



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Fire Department Establishing and Regulating By-law – 2020 updates

Prepared By: Chris Cleave, Fire Chief/CEMC

Department: Fire & Emergency Services

Date: Nov. 2, 2020

Report Number: FIRE-2020-11-17

File Number: 1150-Reports

Attachments:

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number FIRE2020-11-17 prepared by Chris Cleave, Fire Chief/CEMC AND further authorizes the attached updated Fire Department Establishing and Regulating By-law coming forward.

Background:

Section 2 of the Fire Protection and Prevention Act 1997, requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities;

Section 5 of the Fire Protection and Prevention Act 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for the municipality and that the fire department shall provide fire suppression services and may provide other fire protection services

On November 01, 2020 through an approved agreement, the Township of Huron-Kinloss will be assuming Management and Operations of the Lucknow and District Fire Department under the direction of the Full Time Fire Chief employed by the Township of Huron-Kinloss.

This now changes our management of the Fire Department from a single station to a multi station approach.

Discussion:

As per the legislated requirements within the Fire Protection and Prevention Act, and in the interest of achieving fire service management best practices for the Township, an updated Fire Department Establishing and Regulating (E&R) By-law is recommended. The proposed E&R By-law reflects a consistent organizational structure between both stations and a consolidated fire department establishment and core service delivery practices for the Township as a whole.

As a part of the planning process for the assumption of management responsibilities, the Fire Chief has consulted the Fire Protection Advisor with the Office of the Fire Marshall and Emergency Management assigned to our Jurisdiction. This was done to receive updated information and the recommended best practices for a current Establishing and Regulating By-law that will meet the requirements of the Act.

As a part of the consultation with the Advisor, the recommended organizational structure most relevant to our circumstance was discussed. I informed the Advisor that I felt a "District" model was best suited to the organization. The Fire Protection Advisor concurred and recommended that we use a District model for each individual station within the Township. Adoption of this By-law and organizational model will include a new position title being created for the Lucknow Station, that being "District Chief". The District Chief would be equivalent to what is commonly referred to as a "Station Chief". For Ripley-Huron this means the Deputy Fire Chief position will be retitled to District Chief and the Assistant Deputy Chief will be re-titled to Deputy District Chief. For Lucknow the former volunteer Fire Chief position will be converted to the District Chief title and the current Deputy Chief will be retitled to Deputy District Chief.

This is all outlined in Schedule "A" Organizational Chart of the draft E&R By-law. The Organizational Chart being submitted is a replica of the previous/current organizational chart for the Ripley-Huron Station with the applicable title changes for a district model substituted in.

It is very important to reiterate that accepting the new E&R By-law will not in any way terminate or demote current existing fire officers or their responsibilities and authorities within our approved job descriptions. It simply means a re-naming of positions to provide consistent terminology and interoperability between both Fire Stations under the recommended management model.

In most circumstances the creation of a District Chief model is consistent with how a number of multi station departments are organized throughout Bruce and Huron County.

The Fire Chief will develop a Position Description for the District Chief upon acceptance and enactment of the new E&R By-law. Remuneration for the District Chief and all other

organizational positions within the E&R By-law will be presented in a separate confidential report with the intent of equalizing the remuneration for both stations and will be consistent with previous remuneration figures.

Additional Information for Council obtained from the Fire Protection Advisor relevant to our current transition: Only one E&R by-law would be required in our circumstances as an existing management and operational agreement with the Board and ACW will be in place. Two individual Fire Chief Appointment By-laws are needed for each Municipality to appoint the Fire Chief for each Authority Having Jurisdiction or parts thereof.

The majority of the content within this E&R By-law is consistent with all other approved versions. The other notable differences are:

1. This By-law establishes the Township of Huron-Kinloss Fire and Emergency Services and distinctly identifies both the Ripley-Huron and Lucknow and District Fire Departments as the Fire Departments within our Township under the direction of one Fire Chief, as appointed by Council.
2. This E&R By-law gives authority to the Fire Chief, through Council, to establish a Jr. Firefighter program, if and when applicable. Prior to this occurring a number of Policies and Procedures would first need to be drafted and implemented, however the overarching authority to commence this community youth engagement program will now be in existence for both Stations.
3. Schedule "B" is the approved programs and services (Core Services) of the Fire Department. This list of services is consistent with the previous levels of service offered by our Fire Departments. There are no upgrades or additions to the service levels at this time. In this By-law version I have only defined the services more clearly and referenced all applicable NFPA Standards for each service level to be consistent with the provincial adoption of the NFPA Standards being the minimum standard to which fire services operate.

Financial Impacts:

There are no significant financial impacts anticipated with the adoption of this By-law. All position title changes and staffing for these positions will be manageable with current budget estimates for Firefighter Wages for both Departments.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Chris Cleave, Fire Chief/CEMC

Approved By:

Mary Rose Walden, Chief Administrative Officer