

## THE CORPORATION OF THE TOWN OF CALEDON

### BY-LAW NO. 2022-XX

A by-law to Establish and Regulate a Fire Department  
and to repeal By-law No. 2021-61

WHEREAS Section 5(0.1) of the Fire Protection and Prevention Act (F.P.P.A.), 1997, S.O. 1997, c. 4 provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

AND WHEREAS it is deemed expedient to establish, maintain and operate a fire department for the protection and security of the residents of the Town of Caledon;

NOW THEREFORE Council of The Corporation of the Town of Caledon enacts as follows:

#### Definitions

1. In this by-law,

~~"Assistant Deputy Fire Chief" means an Officer appointed by the Fire Chief or Deputy Fire Chief to provide leadership and day to day management of the Operations Division of the fire department and who is designated an Assistant to the Fire Marshal;~~

"Automatic Aid" means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;

"CAO" means the Chief Administrative Officer appointed by Council for The Corporation of the Town of Caledon;

"Captain" means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;

"Chief Fire Prevention Officer" means an Officer appointed by the Fire Chief to provide for fire prevention programs and who is designated as an Assistant to the Fire Marshal under paragraph 11 (1) (c) of the *Fire Protection & Prevention Act*, 1997, S.O. 1997, c. 4 ("FPPA");

"Company" means a complement of personnel operating one or more pieces of apparatus under the supervision of an Officer;

"Confined Space" means any space that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy;

"Council" means the Council of The Corporation of the Town of Caledon;

"Deputy Fire Chief" means the person or persons appointed by Council to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief and who is designated an Assistant to the Fire Marshal;

"District Chief" means an Officer appointed by the Fire Chief or Deputy Fire Chief to provide leadership and management to the day to day operations of a fire station within a district;

"Fire Chief" means the person appointed by Council to act as Fire Chief for the Town in accordance with the requirements of the *Fire Protection & Prevention Act*, 1997 ("FPPA");

"Fire Code" means the Fire Code established under Part IV of the *FPPA*;

"Fire Coordinator" means the person appointed by the Fire Marshal, under the authority of the *FPPA*;

"Fire Department" means the Town's Fire & Emergency Services Department;

**"Fire Protection Agreement"** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required;

**"Fire Protection Services"** includes fire suppression, fire prevention, fire safety education, communications and support services, training of persons involved in the provision of those services, rescue and emergency services and the delivery of those services;

**"Firefighter"** means the Fire Chief and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers and technicians;

**"Inspector"** means the Fire Chief or a Firefighter designated as an inspector in accordance with Section 19 of the *FPPA*;

**"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes and drives;

**"Mutual Aid"** means a program to provide and/or receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include Automatic Aid;

**"Officer"** means any Firefighter with the rank of Captain or higher;

**"Public Educator"** means the person assigned ~~by the Fire Chief~~ to develop, deliver and evaluate public education programs using community risk and needs assessments so that incidents of fire, injuries and loss of life and property are reduced;

**"Town"** means The Corporation of the Town of Caledon;

**"Training Officer"** means an Officer appointed by the Fire Chief or Deputy Chief to develop, coordinate, manage, implement and evaluate training programs to ensure safety of all fire department personnel in accordance with national, federal, provincial and municipal standards;

**"Volunteer Firefighter"** means a Firefighter who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, training or activity allowance.

## **Establishment**

2. The Fire Department for the Town of Caledon and commonly known as Caledon Fire and Emergency Services is hereby established under the direction of the Fire Chief to provide Fire Protection Services and such other approved rescue and emergency services for the Town of Caledon in accordance with Part II of the *FPPA*, and Schedule "A" attached to this by-law.
3. The provisions of this by-law are subject to the *FPPA* and all other applicable legislation and by-laws and to the provisions of any agreement and/or accord between the Town and Firefighters.

