

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3073-19

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

WHEREAS the Fire Protection and Prevention Act, 1997, Part II, Section 2 (1) as amended, enables Municipal Councils to establish and regulate a fire department;

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;

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:

- a. "Approved" means approved by the Council.
- b. "CAO" means the Chief Administrative Officer appointed by council to act as the Chief Administrative Officer for the Corporation.
- c. "Captain" means an officer appointed by the Fire Chief, in command of an assigned company of firefighters and/or equipment.
- d. "Chief" means the one person appointed by by-law by the Council to act as fire chief, or designate to act in accordance with the requirements of the Fire Protection and Prevention Act.
- e. "Company" means a complement of personnel operating one or more pieces of apparatus under the supervision of an officer.
- f. "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.
- g. "Corporation" means The Corporation of the Town of Hanover.
- h. "Council" means the Council of the Corporation.
- i. "Department" means the Town of Hanover Fire Department.
- j. "Fire Prevention Officer" means an officer appointed by the Fire Chief to apply the fire prevention policy and who is designated as an Assistant to the Fire Marshal under subsection 11 (1) (c) of the Fire Protection and Prevention Act.
- k. "Fire Code" means the fire code established under Part IV of the Fire Protection and Prevention Act.
- l. "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.
- m. "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.
- n. "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.
- o. "Firefighter" means the Fire Chief, Officer, or Firefighter and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services.
- p. "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.
- q. "Lieutenant" means an entry level fire officer position.

S.1(u) amended by
by-law 3120-20

S.1(w) amended by
by-law 3120-20

- s. "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.
- t. "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.
- u. "Officer" means any Firefighter with rank of Captain or higher.
- v. "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.
- w. "Deputy Chief " means person appointed by by-law by the Council, responsible for fire suppression and rescue related operation in a senior management role, under the direction of the chief. This rank holds the same responsibility as the chief in the units of the municipality.
- x. "Volunteer Firefighter" means a person who voluntarily acts as a firefighter for a nominal consideration and/or honorarium.
- y. "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 Fire Chief, the Fire 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 Town, 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 Town and Firefighters.

3. DEPARTMENT PERSONNEL:

- a. The Fire Department shall be organized in accordance with the Organizational Chart Appendix 'B'. Job descriptions are available for each position and will be modified by the Fire Chief when necessary.
- b. The Fire Chief shall be appointed by By-law of the Council.
- c. The Deputy Chief shall be appointed by By-law of the Council.
- d. The chief of the department may recommend to the Chief Administrative Officer (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 Fire Department, as approved by Council, shall be contained in Appendix 'C'
- b. Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provision of Fire Protection Services.

5. LEVELS OF SERVICE:

- a. The Fire 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 Fire 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 Fire 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" as defined in section 1 (r) of this by-law.
- d. Firefighters are expected to reside within the response area of the Hanover Fire Department. Any deviation from this standard must be approved by the Fire Chief.
- e. Emergency responses to water access properties including islands and to those properties accessed via private roads, private lanes or private driveways subject to the following limitations
 - i. Emergency Response to water access properties will be limited to safe travel and environmental conditions.
 - a. If, in the opinion of the Fire Chief or his/her designate, unsafe environmental conditions exist, no services shall be provided. Fire 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;
 - a. The ability of such road, lane or driveway to support and accommodate fire department equipment, vehicles and apparatus; and
 - b. 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 fire 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 officer in charge.
- b. Should a volunteer member's attendance at fire occurrences and/or fire practices fall below 50% for a period of 3 months, a meeting with the Chief will be required to explain the attendance rationale.
- c. No member;
 - i) Shall be in uniform except at the request of the Fire Chief;
 - ii) While in uniform, shall enter any premises to consume alcoholic beverages;
 - iii) Shall be permitted to remain on duty if his/her 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.

S.6(c) amended by
by-law 3175-21

7. VOLUNTEER FIREFIGHTER EMPLOYMENT:

The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of firefighters in accordance with the Approved Fire Department Organizational Chart as set out in Appendix 'B' attached hereto and forming part of this By-law, and subject to approved hiring policies.

