

**THE CORPORATION OF THE TOWNSHIP OF SEGUIN**

**BY-LAW NO. 2024-078**

**BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT  
WITHIN THE TOWNSHIP OF SEGUIN AND TO REPEAL BY-LAW NO. 2002-55**

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**WHEREAS** Section 2(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended*, 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 WHEREAS** Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a Fire Department to provide fire suppression services and other fire protection services in the municipality.

**AND WHEREAS** Section 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25* 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(1) 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 Corporation of the Township of Seguin deems it desirable, necessary, and expedient to amend, consolidate, revise, and update its by-law to establish and regulate a Fire Department for the Township of Seguin;

**NOW THEREFORE** the Council of The Corporation of the Township of Seguin hereby enacts as follows;

## **1. DEFINITIONS**

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

- 1.1. "Approved" means approved by Council
- 1.2. "CAO" means the Chief Administrative Officer of the Township of Seguin
- 1.3. "Council" means the Council of the Township of Seguin
- 1.4. "Deputy Fire Chief" means the person appointed by Council as a Deputy Fire Chief to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief;
- 1.5. "Fire Chief" means the person appointed by Council as a Fire Chief for the Township of Seguin and is ultimately responsible to Council as defined in the FPPA;
- 1.6. "Fire Code" means Ontario Regulation 213/0-7 under the FPPA;
- 1.7. "Fire Department" means the Township of Seguin Fire Department;
- 1.8. "firefighter" means any member of the Fire Department assigned to undertake Fire Protection Services, and includes a volunteer firefighter;
- 1.9. "FPPA" means the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as may be amended from time to time, or any successor legislation, and any regulation made there under;
- 1.10. "fire protection services" includes fire prevention, fire safety education, fire suppression, communications and training of members or persons who have applied to become members, rescue and emergency services and the delivery of all those services;
- 1.11. "junior firefighter" means a person at least 15 years of age and no older than 18 years of age who with written consent from a parent or guardian has been appointed as a member;
- 1.12. "member" means any person employed by or appointed to the Fire Department and includes the Fire Chief, Deputy Fire Chief, District Chiefs, Captains, Firefighters, Junior Firefighters and administrative staff;
- 1.13. "Township" means The Corporation of the Township of Seguin;

## **2. ESTABLISHMENT**

- 2.1. The Fire Department is continued under this By-law to provide Fire Protection Services for the Township and shall be known as "Township of Seguin Fire Department" and the Head of the Department shall be known as the Fire Chief.

### **3. COMPOSITION**

- 3.1. The Fire Department shall consist of the Fire Chief, Deputy Fire Chief, District Chief(s), Captains, Firefighters, Junior Firefighters, Administrative Support Staff, and any other person as may be authorized or considered necessary from time to time by Council for the Fire Department to perform Fire Protection Services.

### **4. MEMBERSHIP**

- 4.1. The Fire Chief appoints qualified persons as Members of the Fire Department in accordance with the applicable Township By-laws and Policies.
- 4.2. A person is qualified to be a member of the Fire Department for firefighting duties who:
- Is not less than 18 years of age and not more than 65 years of age, or is more than 65 years of age but less than 70 years of age, provided an annual medical fitness certificate is provided identifying the persons ability to perform all functions of their current job description to the Department;
  - Resides within the Township of Seguin or within close proximity to the Township of Seguin;
  - Passes such testing as may be required by the Fire Chief;
  - Passes such medical fitness tests as may be required by the Fire Chief;
- 4.3. Subject to section 4.4. a member of the Fire Department shall begin as a probationary firefighter. A probationary firefighter shall be on probation for a period of twelve months during which he/she shall receive training and examinations as to meet minimum certification standards mandated by the Ontario Fire Marshal in Ontario Regulation 343/22 for the core services provided by the Fire Department identified in "Appendix B".
- 4.4. Notwithstanding section 4.2, a person may be appointed as a member of the Fire Department as a junior firefighter. A junior firefighter's probationary period shall extend from the date of appointment until the date the person is eighteen years of age and has been appointed as a probationary firefighter. A junior firefighter may only participate in training activities and provide support functions during incident response. A junior firefighter shall not be permitted nor directed to participate in activities deemed to be of hazard to the junior firefighter by the Fire Chief.
- 4.5. Prior to the completion of the probationary period, the Fire Chief shall review the performance of each probationary and junior firefighter and if they fail to meet the requirements as defined by the Fire Chief, it may be recommended that the probationary period be extended for up to a maximum of six months or the probationary or junior firefighter's membership may be terminated in accordance with Township policies.

