

EMERGENCY

Chapter 438 FIRE DEPARTMENT - REGULATION

CHAPTER INDEX

Article 1 INTERPRETATION

- 438.1.1 Approved - defined
- 438.1.2 Company - defined
- 438.1.3 Collective agreement - defined
- 438.1.4 Corporation - defined
- 438.1.5 Council - defined
- 438.1.6 Department - defined
- 438.1.7 Deputy Fire Chief - defined
- 438.1.8 Fire Chief - defined
- 438.1.9 Fire Fighters Association - defined
- 438.1.10 Fire protection - defined
- 438.1.11 Full-time fire fighter(s) - defined
- 438.1.12 Member(s) - defined

Article 2 GENERAL PROVISIONS

- 438.2.1 Fire Department - continued - Fire Chief - as head
- 438.2.2 Goals - mission statement - Schedule 'A'
- 438.2.3 Department organization - Table 1
- 438.2.4 Department personnel
- 438.2.5 Hiring policy - appointment - by Chief

FIRE DEPARTMENT REGULATION

- 438.2.6 Remuneration - determined by Council
- 438.2.7 Administration - operation - Fire Chief responsibility
- 438.2.8 Fire Chief - under general direction of CAO
- 438.2.9 Operation guidelines - rules - developed by Chief
- 438.2.10 Policies - procedures - recommendation - to Council
- 438.2.11 Advisory Committee - established - assistance to Chief
- 438.2.12 Fire prevention - control - protection of life - property
- 438.2.13 Authority - pertaining to private property
- 438.2.14 Divisional functions - Deputy Fire Chief
- 438.2.15 Fire Chief absent - Deputy Fire Chief - authority
- 438.2.16 Divisional functions - Department
- 438.2.18 Promotional policy - developed - established
- 438.2.19 Promotions - evaluations - where not applicable
- 438.2.20 Emergency - outside response area
- 438.2.21 Provincial - federal legislation - superseded

Article 3

DIVISION OF ADMINISTRATION

- 438.3.1 Fire Chief - responsibility
- 438.3.2 Administration facilities - provided
- 438.3.3 Budget - preparation - control
- 438.3.4 Payroll - requisitions - prepared - accounts certified
- 438.3.5 Records - personnel - other - maintained
- 438.3.6 Medical services - arrangement
- 438.3.7 Provision of new buildings - as approved
- 438.3.8 Liaison - member representative
- 438.3.9 Report of Department - annual
- 438.3.10 Administration - duties - general
- 438.3.11 Liaison - Regional Fire Coordinator
- 438.3.12 Region Emergency Fire Services Plan - assistance

FIRE DEPARTMENT REGULATION

- 438.3.13 Recommendations - to CAO - Council
- 438.3.14 Research - policies - procedures - practices

Article 4

DIVISION OF COMMUNICATIONS

- 438.4.1 Fire Chief - responsibility
- 438.4.2 Equipment - specifications - preparation
- 438.4.3 Equipment - buildings - maintenance - repair
- 438.4.4 Communications system - dispatch

Article 5

DIVISION OF SUPPRESSION

- 438.5.1 Fire Chief - responsibility
- 438.5.2 Fire - prevention - control - extinguish
- 438.5.3 Investigation - determine cause - origin
- 438.5.4 Emergency response - assistance - as required
- 438.5.5 Pre-emergency planning
- 438.5.6 Apparatus - maintenance - cleaning

Article 6

DIVISION OF FIRE PREVENTION

- 438.6.1 Fire Chief - responsibility
- 438.6.2 Policies - programs - educational - developed
- 438.6.3 Public education - prevention - safety
- 438.6.4 Fire loss records - maintenance

Article 7

DIVISION OF TRAINING

- 438.7.1 Fire Chief - responsibility
- 438.7.2 Training conducted - programs - policies - established
- 438.7.3 Training - policies - programs - administration
- 438.7.4 Examination - prepared - conducted

**Article 8
REPEAL - ENACTMENT**

438.8.1 By-law - previous

438.8.2 Effective date

SCHEDULE

Schedule 'A' - Goals - Fire Department

**Article 1
INTERPRETATION**

438.1.1 Approved - defined
"approved" means approved by the Council.

438.1.2 Company - defined
"company" means a complement of personnel operating one or more pieces of apparatus or equipment.

