



AGENDA ITEM REPORT

Meeting: Special Meeting of Council - 19 Feb 2020
To: Members of Council
From: Dan Koroscil, Fire Chief
Department: Fire
Subject: Hastings Highlands Fire Department 2019 Annual Report

RECOMMENDATION:

THAT Council accepts this report "Hastings Highlands Fire Department 2019 Annual Report" as a comprehensive internal analysis of the Hastings Highlands Fire Services.

ORIGIN:

2019-2023 Municipal Strategic Plan

BACKGROUND INFORMATION:

The Ministry of the Solicitor General and Correctional Services Public Fire Safety Guidelines was used as a template to prepare the layout of this report.

More specifically, it speaks to the factors involved in assessing a fire department. They include:

- mission statement and mandate
- goals and objectives
- organization
- administration
- by-laws and agreements
- fire prevention, public information, public education
- investigations
- communications
- emergency operations
- training and education
- vehicles and equipment
- financial management and budgeting
- automatic aid and "mutual aid"
- building and facilities
- pre-emergency planning
- disaster planning
- risk management planning
- human resources

- maintenance
- records, reports, data
- water supplies

FINANCIAL IMPACT:

to be determined

LINK TO STRATEGIC PLAN:**RATIONALIZE INFRASTRUCTURE Strategic Priority #2**

Goal: Fire Services Plan

Action: Complete a review of fire services

Action: Develop a viability plan

REFERENCES:

N/A

ATTACHMENTS:

[2019-Hastings Highlands Fire Department-Annual Report](#)

Prepared By:

Dan Koroscil, Fire Chief

Reviewed By: Municipal Clerk February 13, 2020

Reviewed By: CAO/Treasurer February 13, 2020

Hastings Highlands Fire Department 2019 Annual Report



2020-02-19

Fire Chief Danny Koroscil and Deputy Chief Jason Post



Hastings Highlands

Beautiful By Nature

STRATEGIC PLAN / INTRO:

Welcome Home is how we want our residents and visitors to feel about Hastings Highlands. Our Municipal Strategic Plan has been developed to guide us into the future (2019-2023). It will be our focus over the next several years. It includes Guiding Principles that will influence our decisions and our actions. It also includes 4 Strategic Priorities and specific actions under each.

OUR VISION STATEMENT:

"An enviable community, with a progressive vision and financial stability, prepared for the future."

OUR MISSION STATEMENT:

"To provide a community that is Beautiful by Nature for all residents and visitors to thrive, prosper and enjoy life."

GUIDING PRINCIPLES:

• We Care • We're All In This Together • Welcome Home

OUR STRATEGIC PRIORITIES: (As they relate to the Fire Department)

RATIONALIZE INFRASTRUCTURE-STRATEGIC PRIORITY #2

Goal:	Action:	Status:
Fire Services Plan	Update establishing regulatory bylaw	Submitted Pending approval
	Complete a review of fire services	Included in this annual report Pending approval
	Develop a viability plan	Included in this annual report Pending approval

EXCEPTIONAL SERVICE AND GOVERNANCE-STRATEGIC PRIORITY #4

Goal:	Action:	Status:
Plan and Implement Emergency Management	Ensure compliance with applicable legislation in community emergency management and planning.	Included in this annual report Pending approval
	Strengthen our safety and security protocols at municipal buildings and facilities.	Included in this annual report Pending approval

EXCEPTIONAL SERVICE AND GOVERNANCE-STRATEGIC PRIORITY #4 Cont'd		
Goal:	Action:	Status:
	Complete regular Hastings Highlands Centre building evacuation drills and emergency management exercises.	Included in this annual report Pending approval
Strengthen Performance Management and Accountability for Results Across the Organization	Ensure employees are supported with relevant tools, knowledge and skills to deliver on the community strategic plan.	Included in this annual report Pending approval
	Make decisions as a municipality as a whole and not as wards.	Included in this annual report Pending approval

FROM THE FIRE CHIEF



Executive Summary

On behalf of the men and women of the Hastings Highlands Fire Department (HHFD), we are proud to present the 2019 Annual Report. We are committed to providing emergency response and community risk reduction to over 4078 residents fulltime and a large number of seasonal residents/visitors in a huge geographic area (972 sq.km). As you read this report, we hope you will learn more about how HHFD can be a useful resource to help all people of our community.

The mental and physical training required ensuring operational readiness in the form of a quick response, compassionate care, and professional service to the community is foremost on the department's list of priorities. The Hastings Highlands Fire Department fully supports the mission statement outlined in the municipal strategic plan. **"To provide a community that is Beautiful by Nature for all residents and visitors to thrive, prosper and enjoy life"**. We keep this statement in mind and integrate the elements of this plan into our approach and recommendations to all aspects of the fire department operation.

