

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. 5054/109/07

BEING A BY-LAW TO ESTABLISH AND REGULATE

THE CITY OF PORT COLBORNE FIRE AND EMERGENCY SERVICES
(COMPOSITE)

WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997, Chapter 4, (Part II), as amended, permits the Council to enact a By-law to establish and regulate a Fire Department:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE ENACTS AS FOLLOWS:

1. In this By-law, unless the context otherwise requires;
 - a) **"approved"** means approved by Council.
 - b) **"Chief Administrative Officer"** means the person appointed by Council to act as Chief Administrative Officer for the Corporation.
 - c) **"Corporation"** means the Corporation of the City of Port Colborne.
 - d) **"Fire Fighter"** means a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer fire fighter.
 - e) **"Council"** means the Council of the City of Port Colborne.
 - f) **"Fire Chief"** means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act.
 - g) **"Fire Department"** means the City of Port Colborne Fire and Emergency Services.
 - h) **"Fire Protection Services"** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
 - i) **"Member"** means any persons employed in, or appointed to, a Fire Department and assigned to undertake fire protection services, and includes Officers, Co-ordinators, full-time and part-time casual fire fighters.
 - j) **"Volunteer"** means a fire fighter who provides fire protection services for a nominal consideration, on an on-call basis.
 - k) **"Acting Chief"** means the one person who has been appointed by the Fire Chief of the Municipality to act in the place of the Fire Chief in his or her absence.
2. A Department for the City of Port Colborne to be known as the City of Port Colborne Fire and Emergency Services is hereby established and the head of the Department shall be known as the Fire Chief.

3. In addition to the Fire Chief, the Department personnel may consist of Deputy Fire Chief, Operations Co-ordinator, Acting Chief, Fire Prevention Officer, and such number of full-time captains, acting captains, volunteer captains and such number of full-time staff and volunteer staff as from time to time may be deemed necessary by Council.
4. If a City approved medical examiner finds a member is physically unfit to perform assigned duties, Council may assign the member to another position, if available; deal with them in accordance with the Collective Agreement as in place, or retire them.
5. The Department shall be structured in conformance with the approved Organizational Chart, Appendix "A", forming part of this By-law.
6. The Fire Chief shall be appointed by by-law passed by the Council of the City of Port Colborne and shall hold office until such by-law is rescinded.
7. The Fire Chief may recommend to the C.A.O. the appointment of any qualified person as a Member of the Department, subject to the approved hiring policies of the City of Port Colborne.
 - (a) Full-time officers below the rank of Chief shall be appointed by the Chief Administrative Officer, after successfully completing the requirements within the Collective Agreements.
 - (b) Volunteer fire fighters shall be appointed as members by the Fire Chief following approval by the Chief Administrative Officer of the City of Port Colborne. Persons approved and accepted as volunteers will serve a twelve (12) month probationary period in good standing before final acceptance.
 - (c) Full-time employees employed in suppression or prevention may also be members of the volunteer section in their off-duty time, if they so desire.
 - (d) A volunteer fire fighter must be able to respond to Fire Department Headquarters within ten (10) minutes of the sounding of a general alarm from their residence; following Fire Department Policy and Guidelines and the Highway Traffic Act.
 - (e) Volunteers shall not be eligible for a uniform until they have served one (1) year in the Department.
8.
 - (a) The Fire Chief may reprimand, suspend, or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, or for non-compliance with any provision of this By-law or General Orders, Department Rules and Regulations that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the Department.


Following the suspension of a member, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the C.A.O.
 - (b) Any member of the Department feeling grieved by the Fire Chief's decision has the right to follow the grievance procedures in place for both the full-time and volunteer members.