438.1.3 Collective agreement - defined
"collective agreement" means an agreement between the Corporation and the associations, unions or other bodies authorized to represent employees of the Department.

438.1.4 Corporation - defined
"Corporation" means The Corporation of the Town of Richmond Hill.

438.1.5 Council - defined
"Council" means the Council of The Corporation of the Town of Richmond Hill.

438.1.6 Department - defined
"Department" means the Town of Richmond Hill Fire Department.

438.1.7 Deputy Fire Chief - defined
"Deputy Fire Chief" means the one person appointed by Council to act in the place of the Fire Chief in the Fire Chief's absence, or in the case of a vacancy in the position of Fire Chief.

438.1.8 Fire Chief - defined
"Fire Chief" means the one person appointed by a by-law of Council to act as Fire Chief.

438.1.9 Fire Fighters Association - defined

“Fire Fighters Association” means the Richmond Hill Professional Fire Fighters Association.

438.1.10 Fire protection - defined

“fire protection” means a range of programs designed to protect the lives and property of the inhabitants of the Fire Department response area from the adverse effects of fires, sudden emergencies or exposure to dangerous conditions created by man or nature and includes fire prevention and public education, rescue and suppression services.

438.1.11 Full-time fire fighter(s) - defined

“full-time fire fighter(s)” means a person regularly employed in the Fire Department on a full-time salaried basis and assigned exclusively to fire protection or fire prevention duties, and includes officers and technicians.

438.1.12 Member(s) - defined

“member(s)” means any defined fire fighter or employee of the Department.

Article 2**GENERAL PROVISIONS****438.2.1 Fire Department - continued - Fire Chief - as head**

A department for the Town of Richmond Hill to be known as the Town of Richmond Hill Fire Department is hereby continued and the head of the Department shall be known as the Fire Chief.

438.2.2 Goals - mission statement - Schedule ‘A’

The goals and mission statement of the Department shall be as those contained in Schedule ‘A’.

438.2.3 Department organization - Table 1

The Department shall be organized as per Table 1.

438.2.4 Department personnel

In addition to the Fire Chief, the Department personnel shall consist of a Deputy Chief, such number of officers, and members as from time to time may be deemed necessary by the Council.

438.2.5 Hiring policy - appointment - by Chief

The Fire Chief may appoint any qualified person as a member of the Department, subject to the approved hiring policies of the Corporation.

438.2.6 Remuneration - determined by Council

The remuneration of all members of the Department shall be as determined by Council.

438.2.7 Administration - operation - Fire Chief responsibility

The Fire Chief is responsible to Council for the proper administration and operation of the Department.

438.2.8 Fire Chief - under general direction of CAO

The Fire Chief is under the general direction of the Chief Administrative Officer.

438.2.9 Operation guidelines - rules - developed by Chief

The Fire Chief under the general direction of the Chief Administrative Officer shall have developed, and publish such written standard operating guidelines, general orders and Departmental rules as may be necessary for the care and protection of the Department, 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.

438.2.10 Policies - procedures - recommendation - to Council

The Fire Chief under the general direction of the Chief Administrative Officer shall review periodically and amend or recommend to Council where necessary, amendments to the policies and procedures of the Department.

438.2.11 Advisory Committee - established - assistance to Chief

The Fire Chief under the general direction of the Chief Administrative Officer may establish an Advisory Committee to assist in the review of policies and procedures of the Department.

438.2.12 Fire prevention - control - protection of life - property

The Fire Chief under the general direction of the Chief Administrative Officer shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property, and:

- (a) shall enforce all municipal by-laws respecting fire prevention; and
- (b) shall adhere to the provisions of the *Fire Marshals Act*.

438.2.13 Authority - pertaining to private property

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;

- (b) when unable to contact the property owner, to take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident; and
- (c) the Corporation may recover expenses incurred by such necessary action in a manner provided by *Municipal Act*;
- (d) is responsible for the enforcement of this Chapter and the general orders and Departmental rules.