## **5. TERMS AND CONDITIONS OF EMPLOYMENT**

- 5.1. Subject to the FPPA, the remuneration and other terms and conditions of employment or appointment of the members and administrative support staff that comprise the Fire Department shall be in accordance with the Township's policies, procedures, and programs.

## **6. ORGANIZATION**

- 6.1. The Fire Department shall be structured in as set out in the Organizational Chart (Appendix "A"). Any modifications to the Organizational Chart will require the approval of Council.
- 6.2. The Fire Department shall perform the following functions:
- Fire Prevention;
  - Emergency Operations;
  - Training;
  - Public Education;
  - Administrative and Support Services and
  - Fire Investigations
- 6.3. Each function of the Fire Department is the responsibility of the Fire Chief or a Fire Department member designated by the Fire Chief. Designated members shall report to the Fire Chief on the activities under their supervision and shall carry out orders of the Fire Chief.
- 6.4. The Fire Chief may assign or re-assign such members to assist them in the administration and operation of the Fire Department.

## **7. CORE SERVICES**

- 7.1. For the purpose of this By-law, core services provided by the Fire Department will be as per Appendix "B", which shall form part of this By-law.
- 7.2. Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provisions of the Fire Protection Services.

## **8. RESPONSIBILITIES AND AUTHORITY OF THE FIRE CHIEF**

- 8.1. The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council, through the CAO, for the proper administration and operation of the Fire

Department including the preparation of an annual budget and delivery of Fire Protection Services.

8.2. Acting within the Township policies, the Fire Chief shall be authorized to make such general orders, policies, procedures, guidelines, rules, and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operations of the Fire Department and the effective management of the fire protection services for the Township and for the prevention, control and extinguishment of fires, the protection of life and property and the management of emergencies including:

- i. The care and protection of all property belonging to the Fire Department;
- ii. Arranging for the provision of necessary and proper facilities, apparatus, equipment, services and supplies for the Fire Department;
- iii. Determining and establishing the qualifications and criteria for employment or appointment and the duties of all members and administrative support staff;
- iv. Utilizing members and support staff of the Fire Department, to assist in the performance of his/her duties, as may be required from time to time;
- v. The conduct of members and administrative support staff;
- vi. Consulting with the Office of the Fire Marshal of Ontario and any office or organization;
- vii. Preparing and, upon the approval by Council, implementing and maintaining a Master Fire Plan and program for the Corporation;
- viii. Coordinating any emergency fire service plan and program, assisting in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures;
- ix. Directing any emergency plan established by the Province of Ontario or the Government of Canada;
- x. Coordinating with and assisting any other public official in an emergency declared by the Mayor of the Corporation, the Premier of Ontario, or the Governor in Council;
- xi. Reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer that the facts upon 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 an offence has been committed under the FPPA;
- xii. Keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department;
- xiii. Keeping all other records as may be required by the Corporation and the FPPA in accordance with the Records Retention By-law;
- xiv. Preparing and presenting the annual report of the Fire Department to Council:

8.3. The Fire Chief shall be responsible for the following:

- a) Administration and enforcement of this By-law; and all general orders, policies, procedures, rules, and regulations made under this By-law;
- b) Enforcement of any other By-laws of the Corporation respecting Fire Protection Services;
- c) Periodic review of such By-laws;
- d) Periodic review, amendment or termination of any general orders, procedures, rules, and regulations made by the Fire Chief under this By-law.

8.4. The *Fire Chief* shall exercise all powers and duties prescribed by the *FPPA* 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 authority of the municipality.

8.5. Without limiting the generality of the foregoing, the *Fire Chief* and his/her designates shall be empowered and authorized to conduct the following:

- a) Enforcement of all municipal by-laws in respect to 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 *FPPA*

8.6 As set out in the *FPPA*, 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.

## 9. DEPUTY FIRE CHIEF

9.1. The Deputy Fire Chief shall:

- a) Be the second ranking officer of the Fire Department; and
- b) Be subject to and obey all orders of the Fire Chief; and
- c) Perform such duties as are assigned to him or her by the Fire Chief; and
- d) Act on behalf of the Fire Chief in case of absence or a vacancy in the office of the Fire Chief.