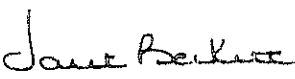
9. The remuneration of all members of the Department shall be determined by the Council through Contract negotiations and the budgetary process.
10. The Fire Chief is responsible to the Chief Administrative Officer and Council for the proper administration and operation of the Department, for the discipline of its members, and:
 - a) May make such general orders, departmental rules, operational guidelines and set Policy, as may be necessary for the protection of the Department and generally for the efficient operation of the Department, provided that such general orders and rules, operational guidelines and policies, do not conflict with the provision of any by-laws of the Municipality.
 - b) Shall review periodically the policies, procedures, Strategic Plan and Operational Guidelines of the Department. The Fire Chief may establish an Advisory Committee structured as he may determine from time to time to assist him/her in these duties.
 - c) Shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the Fire Chief shall be empowered to authorize:
 - pulling down or demolishing any building or structure to prevent the spread of fire.
 - all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
 - recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act.
 - d) Is responsible for the enforcement of this By-law and the General Orders and Departmental Rules and Regulations which forms part of this By-law as Appendix "B".
 - e) Shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act.
 - f) The Fire Chief shall submit to Council, C.A.O. and City Treasurer for approval, the annual budget estimates for the Department; an annual report and any other specific reports requested by the C.A.O. or Council.
11. The Acting Chief shall report to the Fire Chief on the activities of the sections that are his/her responsibility and carry out the orders of the Chief, and in the absence of the Chief, has authority and shall perform all the duties of the Chief.

12. The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the Municipality except with respect to a fire or emergency:
 - a) that in the opinion of the Fire Chief, or in the absence of the Fire Chief, the Acting Fire Chief, threatens property in the Municipality or property situated outside the Municipality that is owned or occupied by the Municipality,
 - b) in a Municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid.
 - c) on property with respect to which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) at the discretion of the Fire Chief, to a Municipality authorized to participate in any County, District or Regional Mutual Aid Plan established by a Fire Co-ordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
 - e) on property beyond the Municipal boundary where the Fire Chief or his designate determines immediate action is necessary to preserve life or property and the appropriate Department is notified to respond and assumes command or establishes alternative measures, acceptable to the Fire Chief or designate.
13. The officer in charge of the Department at any fire may cause any obstacle or any out-structure to be removed or torn down, if such removal or tearing down appears necessary to prevent the spread of fire.
14. No person shall impede, interfere with or hinder any officer or fire fighter in the discharge of his/her duties at a fire, in responding to a fire alarm or at a practice, and no person shall damage apparatus, equipment and supplies, and no unauthorized person shall put to use any apparatus, equipment and supplies.
15. No person or persons shall:
 - a) wantonly or maliciously injure or damage any fire engine, hose, ladders or other apparatus belonging to the Department;
16. Proper training is a requirement on a continuous basis for the safe operation of the Fire Service. To promote this, the following regulations will apply:
 - a) It is the responsibility of every member of the Fire Department to attend at least 50% of all practices and 35% of all fires or emergencies.
 - b) Attendance will be reviewed twice yearly by the Fire Chief and members who are not meeting their obligation will be notified in writing; a coaching interview may be held by the Fire Chief.
 - c) A volunteer member so notified in (b) may be given six (6) months to bring himself/herself within the 50% rule for practices and 35% rule for fires or emergencies or face possible dismissal.
17. The Fire Chief has the sole authority to take a member out of service for reasons of health and safety.

18. Any person contravening Sections 14, 15 or 16, of this By-law shall be liable for conviction under the Provincial Offences Act and shall be subject to a fine not less than \$500.00 and not exceeding \$2,000.00 exclusive of costs or to imprisonment for any term not exceeding one (1) year or to both such fine and imprisonment.
19. In case the provisions of this By-law conflict with the provisions of any other By-law, the provisions of this By-law shall prevail.
20. This By-law repeals By-law No. 3792/78/99 of the City of Port Colborne which was passed on the 19th day of July, 1999. This By-law also repeals By-law No. 4485/16/04 of the City of Port Colborne which was passed on the 9th day of February, 2004.
21. The Fire Department's revised Strategic Plan forms part of this By-law as Appendix "C".
22. Council by by-law may make modifications and changes to any or all of the appendices attached to and making part of this By-law.
23. This By-law shall take effect on the day of passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
9th, DAY OF OCTOBER, 2007.**



