

**THE CORPORATION OF THE TOWN OF HANOVER**

**BY-LAW NO. 3392-26**

**BEING** a By-Law to Establish and Regulate a Fire Department in the Town of Hanover.

**WHEREAS** Section 9 the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the Municipal Act provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

**AND WHEREAS** the Fire Protection and Prevention Act, (FPPA) 1997, S.O., c4, as amended, requires every municipality to establish a program in the municipality 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** the FPPA permits a municipality, in discharging these responsibilities, to establish a fire department;

**AND WHEREAS** the FPPA permits a Council of a municipality to establish, maintain and operate a Fire Service for all or any part of the municipality;

**AND WHEREAS** the FPPA requires a municipality that establishes a Fire Service to provide fire suppression services and permits the Fire Service to provide other Fire Protection Services in the municipality;

**AND WHEREAS** the FPPA requires a municipality that establishes a Fire Service to appoint a Fire Chief;

**AND WHEREAS** the FPPA authorizes a council of a municipality to pass by-laws under the FPPA to regulate fire prevention, to regulate the setting of open-air fires and to designate private roads as fire routes.

**AND WHEREAS** the primary mission of the Town of Hanover Fire Department is to protect life and property from the devastation of fire and other emergencies through education, enforcement and operational programs;

**AND WHEREAS** the Council of the Town of Hanover deems it expedient and necessary to establish, maintain and operate a fire department in the Town of Hanover for the protection and security of the residents of the municipality;

**NOW THEREFORE**, the Council of the Corporation of the Town of Hanover enacts as follows:

**1. DEFINITIONS:**

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

"**Approved**" means approved by the Council.

"**Awareness level**" means a level of response to recognize the presence of hazards, identify needed resources, protect responders, notify trained personnel, isolate the area. Additional specialized training, resources and equipment will be required to completely mitigate the emergency.

"**CAO**" means the Chief Administrative Officer appointed by Council to act as the Chief Administrative Officer for the Corporation.

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

**"Chief"** means the one person appointed by by-law by the Council to act as Fire Chief, or designated to act in accordance with the requirements of the FPPA.

**"Chief Building Official"** means a person appointed by Council responsible for establishing operational policies for the enforcement of the Building Code Act and Building Code and coordinating and overseeing their enforcement.

**"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, and vaults) and is not designed for human occupancy, and has the potential of a hazardous environment.

**"Corporation"** means The Corporation of the Town of Hanover.

**"Council"** means the Council of the Corporation.

**"Department"** means the Town of Hanover Fire Department.

**"Deputy Chief"** means the person appointed by by-law by the Council, responsible for fire suppression and rescue related operation in a management role, under the direction of the Chief. This rank holds the same responsibility as the Chief within the Corporation. The Deputy Chief shall also be appointed to apply the Fire Prevention Policy and is designated an Assistant to the Fire Marshal under subsection 11 (1) (c) of the FPPA.

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

**"Fire Code"** means the fire code established under Part IV of FPPA.

**"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.

**"FPPA"** means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised re-enacted and/or consolidated from time to time and any successor statute thereto.

**"Fire Protection Services"** means a range of programs designed to protect the lives and property for the inhabitants, of the fire department response area, from the adverse effects of fires, sudden medical emergencies, exposure to dangerous conditions created by man or nature, and includes fire prevention, public education, rescue, and suppression services.

**"Firefighter"** means the Chief, Deputy Chief, Officer, or Firefighter and any other person employed in, or appointed to the Department and assigned to undertake Fire Protection Services.

**"Hot Zone"** refers to an area that is considered to be dangerous. It requires special personal protective equipment to protect firefighters due to the high risk of dangers to life and health.

**"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/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, or plan to be depleted, and where similar services can be provided based on Core Services as outlined in Appendix 'C'. This does not include Automatic Aid.

**"NFPA"** means National Fire Protection Association NFPA is an international nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards and the predominate standard used by fire services in North America.

**"Officer"** means any Firefighter with rank of Lieutenant or higher.

**"Operator"** means any Firefighter who operates the apparatus and the pump while on scene. This could be a Firefighter with the necessary skills and qualifications, or an officer who is completing the function on a fire scene.

**"Operations level"** means a response level to identify and assess existing and potential conditions, recognize unique hazards, conduct limited operations to minimize negative impact on persons, property or the environment using additional equipment and techniques. Additional specialized training, resources and equipment may be required to completely mitigate the emergency.

**"Technician level"** means a response level to evaluate existing and potential conditions, protect persons, property or the environment, control and mitigate the emergency using specialized training, resources and equipment as provided.

**"Volunteer Firefighter"** means a person who voluntarily acts as a Firefighter for a nominal consideration and/or honorarium.

**"Warm Zone"** means the contamination reduction zone between the highest potential for exposure and the support zone where no contamination potential exists.

## **2. ESTABLISH**

- a) A Department for the Town of Hanover to be known as the Town of Hanover Fire Department is hereby established and the head of the Department shall be known as the Chief of the Department.
- b) The goals and mission statement of the Department shall be as those contained in Appendix 'A' of this by-law and the Department shall be organized as per Appendix 'B' forming part of this by-law.
- c) In addition to the Chief, the Department shall consist of a Deputy Chief and such number of other members as may be deemed necessary by Council and employed or appointed by the Corporation and shall be structured in conformance with the approved Organizational Chart Appendix 'B', forming part of this by-law.
- d) The provisions of this by-law are subject to FPPA 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Corporation and Firefighters.
- e) The Department shall provide Fire Protection Services, in a manner consistent with the Community Risk Assessment subject to such conditions and limitations as may be approved by Council. Without limiting the generality of the foregoing, the fire protection and prevention services provided by the Department are subject to any limitations on training, equipment, staff and other resources that are imposed from time to time through the budget process or otherwise.

## **3. DEPARTMENT PERSONNEL**

- a) The Chief shall be appointed by by-law of the Council.

- b) The Deputy Chief shall be appointed by by-law of the Council.
- c) The Chief of the Department may recommend to the CAO the appointment of any qualified person as a member of the Department, subject to approved hiring policies developed by the Chief and approved by the CAO.

#### **4. CORE SERVICES**

- a) The Core Services of the Department, as approved by Council, shall be contained in Appendix 'C'.
- b) Nothing in this by-law will restrict the Department to providing only Core Services or limit the provision of Fire Protection Services.

#### **5. LEVELS OF SERVICE**

- a) The Department will provide all properties within the Corporation with an equal level of response, both in equipment and Firefighter personnel.
- b) Limited Services may be provided by the Department. Limited Services may also result from those conditions identified in Core Services (Appendix 'C') such as; travel distance, trained personnel, water supply, environmental factors and structural integrity.
- c) Due to the Department's reliance upon Volunteer Firefighters, the topographic and geographic configuration of the Town, the level and amount of equipment at the Department's disposal and other budgetary constraints, the services listed in Appendix 'C', although approved, may be provided as "limited services"
- d) Firefighters are expected to reside within a 5km radius of the Hanover Fire Department Station. Any deviation from this standard must be approved by the Chief.
- e) Emergency responses to water access properties including islands and to those properties accessed via private roads, private lanes or private driveways are subject to the following limitations;
  - i) Emergency response to water access properties will be limited to safe travel and environmental conditions.
    - (1) If, in the opinion of the Chief or their designate, unsafe environmental conditions exist, no services shall be provided.
    - (2) Department vehicles shall not enter onto frozen bodies of water (i.e. lakes, rivers, streams) at any time.
  - ii) Emergency Response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including;
    - (1) The ability of such road, lane or driveway to support and accommodate Department equipment, vehicles and apparatus; and
    - (2) The failure of the owner of the lands on which the road, laneway or driveway is located or the user of such road, lane or driveway to maintain such road, lane or driveway in a condition that is passable by Department equipment, vehicles and apparatus.

#### **6. DUTY**

- a) Every member of the Department shall make every effort to report for duty at the time prescribed by the emergency paging system and shall remain on duty until relieved by the Officer in charge.
- b) Should a Volunteer Firefighter's attendance at fire practices fall below 80% for a period of 6 months, a meeting with the Chief and Deputy Chief will be required to explain the attendance rationale.

- c) No Firefighter;
  - i) Shall be in uniform except at the request of the Chief;
  - ii) While in uniform, shall enter any premises to consume alcoholic beverages or cannabis;
  - iii) Shall be permitted to remain on duty if their ability is impaired by the use of an intoxicating beverage or drug;
  - iv) While on duty, shall consume any intoxicating beverage or drug.
- d) No member shall solicit the influence or support of anyone in order to secure a transfer, promotion or other advantage.

## **7. VOLUNTEER FIREFIGHTER EMPLOYMENT**

The employment of a Volunteer Firefighter shall be governed by the Volunteer Firefighter terms and conditions of employment as set out in Appendix 'E' attached hereto and forming part of this by-law.

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

- a) The Chief shall be the head of the Department and is responsible to Council for the proper administration and operation of the Department. The Chief is ultimately responsible to Council through the CAO for the delivery of Fire Protection Services
- b) The Chief, or designate, shall exercise all powers and duties mandated by the FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be considered necessary for the proper administration and efficient operation of the Department, without restricting the generality of the foregoing;
  - i) For the care and protection of all property belonging to the Department
  - ii) For arranging the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Department.
  - iii) For arranging and implementation of automatic aid, Mutual Aid and other negotiated Fire Protection and Emergency Service agreements.
  - iv) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters and staff of the Department.
  - v) For preparing, and upon approval by Council, implementing and maintaining core services (Appendix 'C') as identified in this by-law.
  - vi) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Department and reporting of same to the Office of the Fire Marshal.
  - vii) For keeping such other records as may be required by Council, the Corporation, the FPPA, or the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
  - viii) For preparing and presenting bi-annual reports to Council and one (1) annual report of the Department, to Council as well as additional reports as deemed necessary.
  - ix) For preparing and presenting the annual estimates of the Department Council and for exercising control over the budget approved by Council for the Department.
  - x) Shall develop, and publish such written standard operating procedures, such general orders and Departmental rules as may be necessary for the care and protection of the Department,

Department equipment, Department personnel, and generally for the efficient operation of the Department, provided that such general orders and rules do not conflict with the provisions of any by-laws of the Corporation.

