort 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.
2. Structural Firefighting Services:
    a. 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 Department.
    b. **Interior Search and Rescue** shall be provided when possible and as appropriate in accordance with the following:
        i. Service shall be provided to search for, and rescue endangered, trapped, or potentially trapped persons within the structure;
        ii. Service shall be provided only when, in the opinion of the Fire Chief or delegate, all the following are true:
            1. A risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
            2. Building integrity permits entry into the structure;
            3. Sufficient Firefighter staffing is deployed at the

fireground;

4. Reliable water supply with adequate flow can be sustained;

c. **Interior Fire Suppression (Offensive Operations)** shall be provided when possible and as appropriate in accordance with the following:

i. Service shall be provided to contain the fire and prevent further loss of property;

ii. Service shall be provided only when, in the opinion of the Fire Chief or designate, all the following is true:

1. A risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;

2. Building integrity entry into the structure;

3. Sufficient Firefighter staffing is deployed at the fireground;

4. Reliable water supply with adequate flow can be sustained;

5. Adequate fireground supervision and support is provided.

d. **Exterior Fire Suppression (Defensive Operations)** shall be provided when possible and as appropriate, in the opinion of the Fire Chief or designate, in accordance with the following:

i. There shall be no expected rescue component with this service;

ii. Service shall be provided to prevent fire spread to adjacent areas;

iii. Service shall be provided when Interior Fire Suppression is not possible or appropriate;

iv. Service shall be provided as water supply permits.

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 Firefighting.

4. Vehicle Firefighting Services:
    a. Service shall be provided to control and extinguish vehicle fires.
5. Grass, Bush, and Forest Firefighting Services:
    a. Service shall be provided, and best efforts shall be exercised to confirm to NFPA 1143, Standard for Wildland Fire Management.
6. Marine Firefighting Services:
    a. Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.
7. Automatic Aid Response Services:
    a. Service shall be provided in accordance with any Automatic Aid agreements approved by Council.
8. Mutual Aid Response Services:
    a. Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within Grey County pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.
9. Tiered Medical Assistance Services:
    a. Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between Grey County and the Municipality of Meaford
10. Ambulance Assistance Services:
    a. 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.
11. Police Assistance Servies:
    a. Service shall be provided to assist the Ontario Provincial Police with emergency and non-emergency situations for which the Fire Department has equipment and/pr specialized skills to assist in the mitigation.
12. 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.

13. 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;
        iii. Flood emergencies.
14. Vehicle Accident Services:
    a. 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;
        v. Traffic control in the absence of police or as directed by police when required to maintains a safe work area for emergency responders.
15. Vehicle Extrication Services:
    a. 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.
16. 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.
17. Highway Incident Services:
    a. Fire Protection Services shall be provided to provincial highways;

b. Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

18. Remote Extrication:

    a. To assist police and/or EMS in the search/extrication of patients from trails or remote locations

    b. Typical patients include hikers, bikers, skiers, horseback riders, individuals snowshoeing, or other similar situations;

    c. Response may be limited by terrain and weather conditions.

19. Small Animal Rescue:

    a. Small Animal Rescue is described as gaining entry to a vehicle in cases where an animal is in distress as a result of extreme heat or cold;

    b. Firefighters are trained to enter motor vehicles to rescue and remove animals in distress. Firefighters may also perform water rescues for pets as requested.

20. Rope Rescue Services:

    a. Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

21. Water and Ice Rescue Servies:

    a. **Swift Water Rescue Service** shall be provided at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based and water entry;

    b. **Ice Rescue Service** shall be provided at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based and water entry, and boat rescue operations;

    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 the Fire Department unless a risk assessment has been completed and,

in the opinion of the Fire Chief or designate, the level of risk reasonably justifies Firefighters entry into or onto the water or ice.

Fire Prevention and Public Education

Fire Prevention and Public Educations activities shall be provided in accordance with the Municipality of Meaford Fire Service Standard Policy, approved fire department Fire Prevention/Public Education and Smoke Alarm Programs and Fire Marshal Directives. Activities will include but are not limited to:

1. Fire Inspection Services:
    a. Conducting complaints inspections;
    b. Conducting vulnerable occupancy inspections;
    c. Conducting requested inspections;
    d. Conducting routine inspections;
    e. Conducting licensing inspections;
    f. Systems checking, testing and approval;
    g. Enforcing code compliance;
    h. Enforcing municipal by-laws;
    i. Issuing permits;
    j. Preparing report and issuing written responses to requests.
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.

3. Fire Investigation Services:

    a. Accessing code compliance;

    b. Interacting with police, fire investigators, and other agencies;

    c. Supporting criminal prosecutions, including appearances in court.

4. Plans Examination Services:

    a. Reviewing and approving fire safety plans;

    b. Examining and providing comment on new construction and renovation plans;

    c. Reviewing and providing comment on subdivision and development agreements;

    d. Reviewing and providing comment on site plans;

    e. Inspecting sites of approved plans to determine compliance.

5. Risk Assessment Services:

    a. Conducting community fire risk assessments;

    b. Compiling, analyzing and disseminating functional statistics;

    c. Selecting appropriate fire service programs.

6. 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.

Organizational Structure

