

# THE CORPORATION OF THE CITY OF ELLIOT LAKE

## *B*Y-LAW NO. 03-48

Being a by-law to establish a Fire Department within the City of Elliot Lake and to repeal By-law No. 99-25.

**WHEREAS** the Municipal Act, R.S.O. 1990 c., as amended, and the Fire Protection and Prevention Act, 1997, **R.S.O 2003**, c.4 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 Elliot Lake **ENACTS AS FOLLOWS:**

1. In this by-law, unless the context otherwise requires:
  - a) "Approved" means approved by the Council;
  - b) "Chief Administrative Officer" means the person appointed by Council to act as Chief Administrative Officer for the Corporation;
  - c) "Company" means a complement of Fire Department personnel operating one or more pieces of apparatus or equipment;
  - d) "Corporation" means the Corporation of the City of Elliot Lake;
  - e) "Council" means the Council of the City of Elliot Lake;
  - f) "Deemed" means determined by the first arriving "company";
  - g) "Deputy Chief" means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Fire Chief;
  - h) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation;
  - i) "Fire Department" means the City of Elliot Lake Fire Department;

- j) "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;
  - k) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes officer, full-time and volunteer firefighters;
  - l) "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 City of Elliot Lake to be known as the City of Elliot Lake Fire Department is hereby 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 may appoint a Deputy Chief and such number of other officers and members as may be considered necessary by the Council.
  5. The Fire Chief may recommend to the Council the appointment of any qualified person as a member of the Fire Department, subject to the approved hiring policies of the City of Elliot Lake.
  6. Persons appointed as members of the Fire Department to provide fire protection services shall be on probation for a period of 6 months, during which period they shall take such special training and examination as may be required by the Fire Chief.
  7. If a probationary member appointed to provide fire protection services fails any such examinations, the Fire Chief may recommend to the Council that he/she be dismissed.
  8. The remuneration of the volunteer members shall be as determined by the Council.
  9. Working conditions and remuneration for all full-time members shall be determined by Council in accordance with the provisions of Part IX of the Fire Protection and Prevention Act.

10. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the Fire Department, Council may assign the member to other employment in the Fire Department or may retire him/her. Council may provide retirement allowances to members, subject to the Municipal Act.
11. The Fire Chief is responsible to Council, through the Chief Administrative Officer, for proper administration and operation of the Fire Department including all Fire Department functions and programs.
12. 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 department personnel and fire department equipment.
13. 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 fire chief may determine from time to time to assist in these duties.
14. The Fire Chief shall submit to the Treasurer and Council for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Chief Administrative Officer or Council.
15. 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.
16. 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 of the powers and shall perform all duties of the officer replaced.
17. 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 the efficiency of the fire department.
18. Following the suspension of a member, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the Chief Administrative Officer and Council.

19. The procedures for termination of employment prescribed in Part IX of the Fire Protection and Prevention Act shall apply to all full-time members of the fire department.
20. A volunteer firefighter shall not be dismissed without the opportunity for 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 of 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 Corporation in the manner provided through the Municipal Act and the Fire Protection and Prevention Act.
22. The fire department shall not respond to a call with respect to 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 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 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 designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