As Hastings Highlands continues to evolve and transform over time, our Fire Department has undergone monumental changes as well. There is an ongoing effort to improve both the efficiency and effectiveness of our services through innovation and ongoing analysis of both our output and outcomes in all aspects of the fire department operations. Our shared value is that

the mission of service to the community always comes first and our fire department employees both career and part-time are our most important and valuable resource. Subsequently, our recruitment and retention program focuses on hiring those applicants who possess the attributes and qualities articulated in our fire department mission statement and core services and who are the most suitable candidates who reflect our diverse community.

In the spring of 2017 the Hastings Highlands Fire Department was jointly managed by the Bancroft Fire Chief under the umbrella organization known as the North Hasting Fire Department. CAO Pat Pilgrim requested retired Office of the Fire Marshal Fire Protection Adviser Danny Koroscil to come in as a consultant and evaluate the status of the HHFD. There were a significant number of gaps in the administration, management, training and emergency response operations that had urgent need to be corrected to limit the municipalities' exposure to risk and liability.

CAO Pilgrim asked if consultant Danny Koroscil would consider coming up to Hastings Highlands on a two-year contract basis to fulfill the role of fire chief to address the significant deficiencies found in many aspects of the fire department. The major thrust at the time was to ensure that the appropriate level of training and records were in place to meet requirements of the Ontario Government legislation respecting firefighter certification or grandfathering. The Council at that time purposed to hire a new Deputy Chief that would join the department on January 1, 2019 and that person would then work together with the contract Fire Chief to implement the changes in the fire department to ensure the municipality was defensible from any potential risk and liability.

At the time of the consultant evaluation, the Province of Ontario was requiring all firefighters to be certified to National Fire Protection Association (NFPA) Standard 1001 Firefighter Professional Qualifications or grandfathered as equivalent to that standard. When all the records and documents were turned over to the Fire Chief from North Hastings Fire Department, there was very little in the way of any training records that would position the municipality as defensible with respect to grandfathering or the *Occupational Health and Safety Act*. Some of the theory and testing portion of the training was in place, but no practical training was completed nor were there appropriate signoff sheets completed.

The state of the fire department in the summer of 2018 was determined to be far worse than initially indicated during the consultant review process, the stations, apparatus and equipment were all in very bad repair and there was virtually no practical training completed or records in the files. There were no drills or ongoing documentation in place to maintain the firefighter skills on a regular basis.

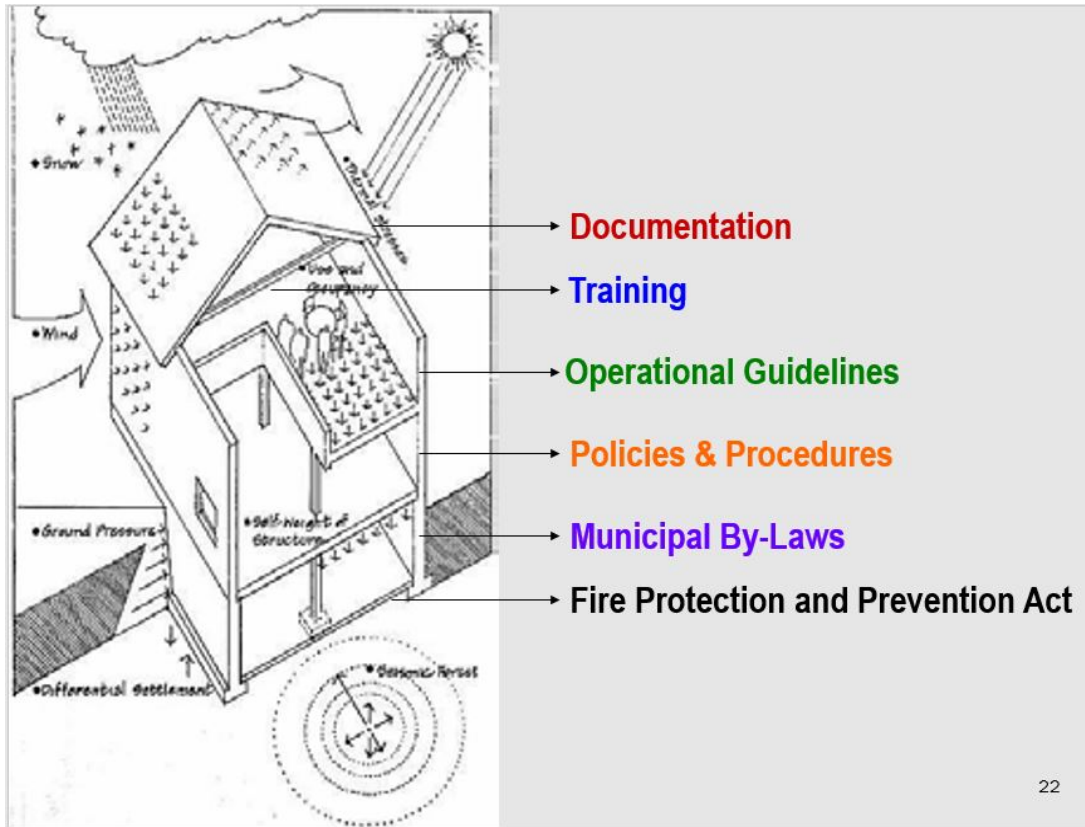
The original plan was set back by nine months as the Deputy Chief was not hired until September 2019, and there are still a significant amount of issues outstanding. Chief Koroscil proceeded to move forward with many of the repairs to the fire stations, apparatus and equipment and develop a training plan to overcome the significant gaps that were encountered during the evaluation. Chief Koroscil visited each fire station weekly and responded to all emergency calls for many months to provide oversight, mentoring and coaching to the District Chiefs and Captains to ensure adequate supervision was in place during emergency incidents, drills and training.