VANCE M. BADAWEY,
MAYOR

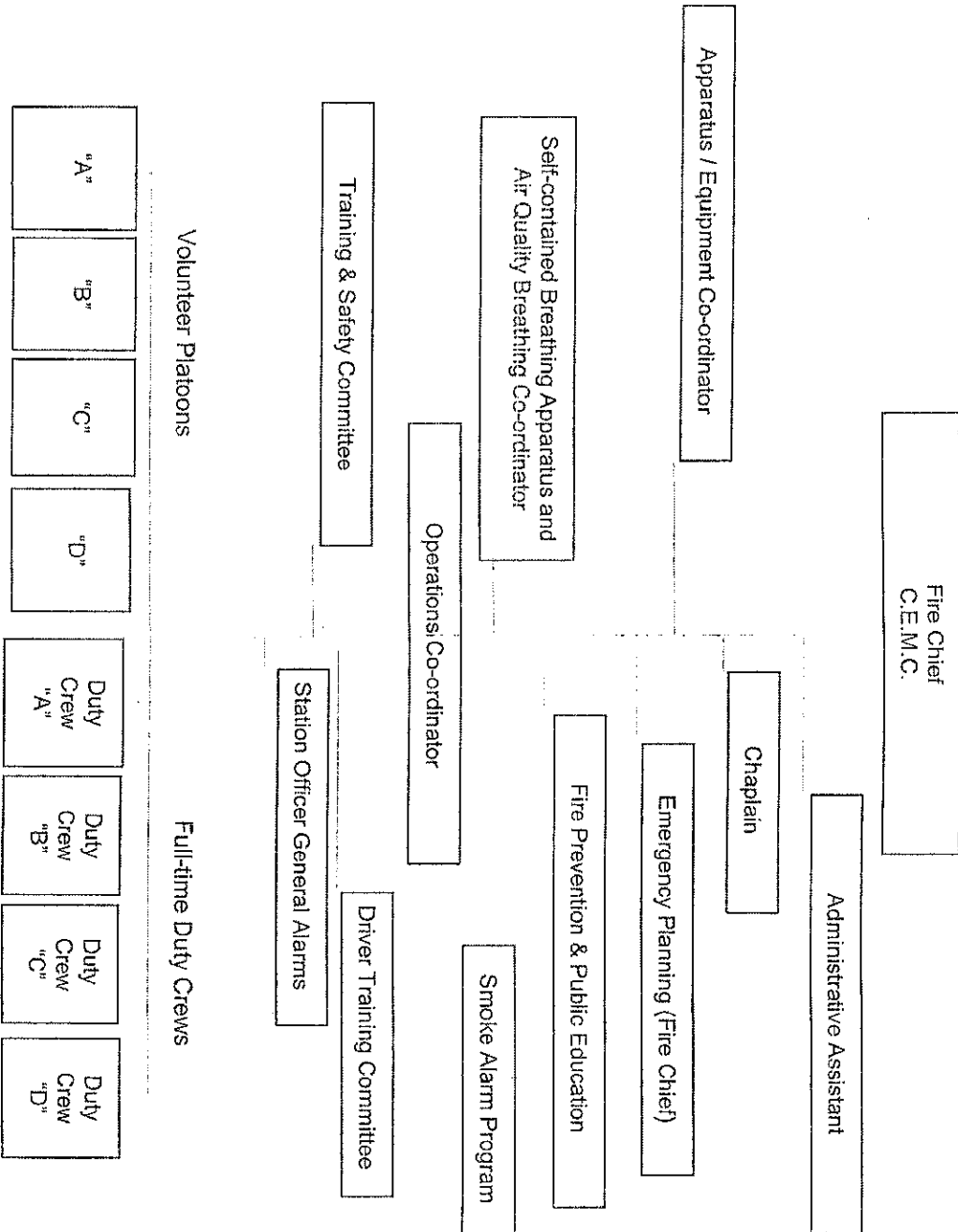
JANET BECKETT,
CLERK

AMENDED BY
BY-LAW No. <u>5966/72/13.</u>
<u>JUNE 10, 2013.</u>
DATE

APPENDIX "A"