23. THAT By-law No. 99-25 is hereby repealed.

**PASSED** this 23<sup>rd</sup> day of June, 2003.

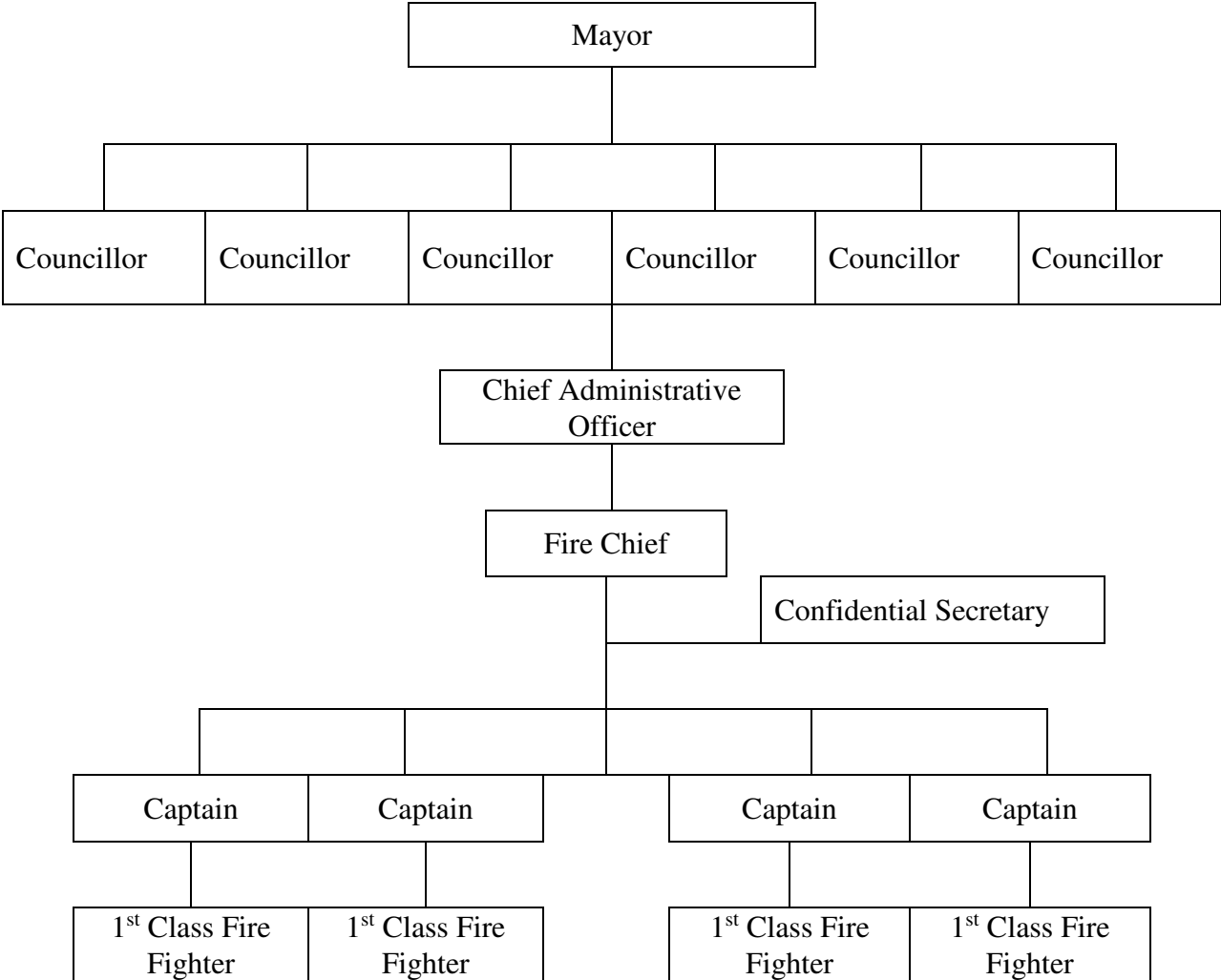
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**MAYOR**

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**CITY CLERK**

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
ORGANIZATIONAL CHART



## MISSION STATEMENT

The primary mission of the Elliot Lake Fire Department is to provide a range of programs to protect the lives and property of the inhabitants of the City of Elliot Lake from adverse effects of fires or exposure to dangerous conditions created by man or nature. These programs include, but are not limited to, fire prevention, fire safety education, rescue and fire suppression services.

## PRIMARY GOALS OF THE FIRE DEPARTMENT

The goal of the Elliot Lake Fire Department is to provide fire protection and prevention services through a range of programs. These programs are designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by man or nature. The order of priority is first to their municipality; second, to those municipalities requiring assistance through authorized Mutual Aid activities; and third, to those municipalities that are provided fire protection by the fire department via authorized agreement.

### Primary objectives of the fire department

In order to achieve the goal of the fire department, necessary funding must be in place and the following objectives met:

1. Identify and review the fire protection services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that fire fighting equipment and adequate personnel are available within the municipality to provide an uninterrupted response to a citizen's call within the department's jurisdiction, on a 24 hours/day, seven days/week basis.
4. Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co-operate with other departments of the corporation with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is ready to respond to emergency calls.

6. Provide an effective fire prevention program to ensure compliance with applicable municipal provincial and federal fire prevention legislation and to reduce and/or eliminate fire hazards.
7. Ensure that in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
8. Develop and maintain an effective public information system and educational program.
9. 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.
10. Interact with other departments of the corporation respecting the aspects of fire on any given program.
11. Ensure these objectives are not in conflict with any other department of the corporation.

## FIRE PREVENTION POLICY

### **General**

The Fire Protection and Prevention Act, 1997, Section 2(1) states:

1. Every municipality shall:
  - a. establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
  - b. provide other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Therefore, as a minimum accepted model, the municipality should provide the services listed below:

1. a smoke alarm program.
2. fire safety education material distributed to residents / occupants.
3. fire safety inspections of private residential occupancies: upon complaint or when requested to assist with code compliance (including any code enforcement).
4. fire safety inspections: to include follow-up and enforcement as necessary.
5. simplified risk assessment.

Depending on periodic risk assessments, additional services may be required to meet the needs and circumstances of the municipality. Since the municipality must be able to demonstrate that they can meet their needs and circumstances, prevention programs under this policy should be measured to ensure effectiveness. This shall be the responsibility of the Fire Chief.

Upon request, copies of this policy are available for the public through the Fire Department.

### **Smoke Alarm Program**

The objective of the smoke alarm program is the provision, installation and maintenance of a working smoke alarm in every residential occupancy in the municipality. Activities to help achieve this goal include:

- distribution of pamphlets or other education material
- instruction to residents regarding smoke alarms
- providing a program for residents to acquire smoke alarms for a reduced or no cost
- providing advice and / or assistance on the installation of the smoke alarms
- Inspection **requests** -from residents to determine compliance with the smoke alarm provisions of the Fire Code or any municipal by-laws

### **Public Education Programs**

The Fire Chief and the fire department members will provide a variety of fire prevention education programs for the municipality's population. Priority will be given to those groups / segments of the municipality that are at the greatest risk. Presently, those groups are children, seniors and others as per risk assessment.