- xi) Shall review periodically the policies and procedures of the Department and may establish a committee consisting of such officers as may be determined from time to time to assist in these duties.
- c) The Chief shall be responsible for the administration and enforcement of this by-law and all general orders, policies, rules and regulations made under this by-law and for the enforcement of any other by-Laws of the Corporation respecting Fire Protection Services, and shall review periodically such by-Laws, including this by-Law, recommend to Council such amendments as the Chief considers appropriate and, in the case of general orders, policies, procedures, rules and regulations made under this by-law, revise or terminate any of them if the Chief considers it appropriate.
- d) The Chief shall have all powers, rights and duties assigned to a Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate their powers or duties in accordance with Section 6(6) of FPPA to an Officer. Further, the Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all Corporation by-laws respecting Fire Prevention.
- e) The Chief, or delegate, will have authority at fires and emergencies;
  - i) Request any member of the Department to suppress any fire by extinguishing it and may enter onto private property, if necessary to do so.
  - ii) All Firefighters will obey orders and directions given by the Chief, a delegate, or any Officer of the Department.
  - iii) To guard the locality of the fire or emergency from entry or crowding by persons or vehicles. The Chief may place barriers or other markers across a street or public place or private property to indicate the area from which persons and vehicles are prohibited.
  - iv) No person present at a fire or emergency shall refuse to leave the immediate vicinity of the fire or emergency if requested to do so by a member of the Department.
  - v) No person or persons except members of the Department, the Police or other authorized persons shall enter within the area marked off by barriers or other markers established under subsection (d).
  - vi) No person shall obstruct the Fire Chief or other member of the Department in the performance of their duties at a fire or emergency.
- f) The Chief may liaise with the wage negotiation committee representing Firefighters.
- g) The Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Chief for the proper administration and efficient operation of the Department and the effective management of the Fire Protection Services for the Corporation.
- h) The Chief shall provide administration facilities for the Chief, Deputy Chief and Training Assistant of the Department.
- i) The Chief shall prepare the Departmental budget and exercise control of the budget.
- j) The Chief shall prepare the payroll of the Department and initiate

requisitions for materials and services and certify all accounts of the Department.

- k) The Chief shall maintain personnel records.
- l) The Chief shall arrange for the provisions of medical services.
- m) The Chief shall arrange for the provision of new buildings.
- n) The Chief shall carry out the general administrative duties of the Department.
- o) The Chief shall provide liaison with the county fire coordinator.
- p) The Chief shall assist the county fire coordinator in the preparation of a County Emergency Fire Service Plan and Program.
- q) The Chief shall maintain the communication/technology system of the Department, by completing the following;
  - i) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Department resources.
  - ii) Liaising with dispatch centre.
  - iii) Providing current municipal information to the dispatch centre including response protocols, mapping, local streets, property and water services information, road closures and caution notes.
  - iv) Monitoring the Department maintenance, repair and technical support of Department telecommunications and computer systems.
  - v) Developing specifications for Department radios, communication devices and systems, and computers.
  - vi) Arranging for interface capabilities with other data systems.
- r) The Chief or designate shall be empowered to authorize Department members to:
  - i) Pull down or demolish any building or structure to prevent the spread of fire, to determine the origin, cause or circumstances of any fire or explosion.
  - ii) 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.
  - iii) Take all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other damage, risk or accident, when unable to contact the property owner.
- s) The Chief shall appoint, from within the Department, Officers in command of the personnel.
- t) The Chief shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act, 1997, as amended by Fire Marshal Directives.
- u) The Chief shall report 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 that a contravention of the FPPA has been committed.

#### **9. RECOVERY OF COSTS:**

- a) The Chief may require the owner of the property or the persons having control of the property within or outside the Corporation to pay costs or fees for Fire and Emergency Response or other administrative services provided to them. Invoicing response services or recovery of fees will be conducted in accordance with the Corporation's Annual

Rates and Fees by-Law outlining fees and charges for municipal services and activities.

- b) If, as a result of a Department response to a fire or emergency incident, the Chief or designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside of the Corporation requiring or causing the need for additional service or expense, shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of the Rates, Fees and Charges by-Law.
- c) The Chief is authorized to recover costs associated with responses to motor vehicle collisions occurring within the boundaries of the Town of Hanover where the at-fault driver is not a resident of the municipality. In such instances, the Corporation shall invoice the insurance company of the at-fault driver in accordance with the Corporation's Annual Rates, Fees and Charges by-Law outlining fees and charges for municipal services and activities.

#### **10. FIRE SUPPRESSION:**

- a) The Chief of the Department is responsible for the oversight of duties pertaining to the function of fire suppression services, as outlined in the approved core services (Appendix 'C').
- b) Where the Chief of the department designates a member to act in the place of an Officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the Officer replaced.

#### **11. FIRE PREVENTION:**

The Chief, delegated to the Deputy Chief is responsible for the oversight of the following duties pertaining to the function of Fire Prevention, as outlined in the approved fire prevention policy (Appendix 'D'):

- a) Complete fire inspection services that include:
  - i) Conducting complaint inspections.
  - ii) Conducting vulnerable occupancy inspections.
  - iii) Conducting request inspections.
  - iv) Conducting routine inspections.
  - v) Systems checking, testing and approval.
  - vi) Enforcing code compliance.
  - vii) Issuing permits.
  - viii) Preparing reports and issuing written responses to requests.
  - ix) Enforce fire prevention by-laws of the Corporation.
- b) Complete Public Education Services that include:
  - i) Providing fire and life safety public education programs.
  - ii) Provide a residential smoke alarm program as required by the FPPA. and carbon monoxide alarm initiatives.
  - iii) Distributing public safety messaging.
  - iv) Delivery of specialized programs.

- v) Receive, process and review reports of fire prevention inspections conducted under Fire Suppression (Alarmed for Life/Fire Occurrences/TAPP-C).
  - vi) Distribution of fire and life safety information.
  - vii) Design and implement public education programs as required by the FPPA.
  - viii) Provide fire extinguisher training.
  - ix) Smoke alarms for residential occupancies may be provided on loan to the homeowner, at the discretion of Department staff.
  - x) Smoke alarms for residential occupancies shall be provided to those in need, or those that do not have any smoke alarm coverage upon review by the smoke alarm program. These may be provided on loan to the homeowner, at the discretion of Department staff.
- c) Fire Investigation services that include:
- i) Determining cause and origin of fires and explosions.
  - ii) Assessing code compliance.
  - iii) Determining effectiveness of built-in suppression features.
  - iv) Interacting with police, Ontario Fire Marshall fire investigators, and other agencies.
  - v) Supporting criminal prosecutions, including appearances in court.
- d) Plans examination services that include:
- i) Reviewing and approving fire safety plans.
  - ii) Examining and providing comment on new construction and renovation plans.
  - iii) Reviewing and providing comment on new construction and renovation plans, as they pertain to fire safety.
  - iv) Reviewing and providing comment on site plans.
  - v) Inspecting sites of approved plans to determine compliance.
  - vi) Risk assessment services that include:
    - Conducting community fire risk assessments.
    - Compiling, analyzing and disseminating functional statistics.
    - Selecting appropriate fire service programs.
- e) Consultation services that include:
- i) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
  - ii) Consulting with architects, engineers, planners and builders.
  - iii) Interacting with building department.
  - iv) Interacting with other government agencies.
- f) Assistants to the Fire Marshal Services shall include:
- i) Duties of Assistants to the Fire Marshal shall be carried out as prescribed by the FPPA.
- g) Pre-incident planning services shall include:
- i) Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-incident Planning.
- h) Assist with the preparation of the annual report and budget of Fire Prevention.
- i) Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

## **12. TRAINING:**

The Chief, with the assistance of the Training Officer is responsible for fire suppression and rescue related training, in a supervisory role, including the following:

- a) Training for Firefighters that conforms to NFPA 1001, Standard for Firefighter Professional Qualifications.
- b) Training for apparatus drivers and Operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- c) Training for technical rescue operations that conforms to NFPA 1006, Standard for Technical Rescuer Professional Qualifications.
- d) Training for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- e) Establishing a Department training program, complete with written records for all personnel of the Department in fire administration, fire prevention and firefighting or related activities.
- f) Scheduling training sessions.
- g) Developing lesson plans.
- h) Preparing and conducting examinations of members as required.
- i) Reviewing industry training standards and reference materials as reference guides for training purposes.
- j) Coordinating access to appropriate training facilities.
- k) Ensuring all training will comply with the Occupational Health and Safety Act , applicable provincial legislation, NFPA guidelines, and Ministry of Labour Section 21 guidelines whenever possible.
- l) Assigning a lead Officer who will coordinate the training evolutions and assign appropriate staff as instructors.
- m) Maintaining training activities that achieve the annual training goals for the Department, as set out by the Chief. Training goals are attached in Appendix 'F'.