## **10. SUPERVISION OF STAFF**

10.1. The members and administrative support staff of the Fire Department while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.

## **11. GENERAL DUTIES AND RESPONSIBILITIES**

11.1. Every member and administrative support staff person shall:

- a) Conduct themselves in accordance with general orders, policies, procedures, rules, and regulations of the Fire Department: and
- b) Give their whole and undivided attention while on duty to the efficient operation of the Fire Department: and
- c) Shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and any written agreement that may be applicable.

## **12. PROPERTY**

12.1. No member shall use the Corporations' property, vehicles, equipment, supplies or services for activities not associated with the discharge of official Fire Department duties.

12.2. No member shall use the Corporations' property, vehicles, equipment, supplies or services for personal gain.

12.3. No member shall willfully damage or render ineffective or inoperative any apparatus, equipment or other property belonging to or used by the Fire Department.

12.4. All members shall abide by the Corporations' Staff Code of Conduct.

## **13. ACTIONS AT EMERGENCIES AND THE SUPPRESSION OF FIRES**

13.1. The Fire Department may take any reasonable action to deal with an emergency or hazardous condition and suppress any fire by extinguishing it or by taking any other reasonable action and, for these purposes, may enter private property without notice if necessary to do so.

13.2. The Fire Department may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.

13.3. The Fire Department may request other persons present at a fire or emergency to assist in;

- a) Extinguishing fires;
- b) Pulling down or demolishing buildings or structures to prevent the spread of fire;
- c) Crowd and traffic control; or,
- d) Tasks as needed and as directed by the incident commander, while maintaining a safe distance from any hazardous areas and conditions and ensuring the safety of everyone at all times, excluding fire suppression operations.

#### **14. EMERGENCY RESPONSE OUTSIDE THE LIMITS OF THE MUNICIPALITY**

14.1. The Fire Department shall not respond to a call with respect to a fire or emergency outside the territorial limits of the Township except with respect to a fire or emergency that:

- (a) in the opinion of the Fire Chief or designate, threatens property in the territorial limits of the Town or property situated outside the territorial limits of the Township that is owned or occupied by the Township;
- (b) is located in a municipality with which a fire protection agreement, automatic aid or mutual aid agreement has been entered into to provide Fire Protection Services;
- (c) is on property which is subject to an agreement with the Township wherein the Township has agreed to provide Fire Protection Services;
- (d) is to a municipality authorized to participate in a mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program, at the discretion of the Fire Chief; or,
- (e) is on property beyond the territorial limits of the Township where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate Fire Department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

#### **15. REFUSAL TO LEAVE**

15.1. No person present at a fire or an emergency shall refuse to leave the immediate vicinity of that fire when required to do so by a member of the Fire Department if, in the opinion of that Member, the fire poses a threat to that person's health or safety.



## 16. CONDUCT AT FIRES

16.1. During a fire, and for the time after it has been extinguished that is required to remove the apparatus and equipment of the Fire Department and render the location and vicinity safe from fire, no person, either on foot or with a vehicle of any kind, shall enter or remain upon or within:

- (a) the portion of any street or lane upon which the site of the fire abuts or upon any street or lane for fifteen (15) metres on each side of the property damaged by fire; or
- (b) any additional street or lane or part of a street or lane or any additional limits in the vicinity of the fire as may be prescribed by the Fire Chief or the next ranking officer present at the fire.

16.2. The provisions of section 16.1 shall not apply to a resident of any street or lane or within the prescribed additional limit or to any person so authorized to enter or remain by an officer of the Fire Department or a police officer.

## 17. RECOVERY OF COSTS

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

17.2. The recovery of costs related to fire suppression, rescue, hazardous materials response, fire investigation or any other activity shall be in accordance with any By-law or agreement as may be established from time to time for this purpose.

17.3. 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.

17.4. 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*.

17.5. Costs associated with Fire Department response to MTO highways shall be recovered in accordance with Provincial Fire Services agreement and the Township of Seguin's Fees and Charges By-law.

17.6. Costs associated with Fire Department response to incidents along railways caused due to rail line operations within township boundaries shall be recovered in accordance with the Township of Seguin's Fees and Charges By-law.

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

## **18. INTERFERENCE**

18.1. 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*.