To By-Law NO. 5054/109/07

**Port Colborne Fire and Emergency Services
Flow Chart**





PORT COLBORNE

Port Colborne Fire and Emergency Services

General Orders, Rules and Regulations

1. Every member of the on-duty platoon shall report for duty at the prescribed time on duty days, and remain on duty until relieved.
2. Members shall show courtesy and respect at all times in dealing with the public.
3. Members shall render due respect and courtesy towards Superior Officers at all times.
4. When a member alleges unfair treatment, he/she may make a written complaint to the Chief of the Department.
5. Members, when on duty, shall not leave unless permission is granted by a Superior Officer who is authorized to grant such permission.
6. No member, directly or indirectly, shall solicit or accept from anyone, gifts, money, or other articles as a reward for services rendered in the carrying out of his/her duties.
7. Every member shall advise the office of any change in address within seven (7) days, or telephone number within twenty-four (24) hours of such change.
8. With the exception of drivers duly authorized and designated to fulfill this duty, no member shall start, put into action any apparatus of the Department.
9. No member shall supply information relative to the Department or operations thereof unless authorized by the Chief of the Department, or, in his/her absence, his designate.
10. When valuables (money, jewelry, etc.) are found during a fire, members shall notify the Officer in charge of operations who shall submit a detailed report, along with the articles, to the Chief of the Department.
11. No member shall use profane or indecent language, or conduct themselves in a manner which may be prejudicial to the good reputation, order and discipline of the Department.
12. Every member is responsible for any damage to or the destruction or loss of uniforms or any equipment issued due to negligence. The cost of replacing the items will become the members responsibility.

The members will report this to the Chief as soon as possible.
13. All traffic laws applicable to vehicles of the Department shall be obeyed, and extreme precautions shall be exercised at all times.
14. All apparatus and equipment shall be tested in accordance with the standing orders issued for that purpose.
15. A member injured while on duty shall immediately report the injury to the Officer in charge who shall immediately notify the Fire Chief or his designate and submit a written report to the Chief of the Department and complete the Corporate documentation.

16. a) A member involved in an accident while on duty shall immediately report the accident to the Officer in charge, who shall immediately notify the Fire Chief or his designate and submit a written report to the Chief of the Department and complete the Corporate documentation.
b) Where apparatus is involved in an accident, the driver shall immediately report the accident to the Officer in charge, who shall immediately notify the Fire Chief or his designate and submit a written report to the Chief of the Department and complete the Corporate documentation.
17. A member exposed to any hazardous substance or material shall have this fact entered on his medical record, including the name of the substance or material and the nature and duration of his possible exposure. Medical treatment will be sought immediately.
18. Members on duty shall wear the full issue of protective clothing, including fire fighter's helmet, bunker clothing, rubber boots and gloves unless otherwise authorized by the Officer in charge, while working at an emergency scene or at training.
19. Members must be in possession of a valid Ontario Class "A", "B", "C", or "D", and if necessary, a "Z" endorsement valid licence.
20. Roll calls for fires shall be completed prior to leaving the scene or at the discretion of the Officer in charge.
21. No member shall receive more than one (1) leaves of absence in a three (3) year period. Maximum allowable leave of absence will be three (3) months. Leaves of absence will not be credited to any member's years of service with the Department.
22. All members will respond safely and promptly to all alarms, as provided for in our Operational Guidelines.
23. Any person who has been off on sick leave or Workers' Compensation shall be required to have a medical examination by the Department Physician prior to being reinstated as a member of the Fire Department.
24. Training shall be conducted as may be determined by the Fire Chief.
25. All members will be clean-shaven for a member's own safety, in accordance with C.S.A. Standard Z94.4.
26. No member shall drive or attempt to drive a Department vehicle or attend any training or emergencies while under the influence of any substance that could prove detrimental to the safe operation of the vehicle or the member's welfare. A Zero Tolerance Policy is in place.
27. The appointment of Volunteer Officers/Co-ordinators shall be recommended by the Fire Chief to the Chief Administrative Officer for promotion.
28. a) Volunteer Officers/Co-ordinators - the honorarium for Volunteer Officers/Co-ordinators shall be determined through the annual budgetary process.
29. Private cars of members shall not be used for Fire Service purposes without authorization from the Fire Chief, or his designate, of the Department.
30. All members of the Department shall be aware of the safety policies and procedures contained within the City of Port Colborne Safety Manual as applicable to the Fire Service, and Guidance Notes provided by the Section 21 Committee of the Ministry of Labour, and the Operational Guidelines currently maintained by the Department.