## **Fire Department **Structure Organization****

4. ~~The Fire Department shall be structured in accordance with the Organizational Chart attached as Schedule "B" to this by-law.~~ The Fire Department shall consist of a Fire Chief who is the head of the Fire Department which consists of permanent full time Deputy Fire Chiefs, ~~Assistant Deputy Fire Chief~~, Chief Fire Prevention Officer, Captains, Fire Prevention Inspectors, Public Educator, Training Officers, firefighters and administrative staff. **In addition to the full-time staffing compliment, there are also positions within the volunteer component which includes, volunteer District-Chiefs, Assistant District Chiefs, Captains, Training Officers, Assistant Training Officers, Inspectors and Station Assistant Public Education Firefighters. These positions are necessary** ~~as may be authorized or considered necessary from time to time, in order for the fire department~~ to perform fire protection services, rescue and emergency services for the municipality in an efficient and effective manner.
5. Further, the provision of Fire Protection Services and other rescue and emergency services to any municipality outside the territorial jurisdiction of the Town of Caledon is permissible through Automatic Aid, Mutual Aid, this by-law or any other agreement between the other municipality and the Town.

**Fire Chief Responsibilities and Authority**

6. The Fire Chief shall be the head of the Fire Department and shall report to Council as required by the *FPPA*, through the Chief Administrative Officer and be responsible for the proper administration and efficient and effective operation of the Fire Department. **This includes** delivery of the approved programs and services ~~and is generally responsible~~ for the following operational matters:
  - (1) for the care and protection of all property belonging to the Fire Department;
  - (2) for arranging the provision of necessary and proper facilities, apparatus, equipment and supplies for the Fire Department;
  - (3) for determining and establishing, the qualification and criteria for employment or appointment and the duties of all officers, Firefighters and administrative staff of the Fire Department;
  - (4) for the conduct and discipline ranging from reprimand to termination of any officer or member of the Fire Department. The Fire Chief shall report to the CAO any terminations;
  - (5) for preparing, or upon approval by Council, coordinating, implementing and maintaining a Master Fire Services Plan and programs for the Town, and any other such similar plans required by the *FPPA*, and any other such Act or Regulation as may be proclaimed by the Government of Canada or the Government of Ontario;
  - (6) for assisting with any other public official in an emergency declared by the Head of Council, the Premier of Ontario or the Prime Minister of Canada;
  - (7) for reporting to the appropriate Crown Attorney, or other prosecutor, or law enforcement officer, or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under the *FPPA*;
  - (8) for keeping an accurate record, in convenient form for reference, of all fires, inspections, rescues and other emergencies responded to by the Fire Department in a manner consistent with the applicable records management policies of the Town of Caledon;
  - (9) for keeping such other records as may be required by the Town; and
  - (10) for preparing and presenting the annual business plan and estimates for the Fire Department to Council through the Treasurer and for exercising control over the budget approved by Council for the Fire Department.
7. The Fire Chief shall further take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property and the management of emergencies within the territorial jurisdiction of the Town of Caledon provided that such general orders, policies, procedures, rules, regulations and other measures do not conflict with this by-law or any other by-law of the Town, and shall exercise all powers mandated by the *FPPA*, and without restricting the generality of the foregoing shall be empowered to authorize:
  - (1) pulling down or demolishing any building or structure to prevent the spread of fire;
  - (2) all necessary actions which may 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; and
  - (3) recovery of expenses incurred by such necessary actions for the Town in the manner provided through the Municipal Act, 2001 and the *FPPA*.
8. The Fire Chief shall be responsible for the enforcement of this by-law and the development and enforcement of all general orders, policies, standard operating guidelines, procedures, and rules and regulations established for the Fire Department and for the enforcement of any other by-laws of the Town respecting the administration and operation of the Fire Department. The Fire Chief shall review periodically those documents and may, for this purpose, establish advisory committees consisting of

Officers and other persons (including members of the general public) as the Fire Chief may determine necessary from time to time to assist him in the discharge of this duty.

9. The Fire Chief shall periodically review, revise or terminate as required, general orders, standing orders, policies, procedures and rules of the Fire Department.
10. The Fire Chief shall recommend to Council such amendments to by-laws relating to the Fire Department from time to time as the Fire Chief considers appropriate.
11. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the *FPPA* including, without limitation, the authority to enforce compliance with the Fire Code.
12. The Fire Chief shall provide liaison with any association or union representing members of the Fire Department.
13. The Fire Chief shall provide liaison with the Office of the Fire Marshal of Ontario and any other office or organization as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Town.
14. The Fire Chief may utilize such Officers, members and administrative staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of his duties.
15. Where the Fire Chief designates a member to act in the place of themselves ~~himself~~ or another Officer in the Fire Department, such member, when so acting, has all of the powers and shall perform all of the duties of the Officer replaced.