## **19. FIRE ALARM**

19.1. No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.

## **20. OFFENCES**

20.1. 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.

## 21. CONFLICT

21.1. Where this By-law may conflict with any other By-law of the Township, this By-law shall take precedence to the extent of the conflict.

## 22. VALIDITY AND SEVERABILITY

22.1. If any court of competent jurisdiction finds that any of the provisions of this By-law are ultra vires the jurisdiction of Council, or are invalid for a reason, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of the By-law which shall remain in full force and effect.

## 23. REPEAL


23.1. That Township of Seguin By-law No. 2002-55 is hereby repealed.

## 24. ENACTMENT

24.1. This By-law shall come into full force and effect on the date it is passed by Council.

**READ a FIRST, SECOND and THIRD TIME, PASSED and ENACTED this 6<sup>th</sup> day of August, 2024.**



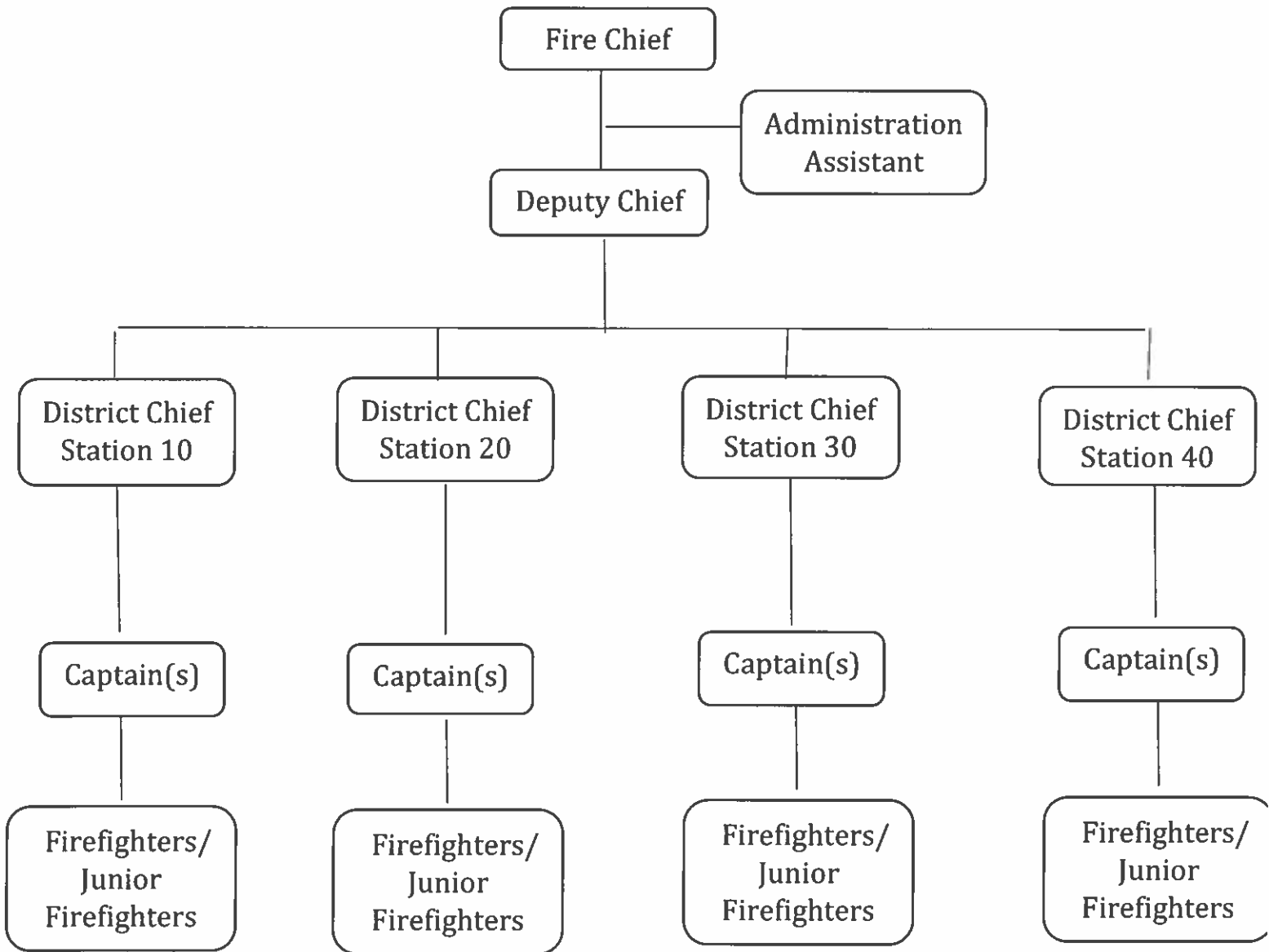
  
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**Ann MacDiarmid,**  
**Mayor**