31. Fire fighting clothing damaged or ruined in service shall be replaced by the Department.
32. All members leaving the Port Colborne Fire and Emergency Services shall immediately return all Department equipment supplied.
33. These rules and regulations shall be reviewed at least once per year by the Fire Chief, with any changes to be recommended to the C.A.O. Any changes approved by the C.A.O. shall take effect upon written confirmation of the changes by the C.A.O. to the Fire Chief.
34. All members will act in accordance with the General Orders, Rules and Regulations of the Port Colborne Fire and Emergency Services to uphold the finest traditions of the Fire Service for the good and welfare of our citizens and community.

Appendix "C"

To By-Law NO. 5054/109/07



PORT COLBORNE

**Strategic Plan
for the
City of Port Colborne
Fire and Emergency
Services**

"Proudly Protecting People and Property"

October, 2007

Strategic Plan
Fire and Emergency Services

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Strategic Plan

Fire and Emergency Services

Vision:

We are the City of Port Colborne Fire and Emergency Services - respected by our community and peers for being proactive, consultative, customer - focused, and cost-effective. "Community First" and "Community Pride" are what drive us to service excellence. A dedicated staff of multi-talented professionals, we are skilled, flexible and involved in our community.

Our Public Education Programs are enthusiastically attended because they are relevant and informative. We take pride in working together with residents, businesses and builders to educate and assist with Fire Code requirements and life safety matters. Our highly trained and equipped emergency response team is quick to the rescue, and caring and compassionate in its approach. We are here to serve - proudly - and to make a contribution in a partnership with our community.

Strategic Plan

Fire and Emergency Services

Mission:

To protect life, property and the environment in Port Colborne through education, prevention, investigation, training, rescue, fire suppression, dangerous goods containment and life support services.

Values:

The City of Port Colborne Fire and Emergency Services is dedicated to Team Management/Leadership through the values of:

- ▶ Customer Service
- ▶ Employee involvement
- ▶ Open communications
- ▶ Integrity
- ▶ Accountability
- ▶ Flexibility
- ▶ Commitment
- ▶ Efficiency
- ▶ Pro-activity

Strategic Plan

Fire and Emergency Services

Education:

Objectives:

1.1 To increase the fire safety awareness level of all citizens.

Actions:

1.1 (a) Research and implement "Contemporary Fire Prevention & Safety Education Programs" in all schools in the City.

1.1 (b) Research and implement "Contemporary Fire Prevention & Safety Education Programs" in all nursery schools and daycare centres.

1.1 (c) Assess public fire safety awareness on a continual basis.

1.1 (d) Research and utilize all forms of media to inform and educate the public regarding fire safety.

1.1 (e) Research and develop effective adult education programs.

1.2 To educate target groups in specific fire safety knowledge.

1.2 Research and identify the target groups and their needs.

1.3 To develop the required programs.

1.3 (a) Research, identify and recommend staff and resources required to meet education objectives.

1.3 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate education programs.

Strategic Plan

Fire and Emergency Services

Prevention

Objectives:

- 2.1 To reduce injuries, deaths, property loss and damage to the environment from preventable and non-preventable emergencies.
- 2.2 To ensure minimum life safety standards are met in all areas of jurisdiction within the Fire Department.

Actions:

- 2.1 (a) Work with the community to enforce compliance with applicable codes, standards, regulations and by-laws.
- 2.1 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate prevention programs and legislation.
- 2.1 (c) Advise the public and government bodies on fire prevention, life safety, emergency planning and environmental issues, within the jurisdiction and mandate of the Fire Department.
- 2.1 (d) Develop an effective and co-operative relationship with all appropriate fire prevention agencies and our customers.
- 2.2 (a) Work with the community to enforce compliance with applicable codes, standards, regulations and by-laws.
- 2.2 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate prevention programs and legislation.
- 2.2 (c) Advise the public and government bodies on fire prevention, life safety and environmental issues, within the jurisdiction and mandate of the Fire Department.
- 2.2 (d) Develop an effective and co-operative relationship with all appropriate fire prevention agencies and our customers.

Strategic Plan

Fire and Emergency Services

Investigation

Objectives:

- 3.1 To determine the cause and origin of all emergencies within the jurisdiction of the Fire Department.
- 3.2 To develop an effective and co-operative relationship with all appropriate investigating agencies.
- 3.3 To ensure that a complete current investigation information and statistical data base is available.