#### **Deputy Fire Chief**

16. Council may appoint one or more Deputy Fire Chiefs. The Deputy Fire Chief shall be the second ranking officer of the Fire Department. When appointed, the Deputy Fire Chief shall be subject to and obey all orders of the Fire Chief and shall perform such duties as are assigned by the Fire Chief, and shall, when the Fire Chief is not available, have the powers and perform the duties of the Fire Chief.

#### **Responsibilities Designated by Fire Chief**

17. Fire Suppression, Fire Prevention, **Public Education and** Life Safety Training and Professional Development functions of the Fire Department are the responsibility of the Fire Chief and are under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on functions and activities under their supervision and shall carry out all orders of the Fire Chief.

#### **Supervision of Personnel**

18. The officers, members and other administrative services staff personnel of the Fire Department, while on duty, shall be under the direction and control of the Fire Chief or the next ranking officer.

#### **Authority to Leave Municipal Limits**

19. The Fire Department shall not respond to a call with respect to a fire or emergency outside of the limits of the Town of Caledon except with respect to a fire or emergency:
  - (1) that, in the opinion of the Fire Chief or designate of the Fire Chief, threatens property in the Town of Caledon or property situated outside the Town of Caledon that is owned or occupied by the Town;
  - (2) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include Automatic Aid;
  - (3) on property with which an approved agreement has been entered into with any municipality to provide Fire Protection Services;
  - (4) at the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional Mutual Aid plan established by a Fire Coordinator appointed by the Ontario Fire Marshal or any other similar reciprocal plan or program; or

- 5) on property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or his designate.

## Employment

20. The Fire Chief may appoint any qualified person as a Firefighter and as a member of the administrative support staff if the position is authorized by Council and is subject to the approved hiring policies of the Town.
21. The hiring of Fire Department personnel, either permanent full time or Volunteer, shall be in accordance with the Town of Caledon, Human Resources Policies and Procedures, the *Employment Standards Act, 2000* and the *F.P.P.A.*
22. All recommendations for appointments, promotions and demotions will be reported to the CAO by the Fire Chief.

## Fire Suppression

23. A Firefighter may enter private property to suppress any fire or other hazardous condition. A Firefighter may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.
24. The Fire Department may request other appropriate persons or agencies present at a fire to assist in extinguishing fires, pulling down or demolishing buildings or structures to prevent the spread of fire, initiate crowd and traffic control or suppression of fires or other hazardous conditions in other reasonable ways.

## Fire Prevention and Life Safety

25. The Fire Chief shall delegate to the Deputy Fire Chief and the Chief Fire Prevention Officer, in total or in part, the following duties pertaining to Fire Prevention and Life Safety function:

- (1) Perform all inspections as per and in compliance with the FPPA, 1997;
- (2) Respond to complaint request inspections as per the FPPA, 1997;
- (3) Perform plans examination and Building Code inspections in partnership with the Building Department;
- (4) Perform inspections and witness fire drills at all vulnerable occupancies as defined by the Ontario Fire Code;
- (5) Fire Prevention shall be implemented in accordance with the Caledon Fire & Emergency Services Fire Prevention Policy; and
- (6) Preparation of an annual report and budget of the Fire Prevention function to be submitted to the Fire Chief or designate of the Fire Department.

~~(1) — enforcement and maintenance compliance with FPPA which includes but is not limited to:~~

- ~~(a) — public education,~~
- ~~(b) — Smoke Alarm Program,~~
- ~~(c) — distribution of Fire Safety Information,~~
- ~~(d) — inspections as per Fire Prevention Policy,~~
- ~~(e) — Fire Code Compliance & Enforcement, and~~
- ~~(f) — maintenance of current Community Risk Assessment.~~

~~(2) — preparation of Annual Report and budget of the Fire Prevention and Life Safety function to be submitted to the Fire Chief or designate of the Fire Department.~~

~~(3) — Fire Prevention and Life Safety shall be implemented in accordance with the Caledon Fire & Emergency Services Fire Prevention Policy.~~

## Public Fire and Life Safety Education

26. The Fire Chief is responsible to carry out, delegate in whole or in part, the following duties pertaining to Public Fire and Life Safety Education.