  
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**Craig Jeffery,**  
**Clerk**

**APPENDIX A**

**SEGUIN TOWNSHIP BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT**

**ORGANIZATIONAL CHART**



## **APPENDIX B**

### **CORE SERVICES PROVIDED BY TOWSHIP OF SEGUIN FIRE DEPARTMENT**

#### **EMERGENCY RESPONSE**

##### **Basic Firefighting Services**

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.

##### **Structural Firefighting Services**

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

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

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

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

- Services shall be provided to contain the fire and prevent further loss of property;
- Services shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all the following are true:
  - A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
  - Building integrity permits entry into the structure;

- Sufficient Firefighter staffing is deployed at the fire ground;
- Reliable water supply with flow can be sustained; and
- Adequate fire ground supervision and support is provided.

Exterior Fire Suppression (Defensive attack) shall be provided when possible and as appropriate, when in the opinion of the Fire Chief or most senior Officer in Charge, it is appropriate to do so and 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 to minimize property damage and maintain the exposures to the best extent possible, as well as to facilitate fire investigation and possible body recovery.
- This strategy shall be utilized when Interior Fire Suppression is not possible or appropriate; and
- Service shall be provided as water supply permits.

#### **Rural Firefighting Operations**

Rural firefighting operations using tanker shuttle service shall be provided and best efforts shall be exercised.

#### **Marine Firefighting Services**

Marine firefighting services shall be limited to shore based and vessel based, defensive firefighting operations only.

#### **Vehicle Firefighting Services**

Services shall be provided to control and extinguish vehicle fires.

#### **Grass, Brush, and Forestry Firefighting Services**

Services shall be provided, and best efforts will be made to conform to SP103 Standard as defined by the Ministry Natural Resources and Forestry. Services will be provided in accordance with all agreements with the Ministry of Natural Resources and Forestry.

#### **Mutual Aid Response Services**

Services shall be provided in accordance with the Mutual Aid established in respect to the municipalities within the Parry Sound District, pursuant to sections 5, 5(a), 5(b) and 6 of the Fire Protection and Prevention Act 1997.

#### **Tiered Medical Response Services**

Services shall be provided in accordance with the Emergency Tiered Response Agreement between the Parry Sound EMS and the Township of Seguin.

**Ambulance Assistance Services**

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

**Police Assistance Services**

Services shall be provided to assist Police with emergency and non-emergency situations for which the department has equipment and or specialized skills to assist in the mitigation.

**Public Assistance Services**

Services 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.

**Carbon Monoxide Incidents**

Services shall be provided to carbon monoxide alarms and emergencies.

**Public Utility Incidents**

Services shall be provided to public utility incidents that pose a public hazard, including:

- Electrical utility emergencies;
- And Natural Gas or Propane emergencies.

**Highway and Roadway Incident Services**

Fire Protection and Rescue Services shall be provided to:

- Highway 400 from Healey Lake Road to South of exit 224 and all other MTO roadways within Township of Seguin boundaries.
- Municipal roadways within the Township of Seguin.

**Vehicle Rescue Services**

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

- Stabilizing the scene of the accident;
- Stabilizing the vehicles involved in the accident;
- Providing aid to injured or trapped persons;
- Mitigating adverse effects to the natural environment;
- Vehicle Extrication Services:

Transportation Incidents involving Vehicles, Trains, Aircraft and Watercraft:

Responses shall be provided to transportation incidents that may involve substantial number of casualties, widespread damage to property, and/or significant environmental impacts.

### **Hazardous Materials Response Services**

Service shall be provided at the Operations level in accordance with NFPA 1072.

Services requiring technician levels will not be provided by the Fire Department however provincial resources may be called from the Provincial Emergency Operations Centre.