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 of the department is responsible to the CAO for the proper administration and operation of the department and for the discipline of its members.
- b. The Fire 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 Fire Department, without restricting the generality of the foregoing;
 - i. For the care and protection of all property belonging to the Fire Department
 - ii. For arranging the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - iii. For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders adjoining municipalities.
 - iv. For determining and establishing the qualifications and criteria for employment or appointment and the duties of all firefighters and staff of the Fire 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 Fire Department and reporting of same to the Office of the Fire Marshal.
 - vi. For keeping such other records as may be required by Council, the Corporation, the FPPA, or the Freedom of Information and Protection of Privacy Act (FIPPA).
 - vii. For preparing and presenting monthly reports to Council and one (1) annual report of the Fire Department, to Council as well as additional reports as deemed necessary.
 - viii. For preparing and presenting the annual estimates of the Fire Department to the Budget Committee of the Corporation and Council and for exercising control over the budget approved by Council for the Fire Department.
 - ix. 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 municipality.
 - x. 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 Fire 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 Fire 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 Fire Chief considers it appropriate.
- d. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his/her powers or duties in accordance with Section 6(6) of FPPA to an Officer. Further, the Fire 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 municipal By-laws respecting Fire Prevention.
- e. The Fire Chief, or his delegate, will have authority at fires and emergencies;
 - i. Request any member of the Fire 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 Fire Chief, a delegate, or any officer of the Hanover Fire Department.

S.89(d) amended by
by-law 3120-20

S.89(d) amended by
by-law 3120-20

- iii. To guard the locality of the fire or emergency from entry or crowding by persons or vehicles. The Fire 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 Fire Department.
- v. No person or persons except members of the Fire 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 Fire Department in the performance of their duties at a fire or emergency.

f. The Fire Chief may liaise with the association representing Firefighters.

g. The Fire 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 Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Corporation.

S.8(h) amended by
by-law 3120-20

h. The Fire Chief shall provide administration facilities for the Chief, Deputy Chief and Fire Prevention Officer of the department.

i. The Fire Chief shall prepare the departmental budget and exercise control of the budget.

j. The Fire Chief shall prepare the payroll of the department and initiate requisitions for materials and services and certify all accounts of the department.

k. The Fire Chief shall maintain personnel records.

l. The Fire Chief shall arrange for the provisions of medical services.

m. The Fire Chief shall arrange for the provision of new buildings.

n. The Fire Chief shall carry out the general administrative duties of the department.

o. The Fire Chief shall provide liaison with the county fire co-ordinator.

p. The Fire Chief shall assist the county fire co-ordinator in the preparation of a County Emergency Fire Service Plan and Program.

q. The Fire 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 Fire 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 fire department maintenance, repair and technical support of Fire Department telecommunications and computer systems.

v. Developing specifications for Fire Department radios, communication devices and systems, and computers.

vi. Arranging for interface capabilities with other data systems.

r. The Fire Chief or designate shall be empowered to authorize fire 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.

- iv) The Corporation may recover expenses incurred by such necessary actions as outlined in i) to iii) above in a manner provided by the Rates and Fees By-Law.
- s. The Fire Chief shall appoint, from within the department, officers in command of the personnel.
- t. The Fire 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.

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 for 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 Fire Department response to a fire or emergency incident, the Chief or his 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 Fire 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 and Fees By-Law.

10. DEPARTMENTS:

- a. The department is composed of the following divisional functions:
 - i. Division of Operations (Apparatus and Equipment)
 - ii. Division of Fire Suppression
 - iii. Division of Fire Prevention
 - iv. Division of Training
- b. Each division of the department is the responsibility of the chief and is under the direction of the chief, or such member designated by the Chief. If deemed necessary, Deputy Chief, and/or Captains may be appointed and delegated authority with responsibility to the chief, for the proper operation of personnel.

11. DIVISION OF OPERATIONS (APPARATUS AND EQUIPMENT):

The Deputy Chief of the fire department is responsible for carrying out, or delegating in total, or in part, the following duties:

- a. Assists with the preparation of specifications for the purchase of apparatus and equipment.
- b. Maintains and keeps in repair all fire apparatus, fire suppression equipment, rescue and salvage equipment of the department.
- c. Provides periodic inspection and testing of apparatus and equipment.
- d. Ensures that all apparatus and equipment complies with the requirements of provincial regulations.
- e. Ensures that annual pump capacity and certification testing is completed.
- f. Ensures that annual aerial device certification testing is completed.
- g. Completes acceptance testing of new apparatus and equipment.
- h. Ensures testing and calibration of specialized equipment.
- i. Assists the Chief with liaison with the water department in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the department.
- j. Ensures routine cleaning and housekeeping of the fire station.

- k. Arranges for maintenance and repair of fire station infrastructure.
- l. Provides input regarding design and construction of fire stations.
- m. Assists with the issuance of clothing, equipment and cleaning supplies.
- n. Prepares the budget of the Division of Operations to be submitted to the chief.