- (1) Enforcement to and maintenance compliance with FPPA which includes but is not limited to:



- (a) public education,
- (b) Smoke Alarm Program,
- (c) Carbon Monoxide (CO) Program,
- (d) Home Escape Program,
- (e) distribution of Fire Safety Information,
- (f) inspections as per Fire Prevention Policy,
- (g) Fire Code Compliance & Enforcement, and
- (h) maintenance of current Community Risk Assessment.

- (2) Preparation of Annual Report and budget of the Life Safety function to be submitted to the Fire Chief or designate of the Fire Department.

### Training and Professional Development

- 27. The Fire Chief is responsible to carry out, delegate in whole or in part, conduct, facilitate and participate in training and development at fire stations, training facilities or other approved sites and to maintain clear and concise records of said training and to:
  - (1) establish a Fire Department Training Program including but not limited to:
    - (a) training in compliance with NFPA Standards ~~the authority having jurisdiction~~ over such services and standards of delivery authorized by the Town;
    - (b) such standards of education, training and testing as adopted in accordance with the Ontario Firefighter Standards from the Professional Standards Setting Body for the Ontario Fire Service as amended from time to time;
    - (c) the introduction of new equipment, technologies and techniques to improve service delivery and Firefighter safety; and
    - (d) the development of personnel for the purposes of enhancing skills, advancement, promotion and ascension planning.
  - (2) ensure all training is in compliance with the *Occupational Health & Safety Act*, R.S.O. 1990, c. O.1 and all other applicable provincial legislation and regulations;
  - (3) approve such materials, Fire Service Standards and other related industry training standards and reference materials that may be used as reference guides for the Fire Department training as approved by the Fire Chief;
  - (4) prepare an annual report and budget of the Training and Professional Development function to be submitted to the Fire Chief or designate of the Fire Department.

### Emergency Dispatching and Communications

- 28. The Joint Fire Communication Centre ("JFCC") provides the vital link between the public and the Fire Department in times of emergency. The JFCC operates from a facility in the Peel Regional Police headquarters building located at 7750 Hurontario Street, Brampton. The JFCC operates as per the JFCC agreement, between Caledon, Mississauga and Brampton Fire and Emergency Services.

### Emergency Management

- 29. The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") requires each municipality to develop and implement an Emergency Management Program in accordance with the Act and its associated regulations and standards.
- 30. Emergency Management Programs in Ontario are based on International Standards and recommended practices. The Provincial and Municipal Programs incorporate Four Pillars of Emergency Management set out as follows:
  - (1) PREVENTION/MITIGATION: Actions taken to reduce or eliminate the effects of an emergency or disaster.
  - (2) PREPAREDNESS: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include development of an Emergency

Response Plan, a business continuity plan, training, exercises, and public awareness and education.

- (3) RESPONSE: Actions taken to respond to an emergency or disaster.
  - (4) RECOVERY: Actions taken to recover from an emergency or disaster.
31. To achieve annual compliance with the Act, Emergency Management Ontario requires conformation on 15 essential requirements as follows:
- (1) the designation of a Community Emergency Management Coordinator (“CEMC”);
  - (2) that the CEMC and the Alternative Community Emergency Management Coordinator (“ACEMC”) complete the required training;
  - (3) the establishment of a Community Emergency Management Program Committee;
  - (4) a current by-law adopting an Emergency Management program;
  - (5) a current review of Community Risk Profile;
  - (6) an established Emergency Response Plan, and submission to Emergency Management Ontario (“EMO”);
  - (7) that the by-law adopting the Emergency Response Plan is current;
  - (8) designation of an Emergency Operations Centre (“EOC”);
  - (9) Ensure that the EOC has appropriate communications and back up capability;
  - (10) Current review of municipality's Critical Infrastructure;
  - (11) Conduct annual training to the Community Control Group and support staff;
  - (12) Conduct annual Exercise for the Community Control Group;
  - (13) Designate a person to act as the Emergency Information Officer;
  - (14) Provide a Public Education Program; and
  - (15) Conduct annual review of Emergency Management Program.