### **Water and Ice Rescue Services**

- Surface Water Rescue shall be provided in accordance with the level of training and certification provided by the Township.
- Ice Rescue shall be provided in accordance with the level of training and certification provided by the Township.
- Swift Water Rescue will not be provided by this department
- Dive Rescue will not be provided by this department
- Recovery Services to retrieve property or human remains by entering a body of water shall not be provided by this department.

### **Urban Search and Rescue Services**

Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse and Rescue services at the Awareness Level in accordance with NFPA 1670.

Urban search and rescue service requiring operations or technician levels will not be provided by the Fire Department however provincial resources may be called from the Provincial Emergency Operations Centre.

### **Rope Rescue Services**

Rope rescue services will be provided at the operations level, technician level will not be provided by the Fire Department however provincial or municipal resources may be called from the Provincial Emergency Operations Centre or through West Parry Sound Dispatch.

### **Confined Space Rescue Services**

Services shall be provided at the awareness level in accordance with NFPA 1670.

### **Trench Rescue Services**

Services shall be provided at the awareness level in accordance with NFPA 1670.

### **Community Emergency Plan Response Services**

Service will be provided in accordance with the Approved Township of Seguin Emergency Management Program.



## **Assistant to the Fire Marshal Services**

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

## **FIRE PREVENTION AND PUBLIC EDUCATION**

### **Fire Inspection Services**

- Conducting complaints and request inspections;
- Conducting vulnerable occupancy inspections;
- Conducting routine inspections;
- Conducting licensing Inspections;
- Enforcing Fire Code compliance;
- Enforcing municipal By-laws;
- Issuing Burn Permits and Fireworks Permits; and
- Preparing reports and issuing responses to requests.

### **Public Education Services**

- Providing fire and life safety public education programs;
- Facilitating smoke alarm and carbon monoxide alarm initiatives;
- Distributing public education messaging to the media; and
- Delivery of specialized programs.

### **Fire Investigation Services**

- Determining cause and origin of fires and explosions;
- Assessing code compliance;
- Interacting with police fire investigators and other agencies; and
- Supporting criminal prosecutions, including appearances in court.

### **Plans Examination Services**

- Reviewing and approving fire safety plans;
- Examining and providing comment on new construction and renovation plans;
- Reviewing and providing comment on subdivisions and development agreements;
- Reviewing and providing comment on site plans; and
- Inspecting sites of approved plans to determine compliance.

### **Risk Assessment Services**

- Conducting a community fire risk assessment;
- Compiling, analyzing, and disseminating functional statistics; and

- Selecting appropriate fire service programs.

### **Consultation Services**

- Consultation with families, schools, health professionals and police with respect to TAPP-C programs;
- Consulting with architects, engineers, planners and builders;
- Interacting with building department; and
- Interacting with other government agencies;

## **EMERGENCY PLANNING**

### **Pre-incident Planning Services**

- Pre incident plans may be developed and maintained for incidents in high risk buildings and/or operations;
- Community Emergency Management Planning Services: and
- Collaborating with the development, review, revision, and implementation of the approved Township of Seguin Emergency Response Plan.

## **FIRE DEPARTMENT ADMINISTRATION**

### **Planning and Development Services**

- Strategic Planning;
- Evaluating Fire Department programs and services;
- Determining staffing levels and assignments;
- Developing policies, procedures and standard operating guidelines;
- Coordinating with other emergency services; and
- Coordinating with other municipal departments.

### **Health and Safety Services**

- Implementing Fire Department health and safety programs;
- Implementing an occupational exposure program;
- Establishing a designated Officer with respect to communicable disease regulations;
- Implementing and maintaining a peer support program; and
- Implementing and maintaining a Mental Health Program;

### **Training Program Standards**

- Providing a training program for firefighters that conforms to NFPA 1001;

- Provide a training program for apparatus drivers and operators that conforms to NFPA 1002;
- Provide a training program for license of drivers as per the Ministry of Transportation;
- Provide a training program for technical rescue operations that conforms to NFPA 1006;
- Provide a training program for officers that conforms to NFPA 1021;
- Provide a training program for fire investigators that conforms to NFPA 1033;
- Provide a training program for fire inspectors that conforms to NFPA 1031;
- Provide a training program for fire and life safety educators that conforms to NFPA 1035;
- Provide a training program for fire service instructors and training officers that conforms to 1041; and
- Provide a training program for incident safety officers that conforms to NFPA 1521.