

**CORPORATION OF THE MUNICIPALITY OF WEST GREY**

**BY-LAW NUMBER 30 - 2009**

**ESTABLISHING AND REGULATING BY-LAW**

Whereas the Municipal Act, S.O. 2001, c.25, as amended, and the Fire Protection and Prevention Act, 1997 S.O. 1997, c.4, as amended, permits the council to enact a by-law to establish and regulate a fire department,

**BE IT THEREFORE ENACTED** by the municipal council of the corporation of the Municipality of West Grey, as follows

1. In this by-law, unless the context otherwise requires,
  - a. **approved** means approved by the council;
  - b. **fire committee** means the civil committee or panel which acts in the interest of council, made up of persons appointed by council;
  - c. **corporation** means the Corporation of the Municipality of West Grey;
  - d. **council** means the council of the Municipality of West Grey;
  - e. **deputy fire chief** means the person or persons appointed by council to act on behalf of the *fire chief* of the fire department in the case of an absence or vacancy in the office of *fire chief*, as described in **Appendix "B"** forming part of this by-law;
  - 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 Municipality of West Grey Fire Department;
  - 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, as described in **Appendix "C"** forming part of this by-law;
  - i. **member** means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes officers, fulltime part time and volunteer firefighters;
  - j. **volunteer firefighter** means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance;
2. A fire department for the Municipality of West Grey to be known as the West Grey Fire Service is here by established and the head of the fire department shall be known as the *fire chief*.
3. The fire department shall be structured in conformance with the approved organizational chart, **Appendix A**, forming part of this by-law.
4. In addition to the *fire chief*, the council shall appoint a deputy chief for each station, and such number of other officers and members as the Council may deem necessary for the safe operation of the fire service.
5. The *fire chief* may recommend to council the appointment of any qualified person as a member of the fire department, subject to the hiring policies of Municipality of West Grey.

6. Persons appointed as members of the fire department shall be on probation for a period of 12 months, during which period they shall take special training and examination as may be required by the *chief*.
7. The remuneration of the volunteer members be fair between the stations as determined by council.
8. Working conditions and remuneration for all firefighters defined in Part IX of the Fire Protection and Prevention Act shall be determined by council in accordance with the provisions of Part IX of the Fire Protection and Prevention Act.
9. If a medical examiner finds a member is physically unfit to perform his /her duties it is the responsibility of that member to notify the *chief* in writing with-in seven days of his /her examination.
10. The *fire chief* is ultimately responsible to council, through the fire committee for the proper administration and operation of the fire department including the delivery of fire protection services.
11. The *fire chief* shall implement all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire service personnel and fire service equipment.
12. The *fire chief* shall review periodically all policies, orders rules and operating procedures of the fire department and may establish an advisory committee consisting of such members of the fire department as the chief may determine from time to time to assist in these duties.
13. The *chief* shall submit to the fire committee, and council for approval, the annual budget estimates for the fire department, an annual report and other specific reports requested by the board, committee, or council.
14. Each division of the fire department is the responsibility of the *fire chief* and is under the direction of the *fire chief* or a member designated by the *fire chief*. Designated members shall report to the *fire chief* on divisions and activities under their supervision and shall carry out all orders of the *fire chief*.
15. Where the *fire chief* designates a member to act in the place of an officer in the fire department, such member, when so acting, has all the powers and shall perform all duties of the officer replaced.
16. The *fire chief* may reprimand, suspend or recommend dismissal of any member for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the *fire chief*, would be detrimental to discipline or efficiency of the fire department.
17. Following the suspension of a member, the *fire chief* shall immediately report, in writing the suspension and recommendation to the fire committee and council.
18. The procedures for termination of employment prescribed Part IX of the Fire Protection and Prevention Act shall apply to all firefighters defined in Part IX of the Fire Protection and Prevention Act.
20. A volunteer firefighter shall not be dismissed without the opportunity for a review of termination, if he/she makes a written request for such a review within seven working days after receiving notification of the proposed dismissal. A person appointed by the municipality, who is not employed in the fire department, shall conduct the review.