## **13. ADMINISTRATION:**

- a) Planning and development services shall include:
  - i) Strategic planning.
  - ii) Evaluating Department programs and services.
  - iii) Projecting station locations and re-allocations.
  - iv) Determining staffing levels and assignments.
  - v) Developing policies, procedures, standard operating guidelines.
  - vi) Coordinating with other emergency services.
  - vii) Coordinating development with other municipal departments.
- b) Financial services shall include:
  - i) Coordinating with the finance department for financial services.
  - ii) Coordinating the use of information and statistics from suppression and fire prevention activities to determine funding requirements.
  - iii) Providing input into levels of service based on available funding.
  - iv) Developing and administering operating and capital budgets.
  - v) Identifying alternative sources of revenue and fees for services.
  - vi) Initiating cost recovery measures.
  - vii) Purchasing.
- c) Department human resource services shall include:

- i) Recruitment, selection, promotion and retention of staff.
  - ii) Performance evaluation.
  - iii) Career development.
  - iv) Job classifications.
  - v) Discipline.
- d) Customer relations service shall include:
- i) Environmental scanning, anticipating pressures and developing communication strategies.
  - ii) Enhancing public image of the Department and its staff.
  - iii) Developing and maintaining inter-agency relationships.
- e) Health and safety services shall include:
- i) Implementing Department health and safety program.
  - ii) Implementing a joint health and safety committee for the Department.
  - iii) Implementing an occupational exposure program.
  - iv) Establishing a designated Officer with respect to communicable disease regulations.
- f) Legal services shall include:
- i) Carrying out mandated enforcement duties of the Department in accordance with applicable by-laws, statutes and regulations.
  - ii) Prosecuting offences under applicable by-laws and statutes.
  - iii) Coordinating the service of solicitors and legal counsel.

**14. ADVANCEMENT AND EDUCATION:**

- a) The Chief shall develop an approved Department promotional policy based on such evaluation, written practical and oral examinations as deemed necessary.
- b) As part of the approved promotional policy, the Chief and the Deputy Chief shall evaluate all members of the Department who are participating in an examination for promotion.

**15. PERSONNEL PERFORMANCE:**

- a) The firefighting and station record of each member of the Department shall be annually evaluated as follows:
  - i) The Chief shall review the performance of each Deputy Chief of the Department.
  - ii) The Deputy Chief shall review performance of the remaining Officers, and review with the Chief.
  - iii) The Officers shall review the performance of each Department member, and review with Deputy Chief and Chief.

**16. FIRE CALL RESPONSE:**

The Department shall not respond to a fire emergency outside the limits of the municipality with the exception of the following:

- a) That, in the opinion of the Chief, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality.
- b) In a municipality that an agreement has been entered into to provide fire protection or technical rescue services.
- c) On property that an agreement has been entered into with any person

or corporation to provide fire protection or rescue services.

- d) At the discretion of the Chief, to a municipality authorized to participate in the County Emergency Fire Service Plan and Program or any other organized plan or program on a reciprocal basis.
- e) On property beyond the municipal boundary where the Chief or their 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 Chief shall subsequently inform the head of Council of invocation of this clause.
- f) The Department is authorized to participate in the County of Grey Mutual Aid and any other similar reciprocal plan or program.

**17. THAT** By-law 3328-25, and any amending by-laws thereto be hereby repealed in their entirety.

**18. THAT** this By-law shall come into force and effect immediately upon passing thereof.

**READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED** this 20th day of April, 2026.



Susan Paterson, Mayor



Vicki McDonald, Clerk

**APPENDIX 'A' to BY-LAW NO. 3392-26**  
**MISSION, VISION, VALUES, and OBJECTIVES**

**Mission of the Fire Department:**

Hanover Fire Department is a highly trained fire service, comprised of community ambassadors who have committed to serving the Town of Hanover, focused on minimizing loss of life, property and the environment.

**Values of the Fire Department:**

We value our trust of each other and loyalty to our fellow Firefighters. We have strong respect of one another, our equipment and our residents and visitors.

**Vision of the Fire Department:**

It is our vision to be known as an innovative and progressive Department. We are dedicated to the delivery of effective fire suppression, rescue, medical, prevention and fire safety education activities. We are committed to our organization and each other. We continue to foster an environment of teamwork at all times.

**Goals of the Fire Department:**

The goal of the 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 medical emergencies or exposure to dangerous conditions created by man or nature; first to their 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 Department via authorized agreement.

**Primary Objectives of the Fire Department:**

In order to achieve the goals of the Department, necessary funding must be in place and the following objectives met:

- a) Identify and review the fire services requirements of the municipality.
- b) Provide an administrative process consistent with the needs of the Department.
- c) Ensure that firefighting equipment and operating personnel are available within the municipality to provide response to a citizen's call within a reasonable length of time.
- d) Provide Departmental training to an accepted standard which will ensure the continuous up- grading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
- e) Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
- f) Provide an effective fire prevention program to:
  - i) Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings.
  - ii) Reduce and/or eliminate fire hazards.
  - iii) Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
- g) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs.
- h) 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.

- i) 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.
- j) Interact with other municipal departments respecting the aspects of fire on any given program.
- k) Ensure these objectives are not in conflict with any other municipal department.

**APPENDIX 'B' to BY-LAW NO. 3392-26**

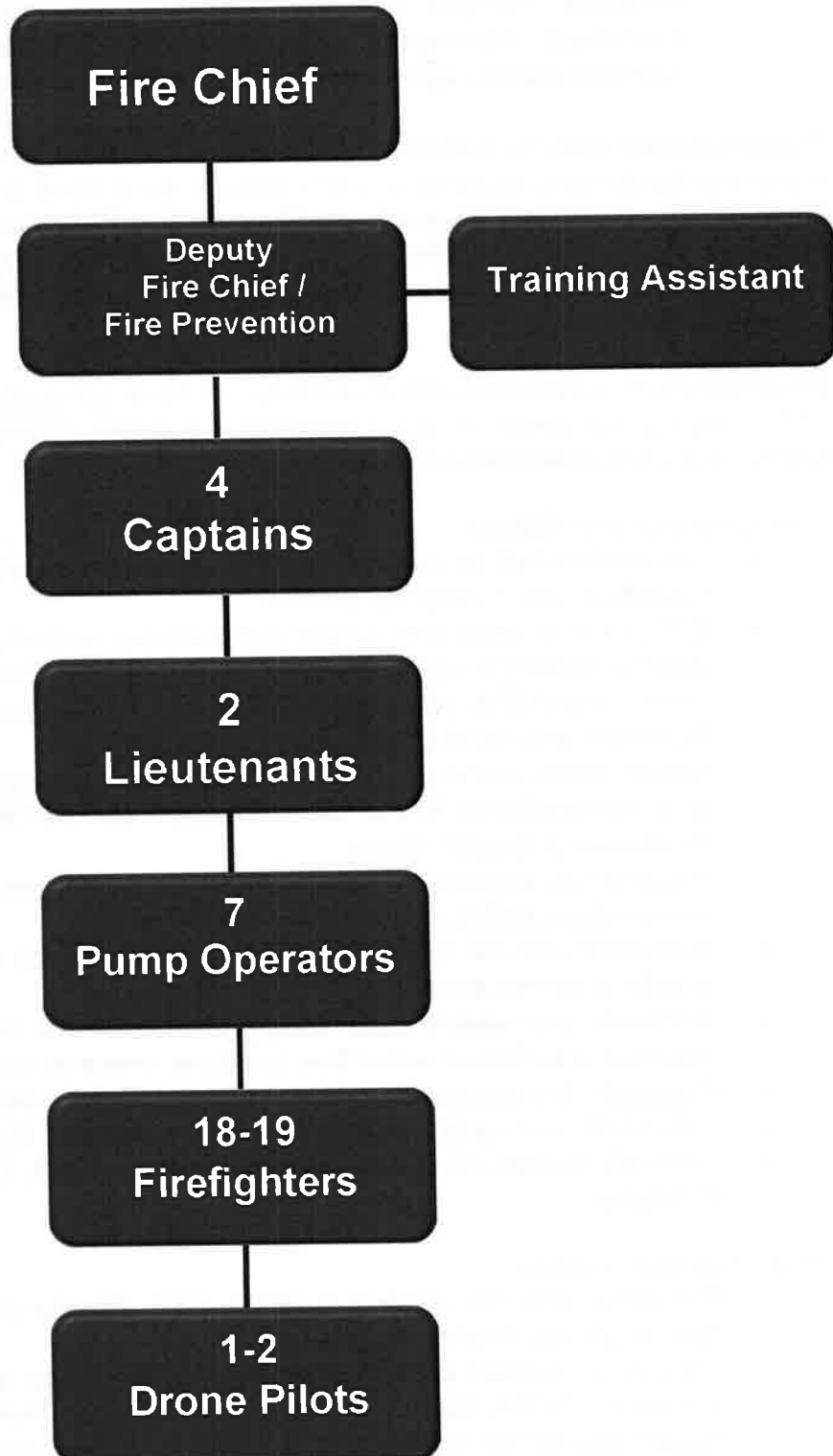
**ORGANIZATIONAL CHART**

The Town of Hanover Fire Department will consist of no more than 35 response members in total. The following positions form the organizational structure of the Hanover Fire Department.

- Fire Chief
- Deputy Chief
- Training Assistant
- Four Captains
- Two Lieutenants
- Seven Operators
- Eighteen to Nineteen Firefighters
- One to Two Drone Pilots



**Hanover Fire Department  
Organizational Chart**



## APPENDIX 'C' to BY-LAW NO. 3392-26

### CORE SERVICES

Core services of the Hanover Fire Department (HFD) shall be identified under two (2) main categories including;

1. Fire suppression
2. Other emergency responses

These core services will be completed in accordance with HFD training, HFD operational guidelines and applicable standards.