Actions:

- 3.1 Conduct timely and effective investigations.
- 3.2 (a) Participate in and influence decisions made by all appropriate public/private agencies.
- 3.2 (b) Develop liaison and two-way information sharing programs with appropriate agencies.
- 3.3 Research, identify, select and implement the appropriate technology to support a complete current investigation information and statistical data base.

Strategic Plan

Fire and Emergency Services

Training

Objectives:

4.1 To train Fire Department staff to meet recognized standards.

Actions:

4.1 (a) Research and identify appropriate performance standards.

4.1 (b) Develop and implement training programs to meet identified standards and the needs of the City.

4.1 (c) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate training programs.

4.1 (d) Receive and maintain accreditation from recognized accreditation agencies where appropriate.

4.2 Mandatory Training

4.2 (a) The following training is considered mandatory. This training shall be successfully completed on an annual basis as provided for within the Department's training schedule.

- C.P.R.
- First Aid
- Incident Mngt. System
- Public Access Defib.
- S.C.B.A.
- Hazardous Materials Awareness
- Fire Fighter Safety
- Ship Board Fire Fighting Awareness
- Technical Rescue Awareness

Strategic Plan

Fire and Emergency Services

Rescue

Objectives:

- 5.1 To reduce injuries and death from all causes within areas of jurisdiction of the Fire Department with all due consideration to the safety of all staff.
- 5.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

- 5.1 (a) Conduct timely and effective rescues.
- 5.1 (b) Research, identify, select and implement the appropriate technology and support for victim entrapment.
- 5.2 (a) Participate in and influence decisions made by all appropriate support agencies.
- 5.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan

Fire and Emergency Services

Fire Suppression

Objectives:

- 6.1 To reduce injuries, deaths, property loss and damage to the environment from fire and its consequences.
- 6.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

- 6.1 (a) Conduct timely and effective fire suppression activities.
- 6.1 (b) Research, identify, select and implement the appropriate technology and support.
- 6.2 (a) Participate in and influence decisions made by all appropriate support agencies.
- 6.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan

Fire and Emergency Services

Haz Mat

(Dangerous Goods
Containment)

Objectives:

7.1 To reduce injuries, deaths, property loss and damage to the environment from fire, dangerous goods releases and their consequences.

Actions:

- 7.1 (a) Conduct timely and effective haz mat operations.
- 7.2 (a) To provide all personnel with training to the Awareness Level and where appropriate Operations Level. Participate in the Region's CBRN Team.
- 7.2 (b) To work with other area Municipalities in establishing a hazardous material response procedure, and enter into Agreements with Council's concurrence, when necessary.

Strategic Plan

Fire and Emergency Services

Life Support

Objectives:

- 8.1 To prevent death, relieve pain and reduce shock.

- 8.2 To increase our ability and role to provide advanced life support.

Actions:

- 8.1 (a) Provide timely and effective life support services.
- 8.1 (b) Research, identify, select and implement the appropriate technology and support.

- 8.2 (a) Participate in and influence decisions made by all appropriate support agencies.
- 8.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan

Fire and Emergency Services

Administration

Objectives:

		<u>Actions:</u>
9.1	To have a management team which anticipates, initiates, communicates, and manages change effectively.	9.1 (a) Monitor, identify and anticipate all trends affecting the Fire Department and take the appropriate action.
		9.1 (b) Develop an effective management team through research, training, education and dynamic team building.
9.2	To ensure that the Fire Service is delivered in a superior and cost-effective manner.	9.2 (a) Advise Council regarding the resources and numbers of staff required to deliver timely and effective fire and emergency services.
		9.2 (b) Manage the staff and resources allocated by Council to provide the most efficient and effective fire and emergency services.
		9.2 (c) Investigate opportunities for the Fire Department to assume additional roles.
9.3	To ensure responsible, timely and effective decisions are made for the provision of the Fire Department.	9.3 (a) Prepare a long range Master Plan for the provision of Fire Department services.
		9.3 (b) Amend the enabling By-law to reflect current Fire Department services delivery and update it as needed.
		9.3 (c) Amend the City of Port Colborne's Emergency Plan and update it annually.
9.4	To develop a positive customer focus in the Fire Department service delivery.	9.4 (a) Develop a customer service training service program.
		9.4 (b) Train all staff in customer service.