All firefighters with three (3) or more years of service were tested out for NFPA Standard 1001 Firefighter Professional Qualifications for Firefighter I and II and the firefighters with less than three years service began a recruit training course in February of 2019. Contract instructors were brought in from outside the department, due to the absence of qualified instructors within the fire department. This step was taken to ensure that consistent high-quality training was

provided to the firefighters and officers. This will provide the foundation for future training of the firefighters and officers of the fire department.

In late fall of 2019, the Fire Chief and Deputy provided a Fire Training Officer I course for all existing and potential future District Chief and Captains. Having these training officers will help to build future capacity through a mentoring and coaching experience with the outside instructor beginning in February of 2020 instructing the Firefighter I course.

In my previous role as a Fire Protection Adviser I would use the analogy of building a fire department is akin to building a house from the foundation up beginning with the FPPA, then the Establishing and Regulating Bylaw, then Policies, Procedures and Operational Guidelines, then Training and the Documentation is the roof on the house. (see the graphic below)



However, the state of the fire stations, apparatus & equipment and lack of training was so poor in the Hastings Highlands Fire Department in July 2018 that I was not able to take this proactive approach of starting at the bottom and building up and had to go into aggressive defensive mode. As Fire Chief, I had to take rapid steps to make corrections to bring the fire department up to minimum fire service and life safety standards to meet the core services defined in the existing Establishing and Regulating Bylaw.

This approach was essential under the Ontario *Occupational Health and Safety Act* and Section 21 Guidance Notes, to ensure firefighter (the worker) safety and to limit the risk and liability for the municipality and Council (the employer) and the Fire Chief (the supervisor) in each area of the fire department operations as quickly as possible. There were serious firefighter and officer

safety deficiencies and operational risks that were putting firefighters in harms way and preventing the fire department from effectively serving and protecting the public as well.

The current management of the fire department (since July 1, 2018) is based on the existing Establishing and Regulating Bylaw and appendix of Core Services that Council passed in 2011 as their level of service they wish to provide in the municipality. This is the key document that sets the amount of apparatus and equipment, personal protective equipment, number of firefighters and officers, levels of training to meet the provincially adopted NFPA fire service standards.

The requirements under the insurance industry is also a factor in Council's decision-making process. The grading system, by Fire Underwriters Survey (FUS) has a direct impact on the rates taxpayers pay for their home and business insurance.

Normally we would do a review of all aspects of the fire department operation on a regular basis and put together a master fire plan. A master fire plan projects out five to ten years and then becomes a living document that is ideally updated on a yearly basis.

This initial executive summary is to demonstrate that not only has the fire department gone through huge changes by repairing fire stations, apparatus and equipment but has also experienced a major organizational and cultural change. We are now seeing a significant rise in the level of pride and professionalism that was not a part of this organization before this total rebuild of the Hastings Highlands Fire Department.

FROM THE DEPUTY CHIEF



Since my start date on September 16th, 2019, I am impressed every single day by the men and women of the Hastings Highlands Fire Service. They are extremely dedicated, compassionate and energetic and make me proud to be part of the great team we have.