21. The *fire chief* shall take all proper measures for the prevention, control and extinguishment for fires and 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:
  - a. Pulling down or demolishing any building or structure to prevent the spread of fire;
  - b. 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;
  - c. Recovery of expenses incurred by such necessary actions for the corporations in the manner provided through the Municipal Act and the Fire Protection and Prevention Act;
  
22. The fire service 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 opinion of the fire chief or designate of the fire department, 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 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 count, district or regional mutual aid plan established by a fire coordinator 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 designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative;
  
23. That By-law No. 65-2005 and By-law No. 75-2006 are hereby rescinded.
  
24. This By-law shall come into force and effect on the date of its passing.

\*\*\*\*\*

Read a first and second time this 1<sup>st</sup> day of June, 2009.

Read a third time and finally passed, this 1<sup>st</sup> day of June, 2009.

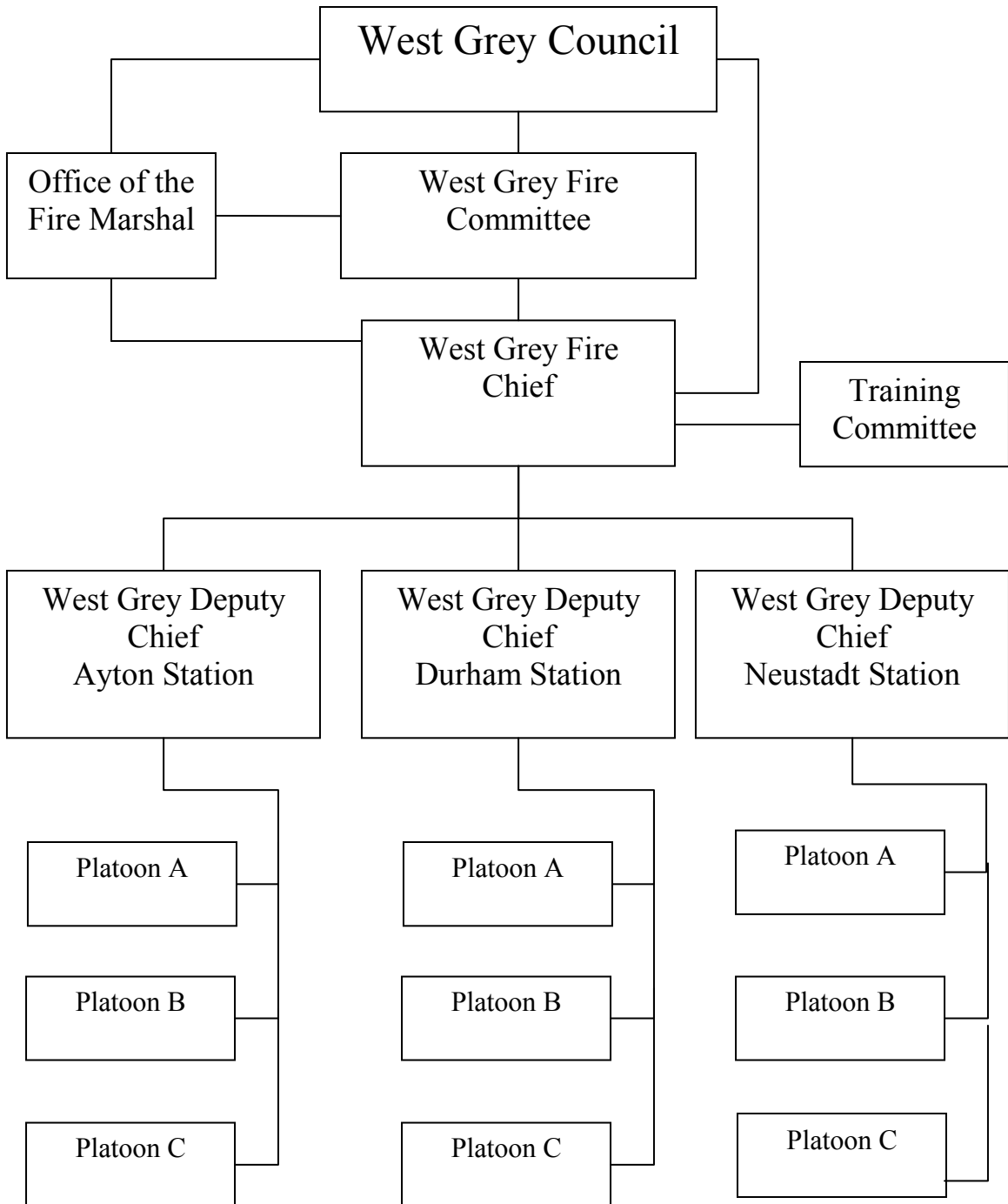
---

Mayor – Kevin Eccles

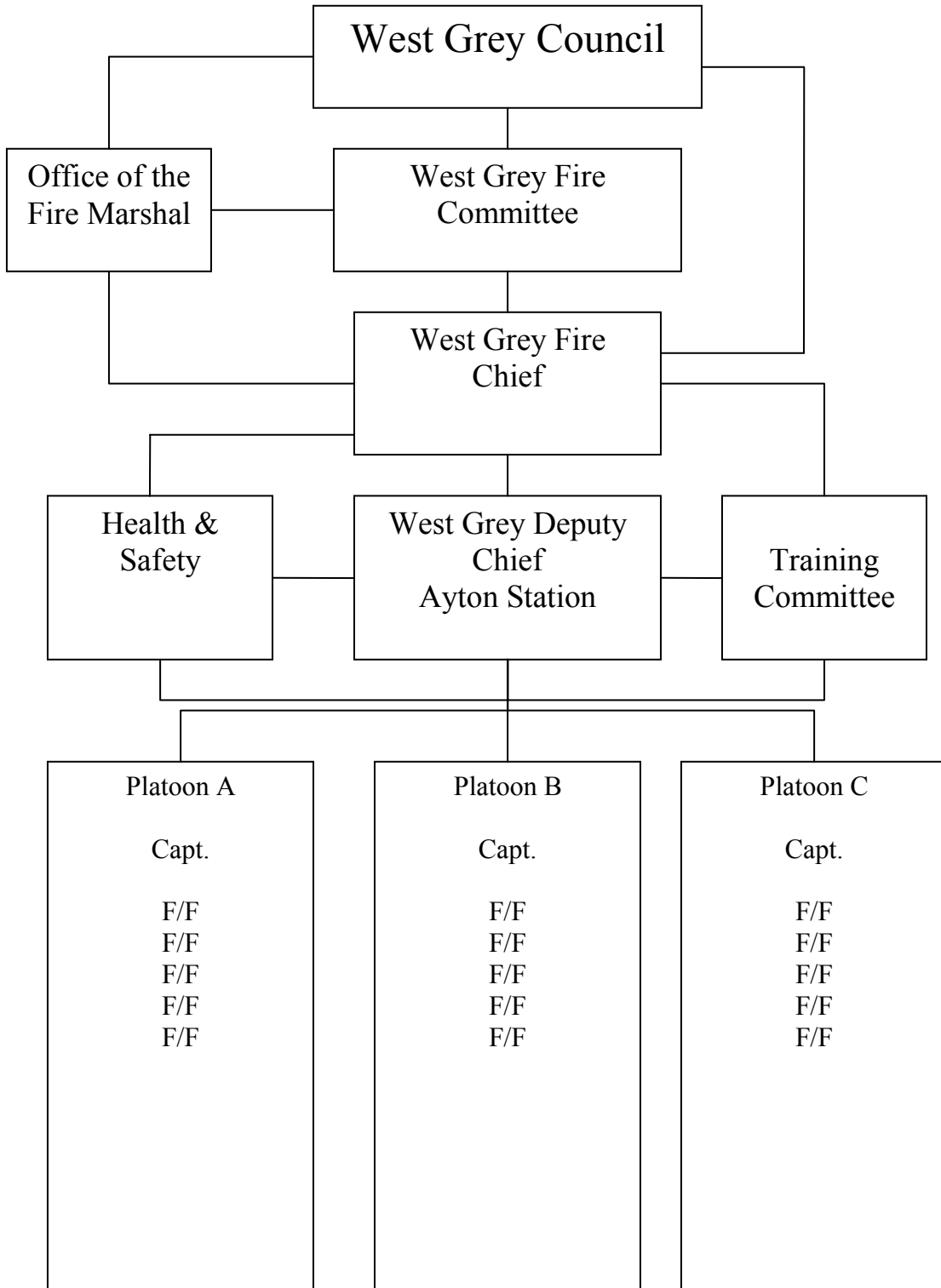
---

CAO/Clerk – Christine Robinson

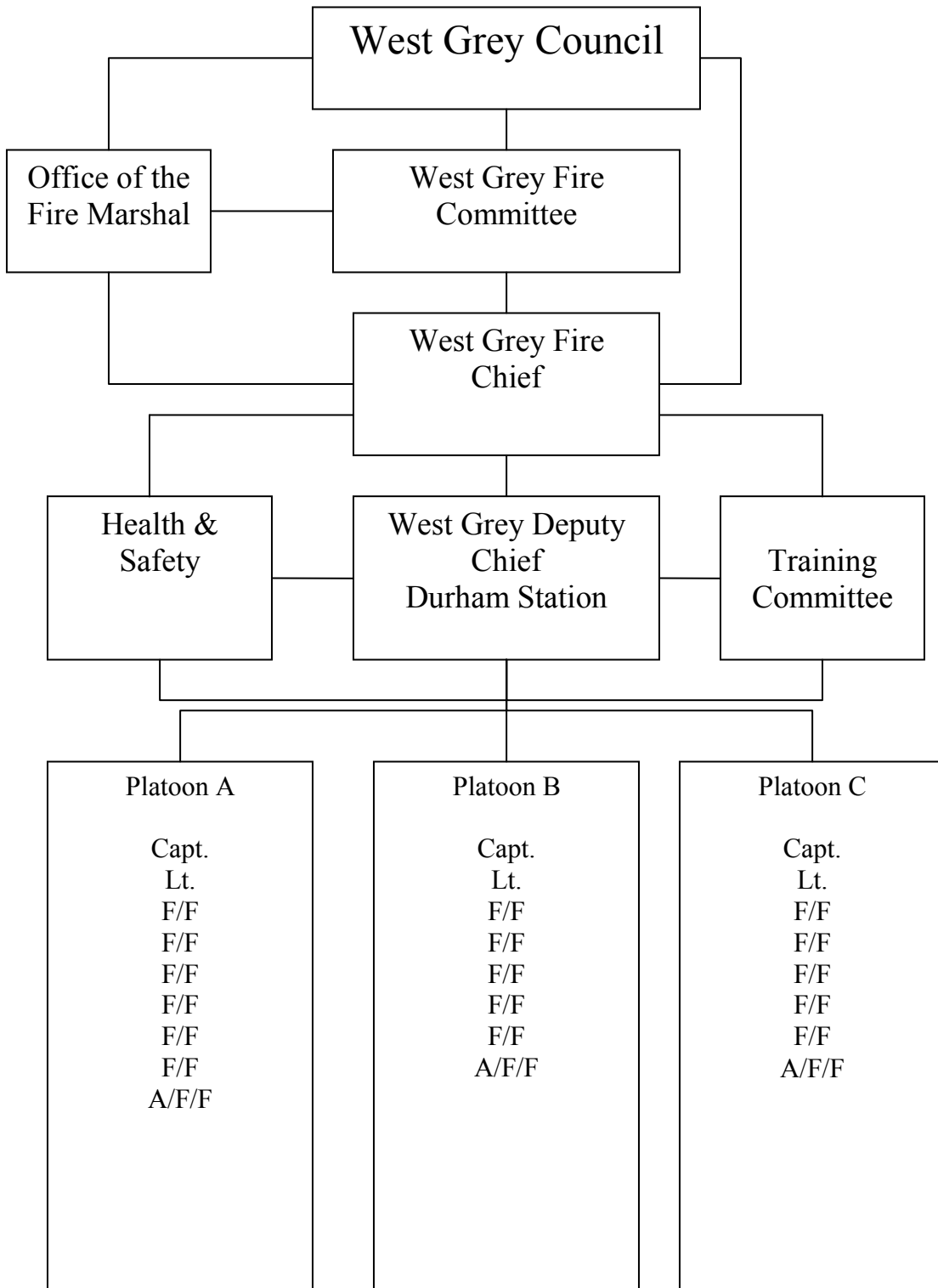
**Appendix A**



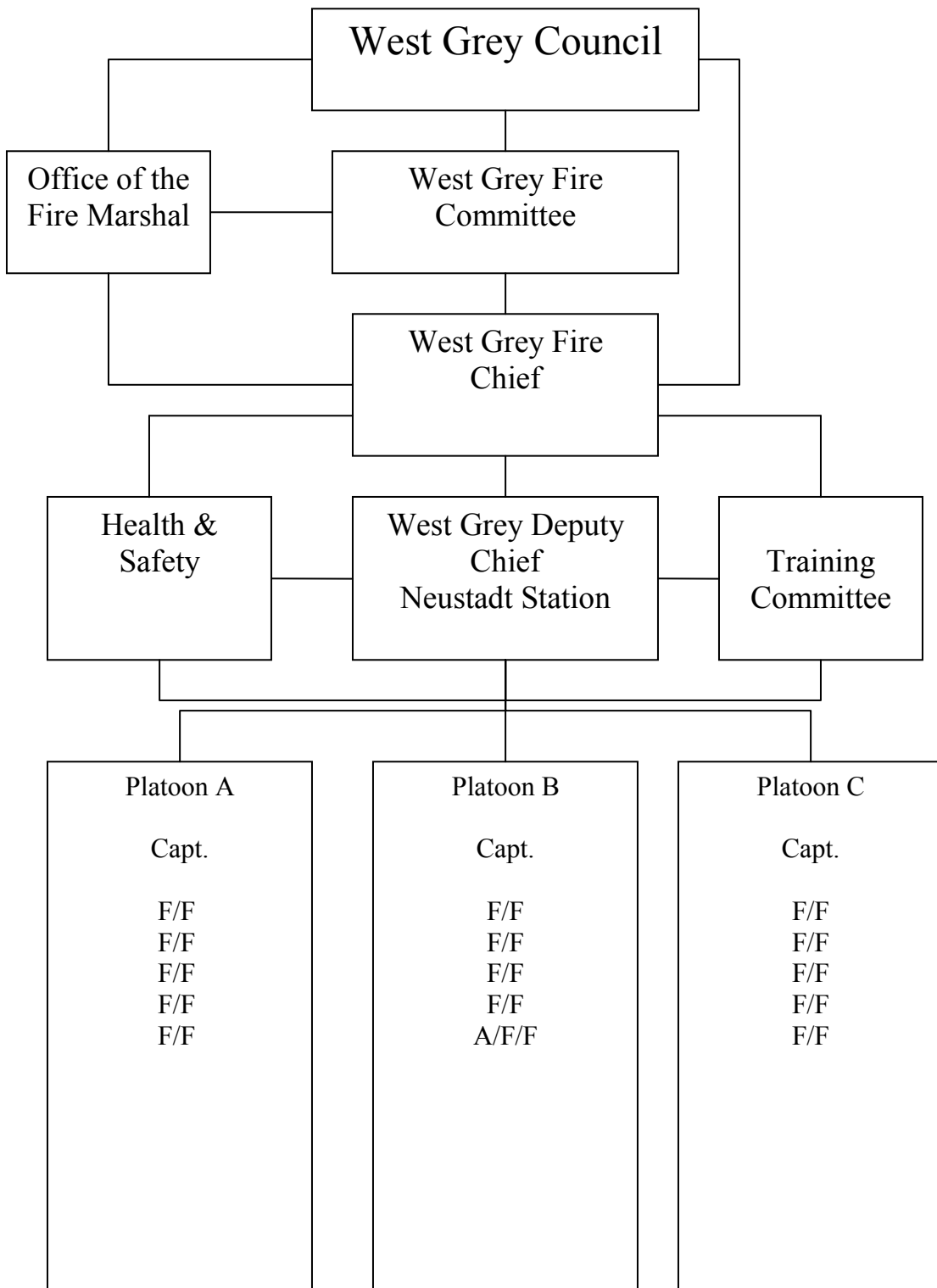