12. DIVISION OF FIRE SUPPRESSION:

- a. The Division of Fire Suppression is composed of such number of companies as the chief of the department may determine.
- b. The Chief of the fire department is responsible for the oversight of duties pertaining to the function of the Division of Fire Suppression, as outlined in the approved core services (Appendix 'C').
- c. 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.

13. DIVISION OF FIRE PREVENTION:

The Chief of the fire department is responsible for the oversight of the following duties pertaining to the function of the Division 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.
 - ix. Preparing reports and issuing written responses to requests.
 - x. Enforce fire prevention by-laws of the Corporation.

S.13(a) amended by
by-law 3120-20

- 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 the Division of 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 Fire 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 Fire 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.

S.13(b) amended by
by-law 3120-20

S.13(c) amended by
by-law 3120-20

- 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.
- e. Risk assessment services that include:
 - i. Conducting community fire risk assessments.
 - ii. Compiling, analyzing and disseminating functional statistics.
 - iii. Selecting appropriate fire service programs.
- f. 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.
- g. Assistants to the Fire Marshal Services shall include:
 - i. Duties of Assistants to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.
- h. 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.
- i. Prepare the annual report and budget of the Division of Fire Prevention.
- j. Fire Loss statistics will be gathered, analysed and used in the development of future fire prevention/education programs.

14. DIVISION OF TRAINING:

S.14 amended by
by-law 3120-20

- The Fire Chief 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 fire 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 Fire Chief. Training goals are attached in Appendix 'F'.

15. ADMINISTRATION:

- a. Planning and development services shall include:
 - i. Strategic planning.
 - ii. Evaluating fire 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 financial 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 fire department and its staff.
 - iii. Developing and maintaining inter-agency relationships.
- e. Health and Safety services shall include:
 - i. Implementing fire department health and safety program.
 - ii. Implementing a joint health and safety committee for the fire 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 fire 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.

16. ADVANCEMENT & EDUCATION:

- a. The chief shall develop an approved fire 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 of the department and the Deputy Chief shall evaluate all members of the department who are participating in an examination for promotion.
- c. When in the opinion of the chief of the department, all other factors for the promotion of two or more members are equal, seniority of service in the department governs.

17. PERSONNEL PERFORMANCE:

- a. The fire fighting 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 Fire Chief.
 - iii. The Officers shall review the performance of each fire department member, and review with Deputy Chief and Fire Chief.

18. 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 of the department 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.
- 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/district/region emergency fire service plan and program or any other organized plan or program on a reciprocal basis.
- e. On those highways that are under the jurisdiction of the Ministry of Transportation or within the Region, County or District where the Region, County or District has established a rescue system.
- f. On property beyond the municipal boundary where the fire chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The fire chief shall subsequently inform the head of Council, in writing, of invocation of this clause.
- g. The Fire Department is authorized to participate in the County of Grey Mutual Aid and any other similar reciprocal plan or program.

19. This By-law hereby rescinds By-Law 3012-18 in its entirety.

20. This By-law shall come into force and effect immediately upon passing thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 17th day of June, 2019.



Susan Paterson, Mayor



Brian Tocheri, CAO/Clerk

APPENDIX 'A' to BY-LAW NO. 3073-19

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 fire 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 fire department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden 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 fire department via authorized agreement.

Primary objectives of the fire department:

In order to achieve the goals of the fire 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.