#### 1. Fire Suppression

The Department shall respond to fires, alarms of fires, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of the 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. Responses will include, but are not limited to;

- Structures - commercial, residential, industrial, agricultural, vacant
- Vehicles - highway, off road, commercial, industrial, recreational
- Chimneys - commercial, residential, industrial, and agricultural
- Outdoor areas - agricultural, grass, brush, and trash bins

These services shall be performed utilizing self-contained breathing apparatus, personal protective equipment, apparatus, and a wide array of hand tools and other technical equipment by personnel trained to the National Fire Protection Association (NFPA) Standard. Services will include, but not limited to, forced entry, ventilation, exposure protection, salvage and overhaul, and any other service as deemed necessary by the Incident Commander.

Municipal water supply in some areas may not have adequate flow volumes to supply HFD pumping apparatus. HFD will maintain a Superior Tanker Shuttle accreditation, as tested by an approved inspection authority.

#### Interior Search and Rescue

- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II.
- Officers who direct activity within the interior search and rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- A scene risk assessment shall be completed, to ensure that the level of risk reasonably justifies entry into the structure
- Sufficiently trained staff and building integrity will be assessed to determine if it is safe to permit entry.
- Sufficient and reliable water supply and conditions must be adequate to maintain a sufficient water flow to permit crews to enter.
- Adequate fire ground supervision and support is able to be provided.
- The health and safety of Firefighters is not placed in jeopardy.
- Best efforts shall be exercised to conform to NFPA 1700: Guide for Structural Firefighting.

#### Interior Fire Suppression

- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II.
- Officers who direct activity within the interior search and rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional

#### Qualifications Level I.

- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- A scene risk assessment shall be completed, to ensure that the level of risk reasonably justifies entry into the structure.
- Sufficient trained staff and building integrity will be assessed to determine if it is safe to permit entry.
- Sufficient and reliable water supply and conditions must be adequate to maintain a sufficient water flow to permit crews to enter.
- Adequate fire ground supervision and support is able to be provided.
- The health and safety of Firefighters is not placed in jeopardy.
- Best efforts shall be exercised to conform to NFPA 1700: Guide for Structural Firefighting.

#### Defensive Operations

- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level I.
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- Provided to prevent fire spread to adjacent areas/properties.
- Performed when there is insufficient trained staff, structural instability, or severe fire conditions which prohibits entry into structure to perform interior fire suppression.
- Performed as water supply permits.
- Best efforts shall be exercised to conform to NFPA 1700: Guide for Structural Firefighting.

#### Rural Firefighting Operations

- Rural firefighting operations using tanker shuttle service shall be provided, when required.
- Best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Firefighting.
- Best efforts shall be exercised to conform to NFPA 1700: Guide for Structural Firefighting.

#### Factors Affecting Effectiveness and Responses for Fire Suppression Operations

- Areas without municipal water supply
- Municipal water supply in some urban areas does not have adequate flow volumes to supply fire department pumping apparatus.
- In areas without municipal water supply or in areas supplying limited water flow, the department will utilize the use of water tankers to augment the water supply or produce the water supply in its entirety.
- Response times may be affected due to travel distance, road conditions and weather conditions.

Appropriate fire suppression operations will be determined by Incident Command by accessibility to fire location, trained staff, appropriate equipment available, structural integrity and water supply.

## 2. Other Emergency Response

#### Small Animal Rescue

- 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 extreme cold.
- Firefighters are trained to enter motor vehicles to rescue and remove animals in distress. Firefighters may also perform water rescues for pets as requested.
- The Department may respond to incidents involving rescue and recovery of animals from high-risk locations or environments. These rescues and recoveries will not typically be performed. A risk assessment shall be conducted by the Incident Commander at each occurrence, taking into consideration the nature of the hazard, available resources, and the potential

risk to personnel. Where, in the opinion of the Incident Commander, the rescue can be carried out safely without placing personnel in jeopardy, authorization **may** be granted to proceed. Under no circumstances shall personnel undertake rescue activities that expose them to unreasonable or uncontrolled risk.

#### Tiered Response

- Tiered response is described as the process of coordinated response of three emergency services to various types of emergency incidents that occur within a community.
- Due to the strain that it would place on its Volunteer Firefighters, this Department does not have an agreement to respond as a tiered agency with Hanover Police Service, West Grey Police Service, OPP or Emergency Medical Services (EMS) to all emergency calls.
- The Department will respond as requested to aid Hanover Police, West Grey Police and OPP, when staffing allows.
- An agreement with EMS will be separate from an agreement with police services.
- Automatic Aid Response is described as an agreement under which a municipality agrees to ensure the provision of an initial 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 responding more quickly than any fire department situated in the other municipality; or a municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department situated in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other municipality.
- Shall be in accordance with any Automatic Aid agreements approved by Council.

#### Mutual Aid Response

- Mutual Aid Response is described as the provision or receipt of assistance in the case of a major emergency in a municipality, and to provide a mechanism that can be used to activate reciprocal responses to incidents that exceed the capacity of the participant.
- Shall be provided in accordance with the Province of Ontario Mutual Aid Plan pursuant to clause 7(2) (a) of the FPPA.

#### Police Assistance

- Police assistance is described as the provision of services for emergency and non-emergency situations for which the Department has equipment, personnel and/or specialized skills to assist in the mitigation of the situation.
- Shall be provided upon request from Hanover Police Service, West Grey Police Service, or the OPP.

#### Medical assistance

- Medical assistance is described as the provision of Basic Life Support (BLS) services and shall also include administration of Naloxone when required.
- Shall be provided in accordance with the Medical Response Agreement between the County of Grey and the Town of Hanover.
- In areas of Automatic Aid, the Town of Hanover shall enter into Tri-partite agreements with the home municipality, the County of Grey, and the Town of Hanover.
- All Firefighters shall be trained by Red Cross to the following standards;
- CPR at the Health Care Practitioner (HCP) level,
- Standard First Aid
- Automated External Defibrillation (AED)
- Medical response personnel shall additionally be trained by Red Cross in Oropharyngeal Airway administration, Blood Pressure monitoring, Oxygen administration, and additional specialized medical training as the Chief deems necessary.
- Response protocols are contained within EMS agreement.
- There shall be 3 members 'on call' each weekend for medical assistance calls.
- The Department shall maintain medical oversight services in accordance with a formal agreement or contract approved by Council, ensuring appropriate clinical governance, protocols, and quality assurance for authorized medical

response activities.

#### Grass, Brush, and Forestry Firefighting

- Grass, Brush and Forestry firefighting is described as firefighting ground cover fires in combustible vegetation, such as grass, brush, and forest as outlined in NFPA 1001: Standard for Firefighter Professional Qualifications. It also includes procedures for protecting structures at the urban interface between wildland areas and residential structures.
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildfire Management.

#### Public Hazard Assistance Services

- Public Hazard Assistance Services is described as assistance to the public with emergency and non-emergency situations for which the Department has the equipment, personnel and/or specialized equipment to mitigate the incident.
- Public Hazard Assistance Services may involve the following.
  - i. Carbon Monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies where an alarm device has been activated, or the homeowner/resident identifies a potential problem.
  - ii. Public Assistance Services calls may originate from 911, Police, EMS, Public Works, CAO, or other such source as deemed credible by the Chief, or designate.
  - iii. Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including, but not limited to;
    1. Electrical Utility emergencies.
    2. Natural Gas Utility emergencies.
    3. Downed power lines.
    4. Power lines or poles on fire.
    5. Any other such hazard identified by the Chief, or designate.

#### Transportation Accidents

- Motor Vehicle Accidents are described as the provision of services at motor vehicle accidents that may not involve extrication. Services provided include, but are not limited to;
  - i. Traffic control in the absence of police or as directed by police when required to maintain a safe work area for emergency responders.
  - ii. Use of apparatus as traffic blockers to maintain a safe work area for all emergency responders.
  - iii. Scene stabilization and patient care.
  - iv. Stabilization of the vehicle.
  - v. EMS assistance.
  - vi. Mitigating adverse effects to the natural environment by controlling leaks and/or spills.
  - vii. Power disconnects.
  - viii. Fire suppression stand by.
- Personnel engaged in hot zone vehicle extrication activities shall be certified to NFPA 1006 (Standard for Technical Rescue Personnel Professional Qualifications) – Common Passenger Vehicle Rescue, at a level appropriate to their assigned duties, to ensure competency and compliance with recognized industry standards.
- Personnel engaged in warm zone activity shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II.
- Officers who direct activity within the rescue situation are certified to NFPA 1006 (Standard for Technical Rescue Personnel Professional Qualifications) – Common Passenger Vehicle Rescue Technician Level, NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene

shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.

- Transportation incidents may involve aircraft, watercraft, motor vehicles, farm vehicles, motorcycles, bicycles and require scene stabilization, hazard mitigation, patient care and/or environmental protection.
- Transportation accidents may involve the activation of any allied agencies to assist with the safety of first responders and the public.
- Response is provided at the request of EMS, Police, or 911.
- Costs associated with Department response shall be recovered in accordance with Town of Hanover Rates, Fees and Charges by-law.