**Appendix A**



**Appendix A**



**Appendix A**



## **Appendix B**

### **WEST GREY FIRE SERVICE**

**ESTABLISHING & REGULATING BY-LAW NO. 30 - 2009**

#### **Deputy Fire Chief For the Municipality of West Grey**

##### **Position Description**

For the Ayton, Durham and Neustadt Stations

**Reports to:** West Grey Fire Chief

##### **Summary of duties:**

- Assist with the administration of the Fire Service, as required by the chief.
- Assist with inspections and fire prevention in his/her station coverage area.
- To act on behalf of the fire chief in the absence of the chief.
- To coordinate and manage personnel and equipment on the fire ground.
- Shall ensure that all firefighter's training is current and up to date.
- Will keep the chief well informed of their stations activities.
- Must activate all accountability procedures for the safety of all on the fire ground.
- Will maintain discipline at all times and ask the chief for assistance if needed.
- Shall maintain a working relationship with all other emergency services.
- Will be familiar with, and well versed in, the West Grey Emergency Plan, and be prepared to act as an alternate to the chief, including taking part in control group training.
- Shall be willing to take training through the Ontario Fire College as the need may arise.
- Will assist with fire pre-planning in the municipality.
- Will attend officer meetings and may attend Grey County Chief's meetings.
- Must encourage station personnel to "train hard, work safe".