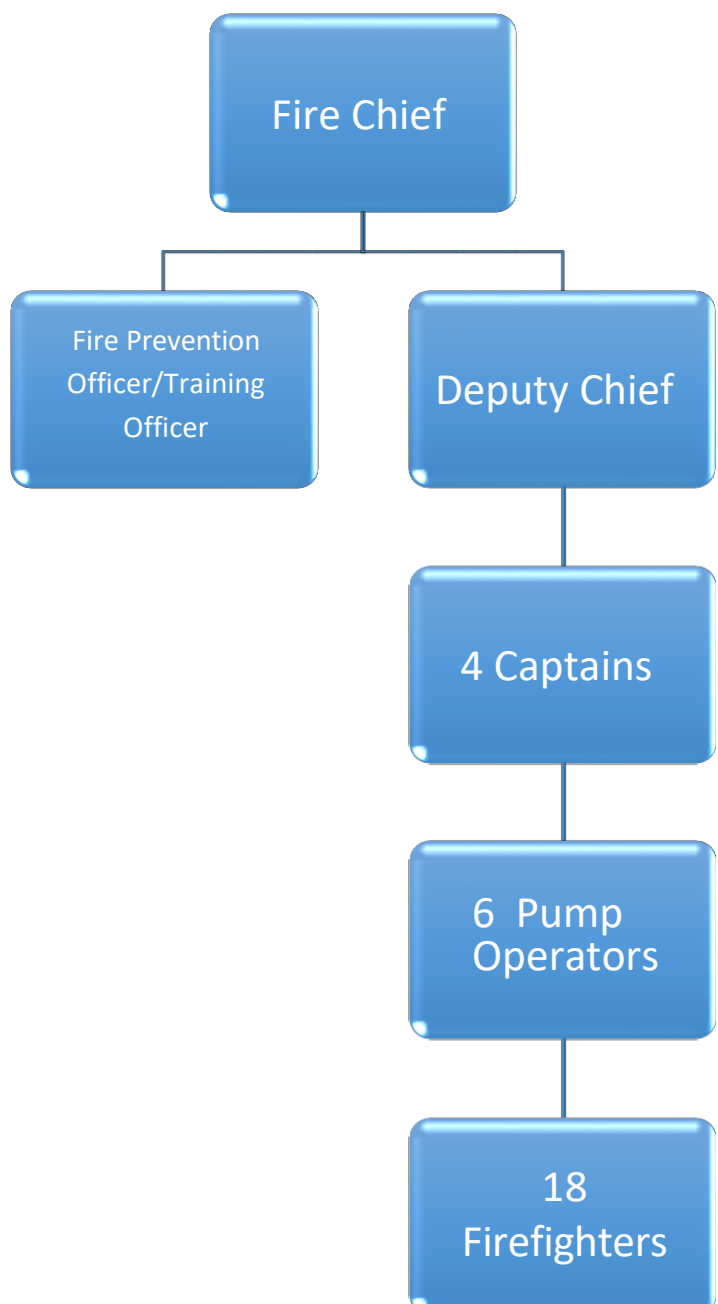
Appendix 'B'
amended by by-law
3120-20 & 3175-21

APPENDIX 'B' to BY-LAW NO. 3073-19

ORGANIZATIONAL CHART

The Town of Hanover Fire Department will consist of no more than 30 members in total. The following positions form the hierarchy of the Hanover Fire Department.

- Fire Chief
- Deputy Chief
- Fire Prevention Officer/Training Officer
- Four Captains
- Six Operators
- Eighteen Firefighters



**APPENDIX 'C' to BY-LAW NO. 3073-19
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 Fire 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 addition 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.

Interior Search and Rescue

- A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure
- Sufficient trained staff and building integrity permit entry
- Sufficient and reliable water supply and conditions permit
- Adequate fire ground supervision and support is able to be provided
- The health and safety of firefighters is not placed in jeopardy.

Interior Fire Suppression

- A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure
- Sufficient trained staff and building integrity permit entry
- Sufficient and reliable water supply and conditions permit
- Adequate fire ground supervision and support is able to be provided
- The health and safety of firefighters is not placed in jeopardy.

Defensive Operations

- There is no expected rescue component with the response
- Provided to prevent fire spread to adjacent areas/properties
- Performed when there is insufficient trained staff and/or structural instability to perform interior fire suppression
- Performed as water supply permits

Rural Firefighting Operations

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

Factors Affecting the 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, fire 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.

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

Animal Rescue – Enter motor vehicles to rescue and remove animals in distress.

Tiered Response

Due to the strain that it would place on its volunteer members, this fire department does not have an agreement to respond as a tiered agency with Hanover Police Service, West Grey Police Service, OPP or EMS to all emergency calls. The Fire Department will respond as requested to provide assistance to 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

Shall be in accordance with any Automatic Aid agreements approved by Council

Mutual Aid Response

Shall be provided in accordance with the Province of Ontario Mutual Aid Plan pursuant to clause 7(2) (a) of the Fire Protection and Prevention Act.

Police Assistance

Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment, personnel and/or specialized skills to assists in the mitigation.

Medical assistance

Shall be provided in accordance with the Medical Response Agreement between the County of Grey and the Corporation. In areas of Automatic Aid, the Corporation shall enter into Tri-partite agreements with the home municipality, they County of Grey, and the Corporation.

Respond to request of medical assistance, including defibrillation and other medical calls within the scope of members training.

Response protocols contained within EMS agreement.

There shall be 4 members 'on call' each weekend for medical assistance calls.

Grass, Brush, and Forestry Firefighting

Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildfire Management.