#### Vehicle Extrication

- Vehicle extrication is described as patient extrication for vehicles that are driven on and off-road using hydraulics, battery and electric powered equipment, air bags, cribbing, struts and various hand tools to gain access to, and extricate from, entrapped or entangled persons from vehicles such as automobiles, trucks, buses, aircraft, and any other equipment that requires specialized training and equipment.
- Vehicle extrication shall also involve the provision of services to ensure the safety of emergency responders and patients. Services provided include, but are not limited to;
  - i. Traffic control in the absence of police or as directed by police when required to maintain a safe work area for emergency responders.
  - ii. Use of apparatus as traffic blockers to maintain a safe work area for all emergency responders.
  - iii. Scene stabilization and patient care.
  - iv. Stabilization of the vehicle.
  - v. EMS assistance.
  - vi. Mitigating adverse effects to the natural environment by controlling leaks and/or spills.
  - vii. Power disconnects.
  - viii. Fire suppression stand-by.
- Personnel engaged in hot zone vehicle extrication activities shall be certified to NFPA 1006 (Standard for Technical Rescue Personnel Professional Qualifications) – Common Passenger Vehicle Rescue, at a level appropriate to their assigned duties, to ensure competency and compliance with recognized industry standards.
- Personnel engaged in warm zone activity shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I. There will be every effort to attempt to have the Officer of the scene also certified to NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Common Passenger Vehicle Rescue. Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- Vehicle search and rescue services, including extrication, shall be provided in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- Transportation accidents may involve the activation of any allied agencies to assist with the safety of first responders and the public.
- Costs associated with Department response shall be recovered in accordance with Town of Hanover Rates, Fees and Charges by-law.

#### Vehicle Firefighting

- Vehicle firefighting is described as fire suppression operations for any vehicle such as aircraft, watercraft, motor vehicles, farm vehicles, motorcycles or any other vehicle on fire.
- Vehicles may be on Town of Hanover or Grey County Roads, or other roads for which an aid agreement has been approved by Council, laneways, parking

- lots, garages, and other public or private properties.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level I status.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.

#### Open Air Burn Complaints

- Open Air Burn Complaints are described as complaints regarding possible contraventions to the Open-Air Burn by-law that are hazardous in nature and require extinguishment.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level I.
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.

#### General Fire Alarms

- General Fire Alarms are described as response to fire alarms, water flow alarms, smoke alarms, and carbon monoxide alarm activations.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II status.
- Officers who direct activity within the interior search and rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- A scene risk assessment shall be completed, to ensure that the level of risk reasonably justifies entry into the structure.
- Sufficiently trained staff and building integrity will be assessed to determine if it is safe to permit entry.
- Sufficient and reliable water supply and conditions must be adequate to maintain a sufficient water flow to permit crews to enter should fire conditions be encountered.
- Adequate fire ground supervision and support is able to be provided.
- The health and safety of Firefighters is not placed in jeopardy.
- Best efforts shall be exercised to conform to NFPA 1700: Guide for Structural Firefighting.

#### Explosions and Deflagrations

- Explosions and Deflagrations are described as responses involving over-pressurizations, chemicals with explosive potential, Boiling Liquid Expanding Vapour Explosion (BLEVE), and flammable gas emergencies.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II status.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer

#### Professional Qualifications.

- A scene risk assessment shall be completed, to ensure that the level of risk reasonably justifies action.
- Sufficiently trained staff will be assessed to determine if it is safe to permit entry to the area.
- A suitable evacuation zone shall be established, and evacuations will commence utilizing other allied support agencies as assistance.
- Sufficient and reliable water supply and conditions must be adequate to maintain a sufficient water flow to permit crews to enter the hot zone area.
- Adequate fire ground supervision and support is able to be provided.
- The health and safety of Firefighters is not placed in jeopardy.

#### Elevator Rescue

- Elevator Rescue is described as the rescue of patients trapped in an elevator system of any kind.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II status.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- A scene risk assessment shall be completed, to ensure that the level of risk reasonably justifies action.
- Sufficiently trained staff will be assessed to determine if it is safe to permit entry to the area.
- Adequate fire ground supervision and support is able to be provided.
- The health and safety of Firefighters is not placed in jeopardy.

#### Remote Extrication

- To assist police and/or EMS in the search/extrication of patients from trails or remote locations.
- Typical patients include; hikers, bikers, skiers, horseback riders, individuals snowshoeing, or other similar situations.
- Response may be limited by terrain and weather conditions.

#### Farm Accidents

- Farm accidents are described as responses to possibly remote areas, roll overs, entanglements, crush injuries, severed appendages, poisoning as a result of chemicals, and other emergency health situations.
- Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.
- Personnel engaged in hot zone vehicle extrication activities shall be certified to NFPA 1006 (Standard for Technical Rescue Personnel Professional Qualifications) – Common Passenger Vehicle Rescue, at a level appropriate to their assigned duties, to ensure competency and compliance with recognized industry standards.
- Personnel engaged in warm zone activity shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II, and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Qualifications at the Operations Level.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.

#### Industrial Accidents

- Industrial accidents are described as responses to entanglements, electrical hazards, and chemical hazards and other industrial related emergencies.

- Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.
- Personnel shall be certified to NFPA 1001: Standard for Firefighter Professional Qualifications, Firefighter Level II, and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Qualifications at the Operations Level.
- Officers who direct activity within the rescue situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- Should additional resources or assistance be required, the County Coordinator shall be contacted for assistance.

#### Hazardous Materials Response Services

- Service shall be provided at the Operations level in accordance with NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Qualifications at the Operations Level.
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications.
- Should additional resources or assistance be required, the County Coordinator shall be contacted for assistance.

#### Confined Space

- Confined space is described as responses to emergencies in a space with limited entry and egress and not suitable for human occupancy, where this is a potential for a hazardous environment.
- Department response to confined space rescue or recovery shall be limited to awareness level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue incidents.
- Personnel shall be trained to NFPA 1006: Standard for Technical Rescuer Professional Qualifications to the Awareness Level.
- Should additional resources or assistance be required, the County Coordinator shall be contacted for assistance.
- A contract with Quantum Murray has been established for any rescue or recovery operations required beyond awareness level.

#### Rope Rescue

- Rope rescue is described as the utilization of rope and rope-related equipment to rescue persons at height from buildings, cliffs, trees or slopes where individuals must be lowered or raised by rescuers.
- Rope rescue services shall be provided at the technician level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue Incidents
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Rope Rescue (Chapter 5). In addition, officers will be certified in NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Rope Rescue (Chapter 5).
- Firefighters conducting rescue or recovery operations at the technician level shall be certified as technicians for NFPA 1006: Standard for Technical

- Rescue Personnel Professional Qualifications for Rope Rescue (Chapter 5).
- Firefighters conducting operations level support functions shall be certified as operations level for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Rope Rescue (Chapter 5).
- Personnel shall not exercise training or rescue activity beyond the scope of their training and certification level to ensure the safety of all Firefighters and patients.
- Rope rescue training shall follow a 3-year process. Year one involves training at the awareness level, year two training at the operations level and year three training at the technician level.

#### Floodwater

- Floodwater rescue is described as rescue activities in a relatively high-water level which overtops the natural or artificial banks of any part of a stream, river, estuary, or dam, and/or local overland flooding associated with drainage before entering a water course. Involves the employment of intervention methods requiring specialist skills, techniques and equipment to locate, access, stabilize and extricate persons.
- Floodwater rescue services shall be provided at the Technician level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue Incidents for Swiftwater (Chapter 12).
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Swiftwater Rescue (Chapter 12). In addition, officers will be certified in NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Swiftwater Rescue (Chapter 12).
- Firefighters conducting rescue or recovery operations at the technician level shall be certified as technicians for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Swiftwater Rescue (Chapter 12).
- Firefighters conducting operations level support functions shall be certified as operations level for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Swiftwater Rescue (Chapter 12).
- Personnel shall not exercise training or rescue activity beyond the scope of their training and certification level to ensure the safety of all Firefighters and patients.
- Swiftwater rescue training shall follow a 3-year process. Year one involves training at the awareness level, year two training at the operations level and year three training at the technician level.

#### Swiftwater

- Swiftwater rescue is described as search and rescue activities that are performed on or near moving water. Swiftwater is defined as water flowing faster than 1.85 km/hr.
- Swiftwater rescue services shall be provided at the Technician level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue Incidents (Chapter 17).
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Swiftwater Rescue (Chapter 12). In addition, officers will be certified in NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Swiftwater Rescue (Chapter 12).
- Firefighters conducting rescue or recovery operations at the technician level shall be certified as technicians for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Swiftwater Rescue (Chapter 12).

- Firefighters conducting operations level support functions shall be certified as operations level for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Swiftwater Rescue (Chapter 12).
- Personnel shall not exercise training or rescue activity beyond the scope of their training and certification level to ensure the safety of all Firefighters and patients.
- Swiftwater rescue training shall follow a 3-year process. Year One involves training at the awareness level, year two training at the operations level and year three training at the technician level.

#### Ice Water Rescue

- Ice Water Rescue is described as search and rescue activities that are performed on or near bodies of water in the presence of cold water, ice or freezing conditions.
- Ice Water rescue services shall be provided at the Technician level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue Incidents (Chapters 1, 3, 4, 7).
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Ice Water Rescue (Chapter 20). In addition, officers will be certified in NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Ice Water Rescue (Chapter 20).
- Firefighters conducting rescue or recovery operations at the technician level shall be certified as technicians for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Ice Water Rescue (Chapter 20).
- Firefighters conducting operations level support functions shall be certified as operations level for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Ice Water Rescue (Chapter 20).
- Personnel shall not exercise training or rescue activity beyond the scope of their training and certification level to ensure the safety of all Firefighters and patients.
- Ice Water rescue training shall follow a 3-year process. Year one involves training at the awareness level, year two training at the operations level and year three training at the technician level.