438.2.14 Divisional functions - Deputy Fire Chief

The Deputy Fire Chief is responsible to the Fire Chief for the divisional functions that are supervised by the Deputy Fire Chief.

438.2.15 Fire Chief absent - Deputy Fire Chief - authority

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.

438.2.16 Divisional functions - Department

The Department performs the following divisional functions:

- (a) Division of Administration;
- (b) Division of Communications;
- (c) Division of Fire Suppression;
- (d) Division of Fire Prevention;
- (e) Division of Training.

438.2.18 Promotional policy - developed - established

The Fire Chief shall develop an approved Fire Department promotional policy based on such evaluations, written, practical and oral examinations and other factors as deemed necessary.

438.2.19 Promotions - evaluations - where not applicable

The provisions of this Section 438.2.18 shall not apply to the positions of Fire Chief and Deputy Fire Chief.

438.2.20 Emergency - outside response area

The Department shall not respond to a call with respect to a fire or emergency outside the approved response areas of the municipality except with respect to a fire 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 agreement has been entered into to provide fire protection;
- (c) on property with respect to which an agreement has been entered into to provide fire protection therefor;
- (d) at the discretion of the Fire Chief, to a municipality authorized to participate in the Region Emergency Fire Service Plan and Program or any other organized plan or program on a reciprocal basis; or
- (e) on property beyond the municipal boundary where the Fire Chief, or his 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.

438.2.21 Provincial - federal legislation - superseded

The provisions of this Chapter are superseded by the provisions of provincial or federal legislation.

Article 3

DIVISION OF ADMINISTRATION

438.3.1 Fire Chief - responsibility

The Fire Chief is responsible for ensuring that the duties pertaining to the function of the Division of Administration are carried out.

438.3.2 Administration facilities - provided

The Division of Administration shall provide administration facilities for the Department.

438.3.3 Budget - preparation - control

The Division of Administration shall prepare the Departmental budget and exercise control of the budget.

438.3.4 Payroll - requisitions - prepared - accounts certified

The Division of Administration shall prepare the payroll of the Department and initiate requisitions for materials and services and certify all accounts of the Department.

438.3.5 Records - personnel - other - maintained

The Division of Administration shall maintain personnel and other records in accordance with the policy of the Corporation.

438.3.6 Medical services - arrangement

The Division of Administration shall arrange for the provision of medical services.

438.3.7 Provision of new buildings - as approved

The Division of Administration shall arrange for the provision of new buildings, as approved.

438.3.8 Liaison - member representative

The Division of Administration shall provide liaison with the members and their representatives.

438.3.9 Report of Department - annual

The Division of Administration shall prepare the annual report of the Department.

438.3.10 Administration - duties - general

The Division of Administration shall carry out the general administrative duties of the Department.

438.3.11 Liaison - Regional Fire Coordinator

The Division of Administration shall provide liaison with the Region Fire Co-ordinator.

438.3.12 Region Emergency Fire Services Plan - assistance

The Division of Administration shall assist the Region Fire Co-ordinator in the preparation of a Region Emergency Fire Service Plan and Program.

438.3.13 Recommendations - to CAO - Council

The Division of Administration shall recommend to the Chief Administrative Officer and to Council, policies necessary for the effective administration and operation of the Department and for the provision of fire services to the municipality.

438.3.14 Research - policies - procedures - practices

The Division of Administration shall undertake such research as necessary to ensure that appropriate policies, procedures, practices and equipment are in place to provide for the efficient, effective operation of the Department.

Article 4**DIVISION OF COMMUNICATIONS****438.4.1 Fire Chief - responsibility**

The Fire Chief is responsible for ensuring that the duties pertaining to the function of the Division of Communications are carried out.

438.4.2 Equipment - specifications - preparation

The Division of Communications shall prepare specifications for the purchase of equipment.

438.4.3 Equipment - buildings - maintenance - repair

The Division of Communications shall maintain and keep in repair all existing buildings and equipment of the Department.

438.4.4 Communications system - dispatch

The Division of Communications shall ensure that an effective and efficient communications system is in place to receive notice from the public when the services of the Department are required; to dispatch apparatus and equipment to various locations as needed, and to communicate with the members of the Department in remote locations.