I feel it is important to acknowledge the cultural change that I have noticed in the service. The rebranding as well as the promotion of the rebranding from the fire service members has made the change from thinking of the service as five individual fire departments into thinking as one department. This has made a huge difference in how we use our resources but it has also built comradery throughout the service.

One of the most impressive things that I have noticed is the high quality of the training that is provided to the firefighters and officers as well as how they are embracing the opportunity to partake in the training. The graduates of these programs are the future of the fire service. We have twelve (12) firefighters that have graduated NFPA Firefighter I and will be completing NFPA Firefighter II in May. We have twelve (12) NFPA Instructor I that completed their program in November and will be able to continue to reinforce the skill sets at the stations on their respective drill nights. This high quality training program will allow us to continue on the path of having a fire service that all of the residents of Hastings Highlands can be proud of.

When we couple the activities of the fire service with the increase in responses, education, and training, our capacity to provide an even greater level of service to our citizens grows, just as does the Municipality of Hastings Highlands. I am humbled to be part of such a committed group of individuals and count myself lucky to be a member of this fine service.

Administration



Fire Administration is located in the Council boardroom in the Hastings Highlands municipal office. This situation is not conducive to productivity, having three people in one room completing a variety of different tasks on the phones or trying to meet with people is very awkward and inadequate. It is very common when taking a phone call to have to step out of the office so as not to disrupt the others working in the room. There are many situations where every office and room including the Council chambers is occupied and we have no place to meet and have a private conversation when dealing with personnel matters.

Ideally, the fire department headquarters should be located in Station 1 in the Birds Creek area of the municipality. This is where the largest contingent of firefighters are located and many from elsewhere in the community work in the Birds Creek or Bancroft area. If a brief meeting is needed the firefighters have to drive up to the municipal office in Maynooth, and often issues get deferred to a later date or time because of the travel distance. Council has expressed that they wish the fire administration to be located in Maynooth and to that end the recommendation is as follows.

Recommendation # 1

It is therefore recommended

THAT Council directs the Fire Chief to prepare engineer drawings to include fire administration as part of the addition and upgrade to Station 4 and bring the proposal back for approval.

Bylaws & Agreements



The foundational by law for a fire department is the Establishing and Regulating (E&R) by law with appendix for organizational chart and core services all approved by Council. The last update for the HHFD E&R Bylaw was completed in 2011. This Bylaw was reviewed and revised by the Fire Chief and provided to Council for approval in a separate report.

Other by laws that impact the fire department are as follows:

- Bylaw 2018-088 Appoint Fire Chief-Koroscil
- Bylaw 2019-078 Deputy Chief-Post
- Bylaw 2017-030 Open Air, Incinerator and Outdoor Fires
- Bylaw 32-2014 North Hastings Rescue Support Vehicle Agreement Hastings Highlands
- Bylaw 2017-010 Establish Fees for Service for Hastings Highlands
- Bylaw 2013-16 Authorization of Radio Tower
- Bylaw 2013-063 Emergency and Fire Dispatch Between Bancroft and Hastings Highlands
- Bylaw 2017-02 Fees for False Alarms in Hastings Highlands
- Bylaw 2017-027 Hastings Highlands Agreement with Mutual Aid
- Bylaw 2017-030 Open Air, Incinerator and Outdoor Fires
- Bylaw 2015-101 Emergency Management Program Hastings Highlands
- Bylaw 2018-094 Madawaska Valley Automatic Aid Agreement

These by laws should all be reviewed and updated as soon it is logistically feasible.

Prevention/Public Education, Code Enforcement, & Social Media



Prevention/Public Education:

Fire Prevention, Public Education and Code Enforcement are mandated by the Province of Ontario under what is known as the four minimums of the *Fire Protection and Prevention Act* 1997 (FPPA). These four minimums are legislated requirements and defined as follows:

Simplified Community Risk Assessment updated annually

The simplified community risk assessment is reviewed and updated annually to reflect any significant changes in the municipality that would have the potential to impact fire risk or address an identifiable target group that would require additional assistance with fire prevention or public education.

Smoke and Carbon Monoxide (CO) Alarm program with escape planning

Combination smoke and carbon monoxide (CO) alarms are carried in all the equipment vans responding to an incident from each fire station. When responding to an incident the officer in charge of the scene ensures that the dwelling unit meets the legislative requirements before leaving that location. HHFD has resources and documentation to allow for on site sales of the combination alarms if the resident wishes to purchase them from the municipality. These alarms are purchased through the Fire Marshal's Public Fire Safety Council Distribution Centre at significantly reduced prices to assist all residents to achieving compliance.