Public Assistance Services

Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment, personnel and/or specialized equipment to mitigate the incident.

Public Hazard Assistance Services

a) Carbon Monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies

b) Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including;

Electrical Utility emergencies

Natural Gas Utility emergencies

Motor Vehicle Accidents

Respond at request of EMS, Police, or 911.

Assist with duties such as, but not limited to;

Stabilization of the accident scene

Stabilization of vehicles involved in accident

Extrication activities

Traffic control

Patient care

EMS assistance

Mitigating adverse effects to the natural environment

Fire suppression stand by

Costs associated with Fire Department response shall be recovered in accordance with Town of Hanover Fees and Services by-law

Vehicle Extrication

Gain access to patients trapped in vehicles, for removal by EMS or other agencies

Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations

Appendix 'C'
amended by by-
law 3175-21

Appendix 'C'
amended by by-
law 3120-20

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. Costs associated with Fire Department response shall be recovered in accordance with Town of Hanover Fees and Services by-law

Remote Extrication

To assist police and/or EMS in the search/extrication of patients from remote locations
Typical patients include; hikers, bikers, skiers, horseback riders, snowshoers, climbers
Response may be limited by terrain and weather conditions

Farm Accidents

Respond to possibly remote areas, roll overs, entanglements, confined space, and silos
Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.

Industrial Accidents

Responding to entanglements, confined space, electrical hazards, and chemical hazards
Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.
Fire Department trained to identify hazardous situation, and utilize the Emergency Response Guidebook produced by Transport Canada to identify substance and emergency parameters, but rescue operations shall be limited to response with present Personal Protective Equipment (bunker gear and Self Contained Breathing apparatus).
Should additional resources be required, the County Coordinator shall be contacted for assistance.

Hazardous Materials Response Services

Service shall be provided at the Awareness level in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials Incidents.
In situations that require rapid response for life safety, Fire Department shall perform rescue operations when safely possible given the protection obtained from bunker gear and self-contained breathing apparatus under the conditions identified utilizing the most current Emergency Response Guidebook produced by Transport Canada.

Trench Rescue

Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

Community Emergency Plan Response Services

Service 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 Fire Protection and Prevention Act.

Industrial and Machinery Rescue Services

Service shall be provided at the Operations Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

Rope Rescue

Service shall be provided at the Operations level in accordance with NFPA 1670, 2017 edition, Standard for Operations and Training for Technical Search and Rescue Incidents.
Includes the use of ropes, pulleys, and other relevant specialized equipment.
Can include either of the following;

High Angle (Based on NFPA 1670, 2017 edition)

Rescues involving movement of persons from one stable location to another (Operations level).

The only diversion from the Operational level rescue is for a person suspended from a structure or landscape, in immediate need of rescue due to medical condition.

Low Angle (steep slope)

Used to perform remote extrication, such as vehicle accidents, where the rescue is performed on ground that has a slope below 35 degrees

Confined Space

Fire 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.

Urban Search and Rescue Services

Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue Services to the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

Water Rescue

Shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents

Shall be delivered in 4 methods dependant on the circumstances of the situation

Shall include search and rescue on water surface

Does not include recovery beyond depth of dive with full PPE.

Static Water

Shore based methods using ropes and throw lines.

Boat based go rescues utilizing ropes, stokes basket and various other tools.

Swift Water (rivers – water travelling in excess of 1 Knot)

Shore based methods using ropes and throw lines.

Boat based go rescues utilizing ropes, stokes basket and various other tools.

Ice Water

Shore based methods using ropes and throw lines.

Go Rescue operations based on shore or secure ice shelf when able.

Surface Water

Boat based, using 18' Super Duxx boat and motor, ropes and any equipment necessary to attempt to facilitate successful rescue.

Appendix 'D'
amended by by-law
3120-20

APPENDIX 'D' TO BY LAW NO. 3073-19

TOWN OF HANOVER - FIRE PREVENTION POLICY

This Fire Prevention Policy has been reviewed and approved by the Municipal 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 fire 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 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
- ✓ Detail 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 Fire 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 for new construction and/or alterations to existing buildings shall be referred to the Building Department.

New Construction

- ✓ Compliance issues which reference the Ontario Building Code 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.
- ✓ The fire prevention department 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 departments 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.

Fire Code References to the Ontario Building Code

- ✓ Where the Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
- ✓ The Chief Building Official (CBO) shall be notified in writing by the Chief Fire Prevention Officer (CFPO) or Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
- ✓ The CFPO or Fire Prevention Officer 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 Fire Prevention Office 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 Fire Protection and Prevention Act.