#### Surface Water

- Surface Water Rescue is described as search and rescue activities that are performed on or near rivers, lakes and ponds and includes body retrievals.
- Surface Water rescue services shall be provided at the Technician level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue Incidents (Chapter 16).
- Officers who direct activity within the situation are certified to NFPA 1021: Standard for Fire Officer Professional Qualifications Level I and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Surface Water Rescue (Chapter 16). In addition, officers will be certified in NFPA 1041 Fire and Emergency Services Instructor Professional Qualifications Level I.
- Safety Officers who are directly involved with assessing safety of the fire scene shall be certified to NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications and NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications specifically certified as technicians for Surface Water Rescue (Chapter 16).
- Firefighters conducting rescue or recovery operations at the technician level shall be certified as technicians for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Surface Water Rescue (Chapter 16).
- Firefighters conducting operations level support functions shall be certified as operations level for NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications for Surface Water Rescue (Chapter 16).

- Personnel shall not exercise training or rescue activity beyond the scope of their training and certification level to ensure the safety of all Firefighters and patients.
- Surface Water rescue training shall follow a 3-year process. Year one involves training at the awareness level, year two training at the operations level and year three training at the technician level.

#### Structural Collapse Rescue

- Structural collapse rescue is described as the capability to rescue a person from collapsed structures or buildings. This is a highly specialized rescue service that requires a breadth of knowledge across multiple disciplines.
- Department response to structural collapse rescue or recovery shall be limited to awareness level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue incidents.
- Personnel shall be trained to NFPA 1006: Standard for Technical Rescuer Professional Qualifications to the Awareness Level.
- Should additional resources or assistance be required, the County Coordinator shall be contacted for assistance.

#### Trench Rescue

- Trench rescue is described as rescue that involves shoring up the sides of a trench and digging out a trapped patient from under dirt, gravel, or material that has collapsed into a ditch, hopper, or excavation.
- Department response to trench rescue or recovery shall be limited to awareness level in accordance with NFPA 1670: Standard for Operations and Training for Technical Search and Rescue incidents.
- Personnel shall be trained to NFPA 1006: Standard for Technical Rescuer Professional Qualifications to the Awareness Level.
- Should additional resources or assistance be required, the County Coordinator shall be contacted for assistance.

#### Large Animal Rescue

- Large Animal Rescue is described as rescue of animals that can cause injury or further property damage due to size and weight.
- For large animal rescue Firefighters are trained to NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents to the Awareness Level.
- Personnel will liaise with outside agencies as required to mitigate the rescue situation.
- The Department may respond to incidents involving rescue and recovery of animals from high-risk locations or environments. These rescues and recoveries will not typically be performed. A risk assessment shall be conducted by the Incident Commander at each occurrence, taking into consideration the nature of the hazard, available resources, and the potential risk to personnel. Where, in the opinion of the Incident Commander, the rescue can be carried out safely without placing personnel in jeopardy, authorization **may** be granted to proceed. Under no circumstances shall personnel undertake rescue activities that expose them to unreasonable or uncontrolled risk.

#### Community Emergency Plan Response Services

- Services shall be provided in accordance with the approved Town of Hanover Emergency Management Program and Plan.

#### Assistant to the Fire Marshal Services – Fire Suppression

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the FPPA.

#### Remotely Piloted Aircraft Systems (RPAS)

- The Department is authorized to acquire, maintain, and operate Remotely Piloted Aircraft Systems (RPAS), commonly referred to as drones, in support of fire protection services, emergency response, training, prevention, and public safety operations.
- RPAS may be deployed for purposes including, but not limited to:
  - Emergency scene size-up and situational awareness
  - Fireground monitoring and post-fire investigation support

- Search and rescue operations
- Hazardous materials incident assessment
- Ice, water, and remote area reconnaissance
- Disaster response and damage assessment
- Training exercises
- Pre-incident planning and risk assessment
- Assisting Police
- Requests from allied agencies
- All RPAS operations shall be conducted in compliance with applicable federal and provincial legislation, including Transport Canada regulations, privacy legislation, and any applicable municipal policies.
- The Chief shall establish policies, standard operating guidelines, training requirements, pilot certification standards, maintenance procedures, and operational limitations governing RPAS use.
- The Chief may enter into agreements or partnerships with other agencies or departments for the provision or receipt of RPAS services where deemed appropriate and approved by Council.
- Cost Recovery – RPAS Services
  - Where RPAS services are provided:
    - Outside the geographic boundaries of the municipality;
    - Pursuant to a request from another municipality, agency, corporation, or individual; or
    - For non-emergency services including but not limited to standby, site assessment, documentation, training support, or other specialized services;
  - The municipality may recover all associated costs.
  - Fees shall be charged in accordance with the Corporations Rates, Fees and Charges by-law, applicable agreements, or as otherwise determined by Council and at the discretion of the Chief, or designate.
- Privacy and Data Management – RPAS Operations
  - All RPAS operations shall be conducted in a manner that respects the privacy of individuals and complies with applicable privacy legislation, including the MFIPPA and any other applicable federal or provincial statutes.
  - The collection of images, video, thermal imagery, or other data through RPAS shall be limited to what is reasonably necessary to support fire protection services, emergency response, training, investigation, or public safety purposes.
  - The Chief shall establish policies and procedures governing:
    - Data collection and retention.
    - Secure storage and access controls.
    - Disclosure and release of information.
    - Record retention timelines in accordance with municipal record retention by-laws.
    - Protection of personal information

## APPENDIX 'D' TO BY LAW NO. 3392-26

### TOWN OF HANOVER - FIRE PREVENTION POLICY

This Fire Prevention Policy has been reviewed and approved by the Council of the Town of Hanover and is applicable in its entirety for the whole of the municipality.

#### **Purpose**

To establish policies and procedures for Department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire and carbon monoxide poisoning.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act Part VI s.18.*

#### **Fire Safety Plan Signing Authority**

The Deputy Chief is hereby authorized, as a delegated authority of the Chief, to review, approve, and sign Fire Safety Plans in accordance with the Ontario Fire Code and applicable legislation. Such approvals shall carry the same authority and effect as if signed by the Chief, provided they are completed in compliance with established policies, procedures, and regulatory requirements.

#### **Fire Prevention Records Keeping**

Current records relating to all fire prevention activities must be prepared and retained at the Hanover Fire Station. These records include:

- Emergency response statistics using the Standard Fire Incident Report.
- Fire investigations (with a copy to the Ontario Fire Marshal when required) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs.
- Documentation of an annual review of the Simplified Risk assessment to ensure that documentation continues to be up to date and accurate.
- List of complaint, request and routine fire safety inspections completed according to schedule.
- Report of follow up to ensure that all (if any) outstanding Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high-risk occupancies.
- Details of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFMEM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases.
- Record of Department attendance at municipal events for Public Fire Safety.
- Copies of lectures, demonstrations and presentations to the public.
- Documentation of Building Code plans examinations for comment.
- Written delegations of a chief fire official where referenced in the *Fire Code*
- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement.
- Fire safety plans for "approved" buildings regulated by Article 2.8.1.1 of the *Fire Code*.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

## Inspections

Issues as they relate to the Ontario Building Code (OBC) for new construction and/or alterations to existing buildings shall be referred to the Building Department.

### New Construction

- Compliance issues which reference the OBC through the Fire Code shall be addressed in consultation with the Building Department.
- The Fire Department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- Fire prevention staff shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the Fire Department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings.
- After occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the Fire Department upon completion of the project or occupancy of the building.
- Inspect new buildings, other than individual dwelling units, for compliance with fire safety requirements including water supply and fire routes.

### Routine

- It is the policy of the Fire Department to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

### Request

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

### Complaint Inspections

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

### Boarding Lodging and Rooming Houses

- When the Fire Department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Fire Code. Requirements of the Fire Code shall be enforced. Requirements of the Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

### Fireplaces and Woodstoves

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code, O Reg. 213/07 as amended.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The Building Department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

### Retrofit

- The Fire Department will take a pro-active approach to notifying any/all property owners whose property is governed under the Fire Code Retrofit legislation.
- The Fire Department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in

writing of their compliance requirements.

- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Fire Code.
- The Chief Fire Prevention Officer (CFPO) or Fire Prevention Officer shall advise the Chief Building Officer (CBO) accordingly.

#### Fire Code Enforcement

- With discretion, the Fire Department shall enforce the Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations and may include the following requirements:
  - Inspections to Fire Code compliance - all classes of buildings;
  - Assistants to the Fire Marshal for FPPA actions or Fire Marshal's Orders;
  - Reports;
  - Court preparation;
  - Evidence - crown briefs;
  - Pre and post court inspections;
  - Prosecution and court attendance;
  - Follow-up after court;
  - Witness statements; or
  - Title search.

#### Fire Code References to the Ontario Building Code

- Where the Fire Code references the OBC for compliance requirements, the following shall apply:
  - The CBO shall be notified in writing by the Chief Fire Prevention Officer (CFPO) or Fire Prevention Officer (FPO), of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
  - The CFPO or FPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
  - The CBO shall keep the CFPO or FPO informed of project status and approvals.
  - The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

#### Zoning Related Issues

- The Planner shall be advised of all Zoning inquiries and concerns.

#### Open Air Burning

- Inspections of recreational fire pits

#### General

- Review and approve Fire Safety Plans for buildings requiring such plans.
- Review and comment on Planning policies, site plans, and subdivision agreements.
- Review and comment on building plans as per the Ontario Building Code for fire safety requirements including water supply and fire routes.
- Conduct preplanning and familiarization with fire suppression crews of new subdivisions and individual buildings, as required.
- Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the FPPA.