Article 5**DIVISION OF SUPPRESSION****438.5.1 Fire Chief - responsibility**

The Fire Chief is responsible for ensuring that the duties pertaining to the function of the Division of Suppression are carried out.

438.5.2 Fire - prevention - control - extinguishment

The Division of Suppression shall prevent, control and extinguish fires.

438.5.3 Investigation - determine cause - origin

The Division of Suppression shall conduct investigations of fire in order to determine cause, origin, and, where required, to request the appropriate agencies to assist with the investigation.

438.5.4 Emergency response - assistance - as required

The Division of Suppression shall respond and assist at such emergencies as may be deemed necessary by the Fire Chief.

438.5.5 Pre-emergency planning

The Division of Suppression shall perform pre-emergency planning.

438.5.6 Apparatus - maintenance - cleaning

The Division of Suppression shall perform apparatus maintenance and cleaning duties.

Article 6**DIVISION OF FIRE PREVENTION****438.6.1 Fire Chief - responsibility**

The Fire Chief is responsible for ensuring that the duties pertaining to the function of the Division of Fire Prevention are carried out.

438.6.2 Policies - programs - educational - developed

The Division of Fire Prevention shall develop approved fire prevention, fire safety and public education policies and programs.

4383 Public education - prevention - safety

The Division of Fire Prevention shall carry out the duties and activities of fire prevention, fire safety and public education policies and programs.

438.6.4 Fire loss records - maintenance

The Division of Fire Prevention shall maintain fire loss records.

Article 7**DIVISION OF TRAINING****438.7.1 Fire Chief - responsibility**

The Fire Chief is responsible for ensuring that the duties pertaining to the function of the Division of Training are carried out.

438.7.2 Training conducted - programs - policies - established

The Division of Training shall establish Fire Department training policies and programs, and conduct training for all members in accordance with the approved training program.

438.7.3 Training - policies - programs - administration

The Division of Training shall administer training policies and programs.

438.7.4 Examination - prepared - conducted

The Division of Training shall prepare and conduct examinations of members as required.

Article 8**REPEAL - ENACTMENT****438.8.1 By-law - previous**

By-law 1314 is hereby repealed.

438.8.2 Effective date

This Chapter comes into effect upon the enactment of the enabling by-law. By-law 19-95, 20 February, 1995.

FIRE DEPARTMENT REGULATION

SCHEDULE

Schedule 'A' - Goals - Fire Department

PRIMARY GOALS OF THE RICHMOND HILL FIRE DEPARTMENT

The goal of the Richmond Hill Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden emergencies or exposure to dangerous conditions created by man or nature; first to its own municipality; 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 Fire Department via authorized agreement.

Primary objectives of the Fire Department:

In order to achieve the primary goals of the Fire Department, necessary funding, policies and procedures must be in place to meet the following objectives:

1. To provide for the safety of the public and members of the Fire Department.
2. To identify and review the fire and emergency service requirements of the municipality and to implement necessary changes thereto from time to time.
3. To provide an administrative process consistent with the needs of the Department and in accordance with approved policies of the Town.
4. To ensure that appropriate fire fighting equipment and operating personnel are available within the municipality to provide adequate response to calls within a reasonable length of time.
5. To provide Departmental training which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co-operate with other Departments of the corporation with respect to management training and other programs.
6. To provide maintenance programs to ensure all fire protection apparatus, including allied equipment, is ready to respond to emergency calls.
7. To provide an effective fire prevention program to:

FIRE DEPARTMENT REGULATION

- (a) Ensure, through examination and inspection, compliance with applicable municipal, provincial and federal prevention legislation, statutes, codes and regulations.
 - (b) Reduce and/or eliminate fire hazards.
8. To develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training.
9. To 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. To develop and maintain a good working relationship with all federal, provincial, regional, municipal, and other Departments, utilities and agencies, related to the protection of life and property.
11. To interact with other municipal Departments respecting the aspects of fire on any given program.
12. To ensure these objectives are not in conflict with any other objectives of the Corporation.

By-law 19-95, 20 February, 1995; Appendix A.

FIRE DEPARTMENT REGULATION

TABLE 1