Distribution of fire prevention and public educational materials

The Fire Prevention Officers attend Farmers Markets, Garlic Fest, Christmas Market, Schools, Cottage Association meetings and set up displays to provide the distribution of public education materials and enter into dialogues with the people who attend these functions to answer any

questions they might have. Topics include safe open fire burning practices, solid fuel burning devices (wood stoves), chimney fires, fireworks, brush, grass and wild fire safety, Fire Smart techniques for cottages and rural homes to mention a few.

Inspection upon complaint or request

If someone calls in about a complaint about something they have observed or has a request for assistance with fire code issues a trained fire inspector attends the property and provides assistance with the issue. If necessary or appropriate an inspection order is issued against the owner of the property and the Fire Inspector follows through to ensure compliance with the Ontario Fire Code.

Code Enforcement:

The Fire Chief and the Deputy Fire Chief are both trained and grandfathered as Fire Inspectors. Currently, we also have three (3) Fire Prevention Officers one of which is also trained and grandfathered as a Fire Inspector. Additionally, we have two Fire Prevention Officers that are scheduled for training and currently be coached and mentored in code enforcement to build capacity.

The number of complaint and requests is very low with only seven (7) complaint and requests for inspections in 2019.

Social Media:

Social media is a key vehicle for disseminating information to the ratepayers; the HHFD currently has posted a number of press releases on the municipal website under 'News & Notices.' The fire department also has a section with very basic information on the website about open burning and fire station locations. <https://hastingshighlands.ca/services/fire/>

Facebook and twitter are used extensively throughout the fire service in Ontario for getting information out to the general public very quickly. Most fire departments set these social media accounts up to be a one-way communication and not allow feedback to be publicly posted. There is always an email link on any social media page that allows public feedback, but it is in a controlled fashion and doesn't become a back and forth in the public forum.

Recommendation # 2

It is therefore recommended

THAT Council permits a member of the Fire Services to train and act as a Social Media Moderator for the Hastings Highlands Corporate Social Media accounts and contribute specific content for fire prevention and public education in order to meet the legislated requirements under the four minimums of the FPPA.

Investigations



Currently HHFD has two people qualified to do origin and cause of a fire, the Fire Chief and Deputy. It would be wise to have additional firefighters trained as Fire Investigators in the unlikely event that both senior officers are away from the municipality.

NFPA 1033 Fire Investigator

This 5-day course covers all investigative competencies associated with NFPA 1033, 2014 Edition including scientific method, origin and cause, scene documentation, scene safety, the chemistry of fire, building construction, and scene reconstructions. In addition, this course provides in-depth instruction in all aspects of assessing and investigating fire scenes relevant to fire protection services. This course adheres to NFPA 921, 2017 Edition, which is the guide to fire and explosion and investigation.

Provincial testing through AS&E with the Office of the Fire Marshal and Emergency Management will be conducted at the conclusion of the course.

Communications



Fire dispatch services are provided by the Belleville Fire Department. There is a partnership agreement involving the radio repeater tower system that links HHFD to Belleville dispatch through the radio communications tower in Bancroft. There are redundancies built into the system to ensure that fire dispatch is always available. However, there are a number of areas in the municipality that do not have radio communications back to Belleville Dispatch.

This issue was mentioned to Council last year and was the reason for the third report on the Selby Hill tower to be generated to ensure the previous reports were accurate.

Hastings Highland owns the 55.5m guyed tower located on Selby Hill and is the hub of HHFD radio communications. This tower has had three (3) reports completed on the status of the tower and the latest indicates that the following:

The existing 55.5m guyed tower at Maynooth, Hastings Highlands, ON, for the design parameters with the antenna loading and transmission lines outlined in this report do not conform to the requirements of the Standard CSA S37-18.

Based on the tower assumption listed in Section 4.0, the tower legs are overstressed by up to 72%.

If this crucial overloaded radio tower fails Stations 3, 4, 5, 6 areas will be without radio communications to Belleville Fire Dispatch and through the radio repeater to each mobile and portable.

Recommendation # 3

It is therefore recommended

THAT Council permits the fire department administration to explore alternate options for communications links to Belleville dispatch and improve radio communications coverage throughout the Municipality of Hasting Highlands in the most cost efficient and effective fashion and return a report to Council as soon as possible.

Emergency Operations, Apparatus and Equipment & Buildings and Facilities



Station 1



(Formerly known as Herschel South Station)

Station 1 is in the South West area of the Municipality at the intersection of South Baptiste Lake Road and Fire hall Lane. The building currently consists of three bays housing six (6) apparatus and twenty-three (23) members.