## Appendix C

### WEST GREY FIRE SERVICE

#### ESTABLISHING & REGULATING BY-LAW NO. 30 - 2009

##### Level of service provided from each station.

###### AYTON STATION ONE:

###### Fire suppression:

- Structural
- Automotive
- Wild land
- Industrial

###### Extrication:

- Auto
- Farm
- Industrial

Note: NO CONFINED SPACE or TRENCH RESCUE PROVIDED from this station.

###### Water/Ice Rescue:

- Land based only, “all rescuers must be shore anchored and wearing PFD’s”.

###### Ambulance Assist:

Level “A” as set out by Grey County EMS Tiered Response Agreement 2009

1. Air way / Breathing Compromise.
2. Not Breathing.
3. Choking.
4. Sever Respiratory Distress.
5. Unconscious.
6. VSA / Cardiac Arrest.
- 27 MVC – Enclosed seating.
- 28 MVC – Exposed seating
- 29 MVC – Person Struck
- 38 Farm Accidents
- 39 Industrial Accidents

###### Search and Rescue:

- Land based only, under the direction of West Grey Police Search & Rescue coordinator.

###### Public Hazard:

- Any situation that poses a threat to the public, providing the incident and operation can be carried out in a safe manner with out causing danger to the fire service employee.  
Eg. Downed hydro wires, gas leaks, downed trees, severe weather emergencies.

###### Haz – Mat:

- Awareness level only.

## DURHAM STATION TWO:

### Fire suppression:

- Structural
- Automotive
- Wild land
- Industrial

### Extrication:

- Auto
- Farm
- Industrial
- Confined space
- Trench rescue awareness level

### Water/Ice Rescue:

- Land based only, “all rescuers must be shore anchored and wearing PFD’s”.

### Ambulance Assist:

Level “A” as set out by Grey County EMS Tiered Response Agreement 2009

1. Air way / Breathing Compromise.
2. Not Breathing.
3. Choking.
4. Severe Respiratory Distress.
5. Unconscious.
6. VSA / Cardiac Arrest.
- 27 MVC – Enclosed seating.
- 28 MVC – Exposed seating
- 29 MVC – Person Struck
- 38 Farm Accidents
- 39 Industrial Accidents

### Search and Rescue:

- Land based only, under the direction of West Grey Police Search & Rescue coordinator.

### Public Hazard:

- Any situation that poses a threat to the public, providing the incident and operation can be carried out in a safe manner without causing danger to the fire service employee.  
Eg. Downed hydro wires, gas leaks, downed trees, severe weather emergencies etc, etc.

### Haz – Mat:

Awareness level only.

## NEUSTADT STATION THREE:

### Fire suppression:

- Structural
- Automotive
- Wild land
- Industrial

### Extrication:

- Auto
- Farm
- Industrial
- Confined space
- Trench rescue awareness level

### Water/Ice Rescue:

- Land based only, “all rescuers must be shore anchored and wearing PFD’s”.

### Ambulance Assist:

Level “A” as set out by Grey County EMS Tiered Response Agreement 2009

1. Air way / Breathing Compromise.
2. Not Breathing.
3. Choking.
4. Sever Respiratory Distress.
5. Unconscious.
6. VSA / Cardiac Arrest.
- 26 MVC – Enclosed seating.
- 28 MVC – Exposed seating
- 29 MVC – Person Struck
- 38 Farm Accidents
- 39 Industrial Accidents

### Public Hazard:

- Any situation that poses a threat to the public, providing the incident and operation can be carried out in a safe manner with out causing danger to the fire service employee.  
Eg. Downed hydro wires, gas leaks, downed trees, severe weather emergencies etc,etc.

### Haz – Mat:

Awareness level only.