#### Fire and Life Safety Education

- The Department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Priority will be given to those groups/segments of the municipality that are at greatest risk.

- Presently those groups have been identified as school aged children and senior citizens.
- Public education programs will be delivered in a variety of ways to meet the needs of the target groups.
- The public may also request tours of the fire station or attendance of Fire Department apparatus and staff at community activities such as holiday programs, school functions, community group activities, trade show events, etc.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal and Emergency Management programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

### **Distribution of Fire Safety Information**

- The Department will provide public fire safety messages and awareness campaigns through all available media.
- The Department will make fire prevention information, pamphlets and literature available to the public.

### **Smoke Alarm/Carbon Monoxide (CO) Alarm Program**

- The Department will maintain a working smoke alarm program throughout the municipality.
- The objective of the smoke alarm program is to promote and enforce the installation and maintenance of working smoke alarms on every level of every residential occupancy in the municipality.
- Activities completed to achieve this goal include;
  - Distribution of pamphlets and other education material.
  - Instruction to residents regarding smoke alarms and CO alarms.
  - Providing advice and/or assistance on the installation of the smoke alarms and CO alarms.
  - Inspection of residences to determine compliance with the smoke alarm and CO alarm provisions of the Fire Code or any municipal by-laws.
  - Enforcement of the Fire Code in cases of non-compliance.
  - When called to a residence for an alarm, crews will conduct a review to ensure that smoke alarms and CO alarms are present and in working order.
  - The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

### **Community Risk Assessment**

- Every municipality must:
  - complete and review a community risk assessment as provided by Regulation 378/18; and
  - use its community risk assessment to inform decisions about the provision of fire protection services.
- A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.
- A community risk assessment must include consideration of the mandatory profiles as outlined in Regulation 378/18.
- A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.
- The Department must complete a review of its community risk assessment no later than 12 months after:
  - the day its community risk assessment was completed; and
  - the day its previous review was completed.
  - The Department must also review its community risk assessment whenever necessary.
- The Department must revise its community risk assessment if it is necessary to reflect:
  - any significant changes in the mandatory profiles.
  - any other significant matters arising from the review.

## **Fire Investigation and Cause Determination**

- Under clause 9.(2)(a) of the FPPA, it is the duty of the Ontario Fire Marshal to investigate the cause, origin and circumstances of any fire or of any explosion or condition that in the opinion of the Fire Marshal might have caused a fire, explosion, loss of life or damage to property.
- As an Assistant to the Fire Marshal the Chief is charged with ensuring this task is completed in the Town of Hanover.
  - The Department will investigate all fires within the Town of Hanover with the intent to determine cause for the purposes of reporting and developing public education programs accordingly.
  - The Department will have a minimum to one (1) qualified fire investigators.
  - The Ontario Fire Marshal Office (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines.
  - Hanover Police Services will be notified if, at any time, fire crews determine possible criminal activity, loss of life or require assistance.
  - Buildings damaged by fire or found to have structural damage, unsafe for human occupancy, will be reported to the Chief Building Official (CBO) or designate when time permits by the Department. To ensure the CBO or designate can assess the building for structural integrity or unsafe condition and take appropriate action regarding public or occupant safety.
- Duties of the fire inspector may include the following:
  - Fire Investigation - Cause and Origin.
  - Scene examination.
  - Witness statements.
  - Title search.
  - Compile report.
  - Determine action - lay charges if applicable
  - Court preparation, if applicable.
  - Liaison - police services, OFMEM, insurance companies, Electrical Safety Authority (ESA), Technical Standards and Safety Authority (TSSA), arson investigation and/or coordinate counselling services.
  - Post fire cause and origin interviews.
  - Cause actions.
  - Counselling.
  - Victim assist.
  - Report preparation; and/or
  - Training or educational opportunities.
- Investigation and follow-up may be conducted at all fire related incidents which involve public occupancies, including:
  - All structure fires.
  - Fire related matters within the Town of Hanover owned buildings, such as alarms, complaints, fires, investigations.
  - Fire alarms, water flow alarms or any other fire related matters.
  - False alarms involving schools, nursing homes, and any building sending numerous false alarms.

## **Change of Ownership or Occupancy Use**

- Change of ownership inspections shall be conducted when requested by the purchaser or purchasers, or purchaser's solicitor, only where permission has been granted in writing from the owner(s) or the owner's agent. A fee shall be imposed for such inspections in accordance with the Town of Hanover Rates, Fees and Charges by-law.
- With any change of occupancy or use - inspections shall be conducted in conjunction with and in consultation with the CBO to ensure all relevant codes and

regulations comply. The OBC states that: changes in use of a building, or part of a building that constitute an increased hazard may require the issuance of a building permit.

### **Special Occasion Permits**

- Fire prevention staff are required to review special occasion permits by ensuring that buildings being used for an event are:
  - Fire safe.
  - Any cooking activities or heating is approved.
  - An appropriate occupant load.
  - Tents have proper flame-retardant materials and certified.
  - Fire extinguishers or Fire Safety Plans when required; and,
  - CBO is notified when tents exceed 60 sq. meters (645 sq. ft.) or a group of tents are closer than 3m apart to obtain a building permit as required by the OBC.

### **Liquor license Approvals**

- Fire prevention staff shall participate in all requests to set the occupant load for establishments that are applying for a liquor license, following the provisions set out in both the OBC and the Ontario Fire Code.

### **Fire Loss Statistics**

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

### **Fire Prevention Staff Training**

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training for all recruit Firefighters as part of their NFPA 1001 Firefighter Level II training.

### **Enforcement**

Emergency Response: In situations where the Department has responded to a residential dwelling, fire suppression personnel will investigate to ensure the home is in compliance with the Fire Code. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations, the Chief Fire Prevention Officer or Fire Prevention Officer may choose to issue a ticket under Part 1 of the Provincial Offences Act (POA) or lay information under Part III of the POA and pursue a fine higher than allowed for the ticket.

Homeowners: When a home is found to be non-compliant with the Fire Code smoke or carbon monoxide alarm regulations all efforts and strategies shall be used to gain compliance. If however, the homeowner refuses or fails to comply or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and an Offence Notice issued to the homeowner under Part I of the POA.

Landlords: Landlords who are found to be negligent in providing and maintaining smoke or carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a Fire Department response, may be automatically issued a ticket under Part I of the POA or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket.

Tenants: Tenants in a multi-unit rental accommodation who disable smoke or carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighboring units. Experience has shown that removing batteries or otherwise tampering with smoke or carbon monoxide alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a smoke or carbon monoxide alarm may be issued a ticket under Part I of the POA.

Education is a critical component to helping to ensure homeowners are educated about smoke alarm types, placement, installation and maintenance, and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do

not comply with the regulations, and the Department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the Department will exercise discretion and flexibility in their approach.

**Fees**

Fees may be charged for any or all of the above referenced services in accordance with the Town of Hanover Rates, Fees and Charges By-Law and any amendments thereto.

**Conclusion**

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings is a cornerstone in the foundation of developing a fire safe community.

The Fire Prevention Policy provides for the participation of all members of the Department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief. The types and frequency of inspections approved by Council are listed on the following table.

## TYPES AND FREQUENCY OF INSPECTION

Not including by complaint or by request  
Detailed listing included in the Simplified Risk Assessment

<b>Occupancy</b>	<b>Frequency</b>
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Annually, or at the discretion of the Fire Chief
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress, (b) receive special care and treatment, or(c) receive supervisory care	Annually, or at the discretion of the Fire Chief
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harbored or detained to receive medical care or treatment or are not involuntarily detained.	Annually, or at the discretion of the Fire Chief
Single Family Dwelling Units	Complaint, request or for alarmed for life program.
Multi-unit Residential	Every two (2) years or at the discretion of the Fire Chief
Hotel/Motel	Annually, or at the discretion of the Fire Chief
Mobile Homes and Trailers	Complaint, request or as part of an Alarmed for Life visit
Residential Schools / Treatment Centre	Annually, or at the discretion of the Fire Chief
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Every two (2) years or at the discretion of the Fire Chief
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Every two (2) years or at the discretion of the Fire Chief
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Annually, or at the discretion of the Fire Chief
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Every two (2) years or at the discretion of the Fire Chief

## PUBLIC EDUCATION

Public Education is a legislative requirement under the FPPA. It is the 1st of the 3 lines of defense (Public Education, Prevention and Fire Suppression).

Education initiatives shall be delivered by Hanover Fire Department utilizing, but not limited to, the following best practice and recognized methods:

- Fire prevention awareness and educational programs delivered to the community, including all demographics and utilize all available media outlets and resources.
- The Department will make fire prevention information, pamphlets and literature available to the public and on request.
- Provide general fire and life safety awareness which promote a safe community on such topics as:
  - Smoke alarms,
  - Home escape planning,
  - Cooking,
  - Smoking,
  - Candles,
  - Heating safety, and
  - Carbon monoxide detectors.
- Provide targeted fire and life safety education programs to specific audiences such as students, seniors, tenants and vulnerable occupants.
- The Department may take part in public events, fairs, festivals or any appropriate event by staging fire safety displays, emergency or disaster preparedness and providing educational information.
- When available, props may be provided to enhance fire education.
- Participate in arson prevention programs for children and collaborate with law enforcement and mental health professionals to work with children, teens and their families.
- Deliver fire extinguisher training for the general public and businesses.