Station 1 is presented with the following response challenges:

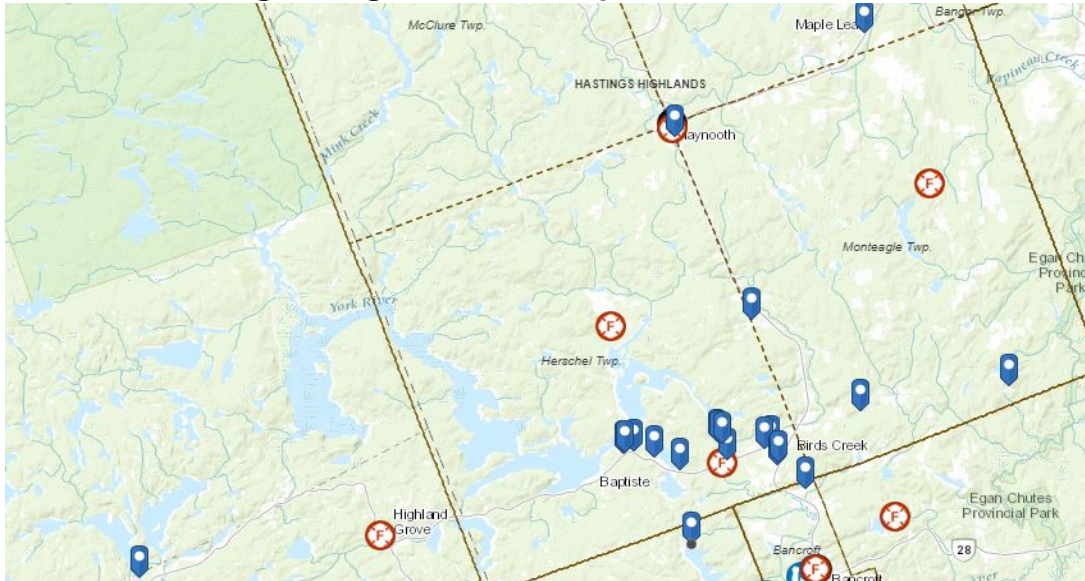
- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrant sites

- A large population that shifts between seasons
- A large influx of tourists in the summer season
- A growing Industrial and Commercial sector
- Private roads, lanes and driveways that are difficult to access or not possible to access
- Training area that is exposed to the apparatus bays which creates an inadequate learning environment. This training area is poorly heated/cooled and the heater fan noise detracts from learning. This training area is too small to accommodate all the firefighters for training or a station meeting.
- A single washroom that is inadequate for a station with twenty-three (23) members and lacks the space to add appropriate shower facilities for decontamination after an incident
- The building is extremely congested with the three apparatus bays and with significant challenges with ingress and egress pathways for the apparatus
- Inadequate parking area for the number of personnel responding to the station
- Increased recreational traffic on local trails and roads
- Aging apparatus

Apparatus and Staffing

- 191 Pumper
- 181 Tanker
- 182 Tanker
- 171 Equipment Van
- 151 Forestry Response 4 X 4 truck
- 161 ATV & Rescue Trailer
- 1 District Chief
- 3 Captains
- 17 Firefighters
- 2 Firefighter/Fire Prevention Officers

Station 1-Staffing-Firefighter Home Map:



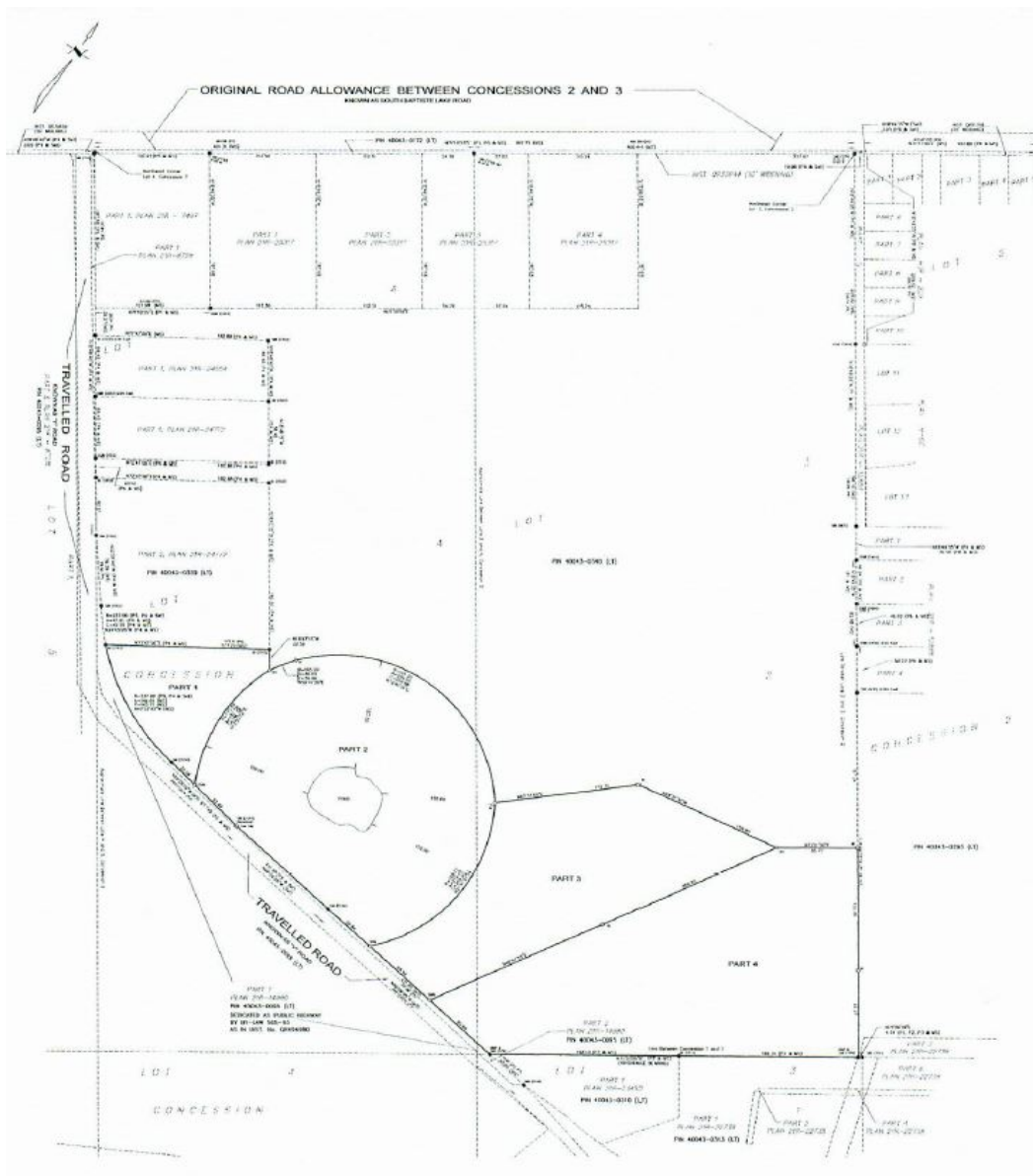
Station 1 is totally inadequate for servicing that area of the municipality and meeting the workspace and occupational health and safety needs of the firefighters and officers. This station needs to be relocated and replaced as soon as financially possible. The recommendation below is the first step toward replacement.

This recommendation is a low or no cost item that would buy good will and signal to the firefighters and officers in Station 1 that Council has not forgotten or ignored the current issues with their fire station, by setting aside property they purpose to address this issue at some future date.