#### **Fees for Service**

- 32.
- (1) The Council will establish certain fees for service(s) as outlined in the Town’s Fees By-law.
  - (2) For purposes of determining the origin, cause, or circumstances of any fire or explosion, if it is deemed necessary by the Fire Chief to retain a private contractor, rent/lease heavy and or specialized equipment, specialized services, and associated persons then those costs may be billed to the property owner and collected by the Town pursuant to the provisions of the *Municipal Act, 2001*.

#### **Conflict**

33. Where this by-law conflicts with another by-law of the Town, this by-law shall supersede and prevail over the other by-law to the extent of the conflict.

#### **Short Title**

34. This by-law shall be known as the Fire Department Establishing, Maintaining and Operating By-law.

#### **Repeal of By-laws**

35. By-law No. 2021-061 is hereby repealed.

**Effect**

36. This by-law shall come into force and effect on the day it is passed.

**Enacted by the Town of Caledon Council this XX day of XX, 2022.**

\_\_\_\_\_  
Allan Thompson, Mayor

\_\_\_\_\_  
Laura Hall, Town Clerk



Schedule A

APPROVED DELIVERY OF CORE SERVICES  
Caledon Fire & Emergency Service

Core Service: Emergency Response

Number		Service	Provided	Comment
ER	01	Basic firefighting, no expected rescue component	Yes	Exterior fire operations only
ER	02	Structural firefighting, including rescue	Yes	Interior fire operations and rescue
ER	03	Vehicle firefighting	Yes	
ER	04	Grass, brush, forestry firefighting	Yes	
ER	05	Marine firefighting	No	
ER	06	Automatic aid	Yes	
ER	07	Mutual aid	Yes	
ER	08	Tiered medical response	Yes	
ER	09	Awareness level dangerous goods (Haz-Mat)	Yes	
ER	10	Operations level dangerous goods (Haz-Mat)	No	
ER	11	Technician level dangerous goods (Haz-Mat)	No	
ER	12	Vehicle collision response	Yes	
ER	13	Vehicle extrication	Yes	
ER	14	Transportation incidents involving road vehicles, trains, aircraft and watercraft response	Yes	
ER	15	Water and ice rescue, shore based	Yes	
ER	16	Water and ice rescue, water entry	No <del>Yes</del>	
ER	17	Water and ice rescue, boat based	Yes	
ER	18	Public assistance	Yes	
ER	19	Emergency Medical Service assistance	Yes	
ER	20	Police assistance	Yes	
	21	Public utilities assistance	Yes	
ER	22	Community emergency plan participation	Yes	
ER	23	Urban search and rescue, light	No	
ER	24	Urban search and rescue, heavy	No	
ER	25	High angle rescue	Yes	Specialized crew operations
ER	26	Confined space rescue	No	

ER	27	Farm/ silo rescue	No	
ER	28	Role as Assistant to Fire Marshal regarding fire suppression	Yes	
ER	29	Awareness level trench rescue	Yes	
ER	30	Operations Trench Rescue	No	
ER	31	Technician Level Trench Rescue	No	

Core Service: Fire Preventions & Public Education

Number		Service	Provided	Comment
PE	1	Selection of appropriate programs	Yes	
PE	2	Role of Chief Fire Official	Yes	
PE	3	Role of Assistant to Fire Marshal regarding Fire Prevention	Yes	
PE	4	Input into fire prevention policy development	Yes	Policy is referenced
PE	5	Code development input	Yes	
PE	6	Development of Fire Prevention by-laws	Yes	
PE	7	Interaction with Chief Building Official and Building Department	Yes	
PE	8	Interaction with other government agencies	Yes	
PE	9	<b>Inspection practices, including:</b>		
PE	9a	Complaints inspections	Yes	
PE	9b	Conducting routine inspections as per fire prevention policy	Yes	
PE	9c	Dealing with code compliance issues (mandated)	Yes	
PE	9d	Enforcing municipal by-laws	Yes	
PE	9e	Conducting inspections, preparing reports and issuing written responses to requests	Yes	Conducting request inspections
PE	9f	Issuing burn permits	Yes	
PE	10	<b>Public education practices, including:</b>		
PE	10a	Providing routine education programs as per fire prevention policy	Yes	
PE	10b	Facilitating smoke alarm initiatives	Yes	
PE	10c	Providing access for media	Yes	
PE	10d	Delivery of specialized programs	Yes	
PE	11	<b>Fire investigation practices, including:</b>		
PE	11a	Determining fire origin and cause	Yes	Only Certified members
PE	11b	Assessing code compliance	Yes	Only Certified members
PE	11c	Assessing fire suppression effectiveness	Yes	Only Certified members
PE	11d	Determining compliance with building standards	Yes	Only Certified members
PE	11e	Determining effectiveness of built-in suppression features	Yes	Only Certified members