Lesson plans created by Hanover Fire Department to be utilized

Grade JK to 4	Upon request or direction from Fire Chief
Grade 5 to 8	Upon request or direction from Fire Chief
Grade 9 to 12	Upon request or direction from Fire Chief
TAPP-C	Upon request from Keystone Family Services
Additional Groups	Upon request

## APPENDIX 'E' TO BY LAW NO. 3392-26

### TOWN OF HANOVER – VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 199, c H.19, as amended.

To be eligible for the position of Volunteer Firefighter, every candidate shall;

- Be at least 18 years of age.
- Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments. Costs affiliated with this examination shall be at the expense of the applicant.
- Be physically fit to perform the duties of Firefighter and successfully complete the Department Agility Test and Department Swim Test to the satisfaction of the Chief.
- Complete and provide a Vulnerable Sector Background yielding results satisfactory to the Town of Hanover
- Complete and provide a Driver's Abstract and Commercial Vehicle Operator Record (CVOR) yielding results satisfactory to the Town of Hanover
- Reside on a permanent basis within a five (5) km distance from the Hanover Fire Station in order to respond to emergencies in a manner consistent with the deployment criteria of 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.
- Have the ability to attend an acceptable number of emergency calls on a call out basis, as determined by the Chief.
- Complete and successfully pass all oral and physical examinations to the satisfaction of the Chief.
- Have the ability to meet the training attendance requirements of the Department, as determined by the Chief.

A person completing the probationary period will hold the level of 4<sup>th</sup> class Firefighter. 4<sup>th</sup> class Firefighters will respond to emergency calls but will not progress beyond the cold zone on scene. They shall be noted as being cold zone Firefighters by having no bars on the helmet.

A Firefighter who has completed NFPA 1001 Level 1 (or equivalency of skills as approved by the Chief) and has over 1 year experience shall be a 3<sup>rd</sup> class Firefighter and shall respond to emergency calls to complete exterior firefighting only. They shall be noted as being external Firefighters with 1 black bar on the helmet and shall be able to operate within the hot zone.

A Firefighter who has completed NFPA 1001 Level 1 and Level 2 (or equivalency of skills as approved by the Chief) and has over 2 years' experience shall be a 2<sup>nd</sup> class Firefighter and respond to emergency calls for completion of interior and exterior firefighting activity. They shall be noted as being internal Firefighters with 2 black bars on the helmet and shall be able to operate within the hot zone.

A Firefighter who has completed NFPA 1001 Level 1 and Level 2 (or equivalency of skills as approved by the Chief) and has over 3 years' experience as well as additional courses, shall be a 1<sup>st</sup> class Firefighter and respond to emergency calls for completion of interior and exterior firefighting activity. They shall be noted as being internal Firefighters with 2 black bars on the helmet and shall be able to operate within the hot zone.

A Firefighter who has completed NFPA 1001 Level 1 and Level 2, as well as NFPA 1002 and has a DZ driver's license shall respond to emergency calls and be able to operate the apparatus and the firefighting pump.

A Firefighter who has completed NFPA 1001 Level 1 and Level 2, NFPA 1002, NFPA 1021 Level 1 and NFPA 1041 Level 1 shall respond to emergency calls and shall be a supervisor on site and function as a Captain and shall be able to operate within the hot zone. A

Firefighter who has been promoted to the rank of Captain, shall remain at 'Acting Captain' until such time as they have completed the necessary training required to be a full Captain. This must be completed within a 2 year period, dependent upon availability of course offerings.

A Firefighter who has completed NFPA 1001 Level 1 and Level 2, NFPA 1002, NFPA 1021 Level 1 and NFPA 1041 Level shall respond to emergency calls and shall be a supervisor on site and function as a Lieutenant and shall be able to operate within the hot zone. A Firefighter who has been promoted to the rank of Lieutenant, shall remain at 'Acting Lieutenant' until such time as they have completed the necessary training required to be a full Lieutenant. This must be completed within a 2 year period, dependent upon availability of course offerings.

Every newly appointed Volunteer Firefighter shall complete a term of probation that shall not be shorter than 6 months, and no longer than 12 months, during which time they shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Chief. During this time, ongoing review of progress with regards to training and response will take place and will be documented. These reviews will take place every 3 months of a probationary period. Suggestions for improvement will be noted and communicated to the individual.

At the discretion of the Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant. The probationary Firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.

Following the successful completion of the term of probation, the Chief may appoint a probationary Firefighter to a 4<sup>th</sup> class Firefighter in accordance with approved hiring policies.

If a probationary Firefighter fails to successfully complete any required training or examinations or fails to meet any requirement of the Department or obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Chief may dismiss the individual.

The Chief may promote, from time to time, any qualified member in order to maintain a sufficient complement of Pump Operators and Officers in accordance with the approved Department organizational chart.

In consideration of the physical, emotional and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the *Workplace Safety and Insurance Act, 1997* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Chief may;

- a. Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of a Firefighter.
- b. Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
- c. Establish and maintain a program to ensure decontamination of equipment and personnel, both on scene and at the conclusion of a situation where smoke is present.

Every member who is required to carry out any approved emergency response program or service as set out in Appendix 'C' of the by-law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or Department Agility Test at such times as the Chief may reasonably require.

If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of a Firefighter, the Corporation may task such actions as it deems necessary in respect to the Volunteer Firefighter's employment subject to the Corporation's

duty to accommodate pursuant to the Ontario Human Rights Code. Light duty positions within the Department shall be made available to the member.

## **Remuneration**

Remuneration rates will be set by Council. Agreements will follow the specified term on the document. Agreements will be posted within the fire station for all Department members to access.

Volunteer Firefighters shall be paid a minimum of one (1) hour when they respond to a call on a Hanover Fire Apparatus. Should they remain at the fire station, they will be paid a minimum of half (.5) hour or until cleared by Incident Command. Rates of response personnel shall be paid until Incident Command has advised dispatch of "back in service" time. Volunteer Firefighters shall be paid 15 minute increments beyond the first hour.

Members who have completed the recruit program will be added to the 'on call' schedule, Firefighters shall be 'on call' for a period of 24 hours at a time. They will be paid \$40 for each 24 hour on call shift. If a Firefighter is unable to cover the timeframe that is indicated for them, it is their requirement to locate a suitable replacement from the medical team.

If a replacement cannot be located, the Firefighter shall contact the Chief or Deputy Chief. Should a call be missed on the 'on call' weekend of a firefighter, the reason shall be explained to the Chief.

The "on call" requirement is as follows;

- Must remain within the response area of Hanover Fire.
- Must refrain from using alcohol or cannabis.
- Be available at all times for response to medical and non-medical calls.

Volunteer Firefighters shall be paid 15 minute increments for time spent attending training or other activities approved by the Chief.

In accordance with the *Employment Standards Act, 2000*, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.

In accordance with the regulations enacted under the *Employment Standards Act, 2000*, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/biweekly rest periods shall not apply to Volunteer Firefighters.

Remuneration shall be paid on a quarterly basis with the pay being deposited into the accounts of the Volunteer Firefighters with the first pay of the new quarter.

## **Workplace Safety and Insurance Board Coverage**

For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, Volunteer Firefighters of the Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal fire brigades.

The Corporation shall maintain coverage for Volunteer Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of activities while serving on the Department, and such claim is approved by the Workplace Safety and Insurance Board, the provisions of the Workplace Safety and Insurance Act will apply, as well as any supplementary benefits that may be provided by the Town of Hanover that are approved by Council.

## **General Duties and Responsibilities**

All members shall conduct themselves in conformance with the by-law to Establish and Regulate a Fire Department. All applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

## **Discipline**

The Chief may reprimand, suspend or take disciplinary action up to and including the dismissal of any member for an infraction of any provision of the by-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Department.

### **Leaves of Absence**

Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the *Employment Standards Act, 2000*.

A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Chief without pay for a period of up to six (6) months, and such requests shall not be unreasonably denied.

All requests for voluntary leave of absence must be submitted in writing to the Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Chief, at their discretion, may waive this notice period.

A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case by case basis.

During a leave of absence, there shall be no payments made to the personnel during their leave.

### **Termination**

Termination of employment shall be handled in accordance with Employment Standards Act, 2000 as well as Town of Hanover policy and procedures, as amended from time to time.

**APPENDIX 'F' TO BY LAW NO. 3392-26**

**TOWN OF HANOVER – HANOVER FIRE DEPARTMENT TRAINING GOALS**

**Hanover Fire Department Training Goal Statement**

The Hanover Fire Department shall strive to meet annual training goals as set out in this goal statement.

New recruits/probationary members shall accomplish a minimum of 150 hours in year 1 of recorded training, consisting of NFPA 1001 Firefighter Level I and II as well as NFPA 1072 Hazardous Materials Awareness and Operations topics in addition to specialized rescue operations performed by the Department.

It is anticipated that new recruits/probationary members shall be prepared to challenge Firefighter I and II certification within the first year.

Firefighter ranked members will accomplish a minimum of 120 hours per year of recorded training, consisting of 10 core NFPA 1001 topics and 20 NFPA 1002/1006/1407/1410 selected topics, as well as other topics as deemed necessary.

Operator ranked members will accomplish a minimum of 16 hours per year of NFPA 1002, in addition to 100 hours of NFPA 1001, 1006, 1407 and 1410 core topics, as well as other topics deemed necessary.

Officer ranked members will accomplish minimum 8 hours per year of NFPA 1021/1041/1521 core topics, as well as other topics deemed necessary, in addition to over 120 hours of NFPA 1002, 1006, 1407 and 1410 training.

The Department will attempt to provide live fire training every year for the first two-year members. Additional live fire training will be dependent upon availability of training location availability.

The Department will complete one standard cycle of Red Cross CPR/AED every year at the Health Care Provider (HCP) level and First Aid every 3 years.