Fire and Life Safety Education:

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

Smoke Alarm/Carbon Monoxide (CO) Alarm Program:

- ✓ The fire 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.

Risk Assessment:

- ✓ The Risk Assessment shall be reviewed and revised every three years.

Fire Investigation and Cause Determination:

- ✓ The fire department will investigate all fires within the municipality with the intent to determine cause,
- ✓ The Office of the Fire Marshal and Emergency Management (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines and Fire Marshal's Directive.

- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

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 Fire 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 fire 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 fire 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 Municipal Rates and Fees 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 Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

The table below provides information on the types and frequency of inspections approved by Council.

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Appendix 'D'
Amended by by-law 3175-21

TYPES AND FREQUENCY OF INSPECTION
Not including by complaint or by request
Detailed listing included in the Simplified Risk Assessment

Occupancy	Frequency
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	Annually, 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.	Annually, 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	Annually, 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.	Annually, or at the discretion of the Fire Chief

PUBLIC EDUCATION

Lesson plans created by Hanover Fire Department to be utilized

Grade JK to 4	Annually
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 'D'
Amended by
by-law 3175-21

APPENDIX 'E' TO BY LAW NO. 3073-19

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 appointment to 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 Fire 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 Hanover Fire Department Agility Test and Hanover Fire Department Swim Test to the satisfaction of the Fire Chief.
- ✓ Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offenses that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offenses.
- ✓ Reside in the Town and/or within the response area of Hanover Fire Department 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.
- ✓ Complete and successfully pass all oral and physical examinations to the satisfaction of the Fire Chief.
- ✓ Have the ability to attend an acceptable number of emergency calls on a call out basis, as determined by the Fire Chief.
- ✓ Have the ability to meet the training attendance requirements of the Fire Department, as determined by the Fire Chief.

A person completing the probationary period will hold the level of 4th class firefighter. 4th class firefighters will respond to emergency calls but will not progress beyond the warm zone on scene. They shall be noted as being warm zone firefighters by having no black bars on the helmet.

A firefighter who has completed NFPA 1001 Level 1 (or equivalency of skills as approved by the Fire Chief) and has over 1 year experience shall be a 3rd 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 Fire Chief) and has over 2 years' experience shall be a 2nd 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 Fire Chief) and has over 3 years' experience as well as additional courses, shall be a 1st 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 (or equivalency of skills as approved by the Fire Chief) 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 (or equivalency of skills as approved by the Fire Chief) 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 3 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, NFPA 1041 Level 1, and NFPA 1521 (or equivalency of skills as approved by the Fire Chief) shall respond to emergency calls and shall be a supervisor on site and function as a Deputy Chief, and shall be able to operate within the hot zone.

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 he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire 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 Fire 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 Fire Chief may appoint a probationary firefighter to a 4th 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 Fire Department or obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the individual.

The Fire 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 Fire 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 Fire 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 Hanover Fire Department Agility Test at such times as the Fire 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 take 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 fire department shall be made available to the member.

Remuneration

Remuneration rates will be set by Council. Agreements will follow a three year term. 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.

A medical team shall be identified to respond to medical calls for Hanover Fire Department. Each member or alternate that has been identified as being on the medical team shall receive a stipend per

Appendix 'E'
amended by
by-law 3175-21

year, in return for remaining 'on call' every 5th weekend. The 'on call' schedule shall be posted by the Fire Chief. Medical team 'on call' pay shall be paid quarterly.

Volunteer firefighters shall be paid 15 minute increments for time spent attending training or other activities approved by the Fire 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 to 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 and auxiliary members or the Fire 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 and auxiliary members 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 Fire 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 Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

Discipline

The Fire 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 Fire 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 Fire 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 Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her 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.

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 'E'
Amended by
by-law 3175-21

APPENDIX 'F' TO BY LAW NO. 3073-19

TOWN OF HANOVER – HANOVER FIRE DEPARTMENT TRAINING GOALS

Hanover Fire Department Training Goal Statement

Appendix 'F'
added by by-law
3120-20 &
amended by by-
law 3175-21

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

New recruits/probationary members shall accomplish approximately 80 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 Hanover Fire.

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 85 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 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.

The department will attempt to provide live fire training every year.

The department will complete one standard cycle of Life Saving Society Standard CPR/AED every year and First Aid every 3 years. In addition, the medical team shall receive CPR and First Aid training at the Health Care Provider (HCP) level.