PE	11f	Interacting with OFM Fire Investigations Services	Yes	Only Certified members
PE	11g	Supporting criminal prosecutions	Yes	Only Certified members
PE	11h	Consulting with police and other agencies	Yes	Only Certified members
PE	11i	Providing forensic services	No	
PE	12	<b>Plans examination and approval practices, including:</b>		
PE	12a	Examining and approving new construction plans	Yes	
PE	12b	Examining and approving renovation plans	Yes	
PE	12c	Reviewing and approving subdivision/ development agreements	Yes	
PE	12d	Reviewing and approving site plans	Yes	In conjunction with Chief Building Official
PE	12e	Providing on-site inspection of approved plans to determine compliance	Yes	In conjunction with Chief Building Official
PE	12f	Issuing occupancy permits	No	
PE	13	Preparation for and appearances in court	Yes	
PE	14	Systems checking, testing and approval	Yes	
PE	15	Compile, analyze and disseminate functional statistics	Yes	
PE	16	Consultation with architects, engineers, planners, contractors and building trades	Yes	

Core Service: Fire Administration

Number		Service	Provided	Comment
FA	1	Planning & growth practices, including:		
FA	1a	Master planning	Yes	
FA	1b	Evaluating programs and services	Yes	
FA	1c	Projecting station locations and reallocations	Yes	
FA	1d	Determining staffing levels and assignments	Yes	
FA	1e	Determining resource levels and assignments, including responses	Yes	
FA	1f	Co-ordinating with other emergency services	Yes	
FA	1g	Co-ordinating development with other community departments	Yes	
FA	1h	Co-ordinating with other Counties/ Districts/ Regions	Yes	
FA	2	<b>Financial &amp; records analysis practices, including:</b>		
FA	2a	Co-ordinating use of information from suppression activities	Yes	
FA	2b	Co-ordinating use of information from fire prevention activities	Yes	
FA	2c	Transitional adjustments for capital stock	Yes	
FA	2d	Input into level of service issues (based upon available funding)	Yes	
FA	2e	Developing, controlling and monitoring budgets	Yes	
FA	2f	Co-ordinating with department divisions	Yes	
FA	2g	Identifying alternative sources of revenue and fees for services	Yes	
FA	2h	Operating	Yes	
FA	2i	Capital	Yes	
FA	2j	Purchasing	Yes	
FA	3	<b>Records management, including:</b>		
FA	3a	Note taking	Yes	
FA	3b	Records retention	Yes	
FA	3c	Freedom of information management	Yes	
FA	4	<b>Human resources practices, including:</b>		
FA	4a	Recruitment, selection & retention	Yes	

FA	4b	Promotion	Yes	
FA	4c	Performance evaluation	Yes	
FA	4d	Career development & higher education	Yes	
FA	4e	Job classifications	Yes	
FA	4f	Specializing in fire service legislation and related uses	Yes	
FA	5	<b>Client/ customer relation practices, including:</b>		
FA	5a	Preserving local identity	Yes	
FA	5b	Enhancing fire department image	Yes	
FA	5c	Marketing	Yes	
FA	5d	Environmental scanning, anticipating pressures and developing communication strategies	Yes	
FA	5e	Enhancing public perception of access to fire department staff	Yes	
FA	5f	Developing inter-agency relationships	Yes	
FA	6	Health and safety practices, including communicable diseases	Yes	