Fire safety education material may be distributed to residents / occupants by any combination of the following activities:

- distribution of pamphlets or other education material
- public service announcements utilizing available media
- instruction to residents / occupants on fire safety matters (for example, presentations to community groups such as scouts, brownies, seniors, child caregivers, etc.)

Public fire safety education material will address such issues as preventing fire occurrence, planning to escape from fire, being prepared to deal with a fire incident and the value of smoke alarms.

The public may also request tours of the fire station and the Fire Chief will make arrangements and assign personnel to conduct the tours.

## **Inspections**

### *Private Residential Occupancies:*

It is the policy of the fire department to conduct or arrange for fire prevention / safety inspection of occupancies upon request or complaint to assess the occupant / owner's compliance with the Fire Code. Any inspection must include notification of the property owner or responsible party, appropriate follow-up and enforcement as necessary.

### *Fire Inspection Practices:*

The municipality requests the fire department to carry out and ensure inspections of the following occupancies. Inspections will be conducted and written reports prepared. There is to be appropriate follow-up and enforcement as necessary.

Inspections are divided into two separate groups,

1. Annuals
  - a. most assemblies (schools, daycares, to be done twice a year)
  - b. apartments
  - c. high and medium risk industries
  - d. vacant premises
2. Bi-Annuals
  - a. mercantiles
  - b. low risk industrial
  - c. business & personal

## **Woodstoves**

*Woodstove inspections will be carried out upon owner's request. Inspections of woodstoves will be limited to the visible portion of the unit and where the flue pipe breaches the wall. Inspections will be in accordance with CAN3-B365 "Installation Code for solid fuel burning appliances and equipment". Deleted – By-law No. 07-24;*

*Replaced with:*

## **Woodstoves**

Woodstove inspections will be on a complaint basis only to determine whether or not an immediate fire threat exists. If a threat of fire exists, the Officer shall instruct the owner to extinguish the fire in the woodstove and refrain from using the woodstove until it can be proved that a Wood Energy Technical Training (WETT) certified inspector has certified that the unit / chimney conforms to the CAN/CSA-B365.

**Open Air Burning**

Open air burning is only permitted as per the Ontario Fire Code. Any burning will only be conducted with the approval of the Fire Chief in accordance with his / her written instruction or as per the municipality's burning permit system.

**Conclusion**

This fire prevention policy provides for the participation of all fire department members in prevention and public education activities. It also addresses all types and frequency of inspections directed by Council. This policy is intended as firm direction to the Fire Chief and fire department and the public.

GEOGRAPHICAL AREA

Geographic townships of the City of Elliot Lake, in the District of Algoma.

## SCOPE OF EMERGENCY SERVICES PROVIDED

### General

Services are intended to provide assistance for the protection of life and property and the welfare of the community, to the level of training and equipment of the Fire Department.

Provision of services shall be commensurate with the emergency location and the accessibility of the location, as deemed appropriate by the first responding company, in their discretion. "Similar service" shall be provided in "similar circumstances" throughout the City.

With respect to the delivery of the described services it is the objective of the Fire Department to:

Urban Area: within 8 km of the fire station, after receiving dispatch, have adequate resources and personnel on-site at emergencies in 10 minutes or less for 90% of the calls.

Rural Area: beyond the 8km from the fire station after receiving dispatch, have adequate resources to protect exposures and the spread of fire, minimum expectation would be exterior attack with no expected rescue component.

### Rescue

Shall consist of:

- Vehicle extrication to the level of training and equipment available.
- Where possible to carry out removal of victims from burning structures as rapidly as possible, given that each situation must be dealt with on the basis of its own unique circumstances.
- Removal of victims from toxic atmospheres, provided that such removal can be accomplished with the equipment carried on the fire apparatus.
- Ice and water rescue to the level of training and equipment available.
- Assistance shall be provided to other agencies to effect rescues necessitated by natural or man-made disasters, falls from heights, lost & missing persons, vehicle accidents and similar occurrences.

### Fire Suppression

Shall consist of:

- Suppression of structure fires and related outbuildings in areas 'deemed' accessible.
- Suppression of grass and bush fires, accessible subject to the Ministry of Natural Resources Agreement that may be in effect at the time.
- Protection of structures threatened by fire, in areas 'deemed' accessible.
- Suppression of vehicle fires.
- Suppression of fires involving non-structural property, provided said property is land based or attached to land.
- Mutual Aid.
- Community Emergency Plan participation.

### Hazardous Materials Incidents

- Team response to Hazardous Material Incidents shall be limited to the level of training and equipment carried on the apparatus.

### Medical First Reponse

- Medical First Response will be activated by the Central Ambulance Communication Centre and will be subject to the Algoma Services Administration Board Agreement that may be in affect at the time.