Core Service: Communications / Resource Centre

Number		Service	Provided	Comment
RC	1	Dispatch practices, including:		
RC	1a	Liaising with dispatch centres	Yes	Joint Fire Communication Centre
RC	1b	Providing access points for operational supervisors	Yes	Joint Fire Communication Centre
RC	1c	Receiving emergency calls	Yes	Joint Fire Communication Centre
RC	1d	Dispatching of appropriate resources	Yes	Joint Fire Communication Centre
RC	1e	Providing on-going resources to operation during emergency	Yes	Joint Fire Communication Centre
RC	1f	Compiling emergency response data and inputting of information in data bases	Yes	Joint Fire Communication Centre
RC	1g	Sharing data with other department divisions	Yes	Joint Fire Communication Centre
RC	1h	Sharing data with other municipal departments	Yes	Joint Fire Communication Centre
RC	1i	Accessing data from other sources	Yes	Joint Fire Communication Centre
RC	2	Technology issues, including:		
RC	2a	Maintaining and repairing communications systems and components (both routine and emergency)	Yes	
RC	2b	Providing technical support	Yes	
RC	2c	Developing specifications for radios, pagers. Telephones, and computers	Yes	
RC	2d	Providing interface capability with other data systems, e.g. assessment, building department, roads department	Yes	

Core Service: Training & Education

Number		Service	Provided	Comment
TE	1	Program development practices, including:		
TE	1a	Developing trainer facilitators	Yes	
TE	1b	Co-ordinating core curriculum	Yes	
TE	1c	Developing specialized staff development programs	Yes	
TE	1d	Suppression	Yes	
TE	1e	Prevention	Yes	
TE	1f	Administration	Yes	
TE	1g	Communications	Yes	
TE	1h	Maintenance	Yes	
TE	1i	Support services	Yes	
TE	1j	Developing succession training programs	Yes	
TE	1k	Developing self-directed learning programs	Yes	
TE	2	Providing access to training facilities, including:		
TE	2a	Co-ordinating access to facility	Yes	
TE	2b	Delivering of hands-on training to staff	Yes	
TE	3	Station training practices, including:		
TE	3a	Delivery of curriculum specific to discipline's needs	Yes	
TE	3b	Supervisory training skills	Yes	
TE	3c	Providing support and direction	Yes	
TE	4	Development, approval and delivery of incident management and accountability systems and procedures	Yes	
TE	5	Co-ordination, development, approval and distribution of standard operating guidelines for various disciplines	Yes	

Core Service: Maintenance

Number		Service	Provided	Comment
MA	1	Fleet and equipment maintenance practices, including:		
MA	1a	Maintaining fleet and equipment (both routine and emergency)	Yes	Ensure work completed
MA	1b	Providing annual testing programs	Yes	Ensure work completed
MA	1c	Mechanical worthiness	Yes	Ensure Compliance
MA	1d	Ministry of Labour requirements	Yes	Ensure Compliance
MA	1e	Pump capacity and certification	Yes	Ensure Compliance
MA	1f	Specification development	Yes	
MA	1g	Acceptance testing and approval of new apparatus and equipment	Yes	
MA	1h	Maintaining specialized equipment, e.g. SCBA	Yes	
MA	1i	Central supply facility	Yes	
MA	2	Facilities maintenance, including maintenance of station infrastructure	Yes	Ensure work completed
MA	3	Providing input regarding design and construction consideration for fire stations	Yes	

**Core Service: Support Services** *(shared municipal / fire department functions)*

Number		Service	Provided	Comment
SS	1	<b>Purchasing practices, including:</b>		
SS	1a	Bulk purchasing through local and area organizations	Yes	
SS	1b	Developing standardized specifications for all apparatus and equipment	Yes	
SS	2	<b>Financial practices, including:</b>		
SS	2a	Financial analysis	Yes	
SS	2b	Liaising with other area departments	Yes	
SS	2c	Co-ordinating day to day financial services	Yes	
SS	2d	Arranging long term funding	Yes	Work with Finance
SS	3	<b>Risk management practices, including:</b>		
SS	3a	Assessing changing risk	Yes	
SS	3b	Operationalizing risk management into every function	Yes	
SS	3c	Providing insurance	Yes	Town Carrier
SS	3d	Prevention planning	Yes	
SS	3e	Risk avoidance	Yes	
SS	3f	Loss control	Yes	
SS	3g	Separation and diversification of losses	N/A	
SS	3h	Risk transfer	N/A	
SS	5	<b>Co-ordination with other agencies for shared infrastructure, including:</b>		
SS	5a	Municipal water system development	Yes	
SS	5b	Maintenance and access to water supply	Yes	
SS	5c	Maintenance and access to emergency incidents via municipal and county roads	Yes	
SS	5d	Co-ordinating road closures and detour routes with appropriate works department and roads department	Yes	