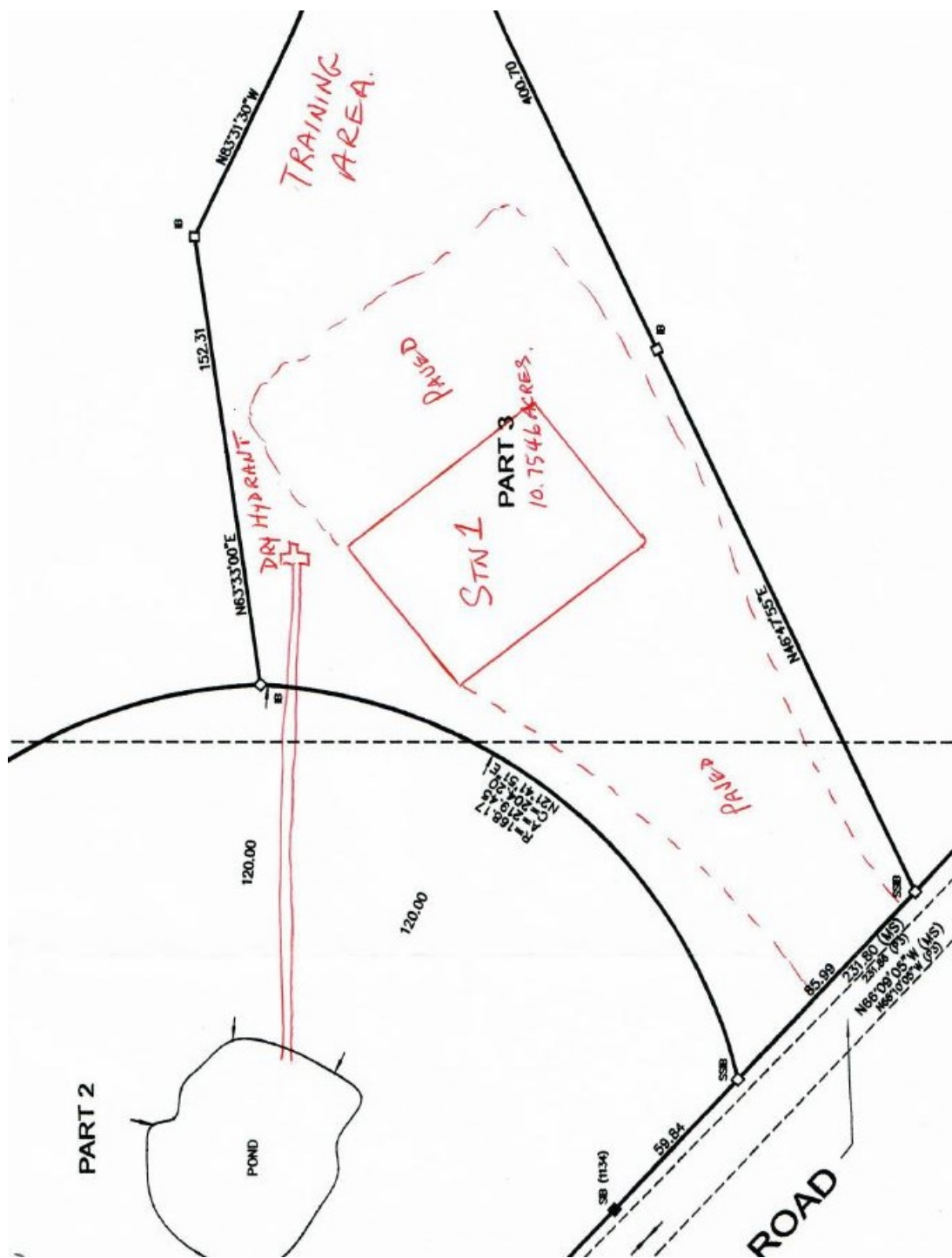
This location has the pond as an access to water for installation of a dry hydrant. This location would provide enough property in an ideal location to build the fire station and also have enough room at the rear of the property to build permanent training props and meet FUS requirement for annual live fire training (see the FUS data collection form at the end of the report).

This location for Station 1 would also take the emergency responses out of the residential area and away from the community centre on South Baptiste Road to enhance public safety during emergency incidents.

Proposed site location for future Station 1



Rough drawing of a potential layout for a future Station 1



Recommendation # 4

Station 1

It is therefore recommended

THAT Council considers reserving the 10.75-acre property known as Part 3 off the Y Road just east of the pond to build a new fire station for Station 1.

Station 2



(Formerly known as Herschel North Station)

Station 2 is in the South West area of the Municipality at Nine (9) Paradise Landing Road off North Baptiste Lake Road. The Station currently consists of two bays housing two (2) spare apparatus and zero (0) firefighters.

Station 2 is presented with the following response challenges:

- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrant sites
- A large population shift between seasons
- A large influx of tourists in the summer season
- Private roads, lanes and driveways that are difficult to access or not possible to access
- No training area and no available interior space to add one.
- Increased recreational traffic on local trails and roads.
- A single washroom that is inadequate and lacks the space to add appropriate shower facilities for decontamination after an incident.

Apparatus and Staffing

- 291 Pumper
- 281 Tanker
- 0 Firefighters

Recommendation # 5 Station 2

It is therefore recommended

THAT Council decommission Station 2 and dispose of the building and apparatus.

Where stations are recommended to be decommissioned this action could include marketed for sale, demolition, or other form of asset disposal where capital and/or operation costs are no longer incurred by the municipality. The two apparatus are very old not worth a lot of money, the pumper is 1990 (30 years old) and the tanker is 1983 (37 years old) they should be posted for disposal.

(Council may wish to consider donating the apparatus to “Firefighters Without Borders Canada” if they cannot be sold and the equipment would be shipped to a third world country to assist their efforts in creating and building a fire service.)

Station 3



(Formerly known as Monteagle Station)

Station 3 is in the South East area of the Municipality at 3205 Musclow Greenview Road. The Station currently consists of two bays housing four (4) apparatus and nine (9) members.

Station 3 is presented with the following response challenges:

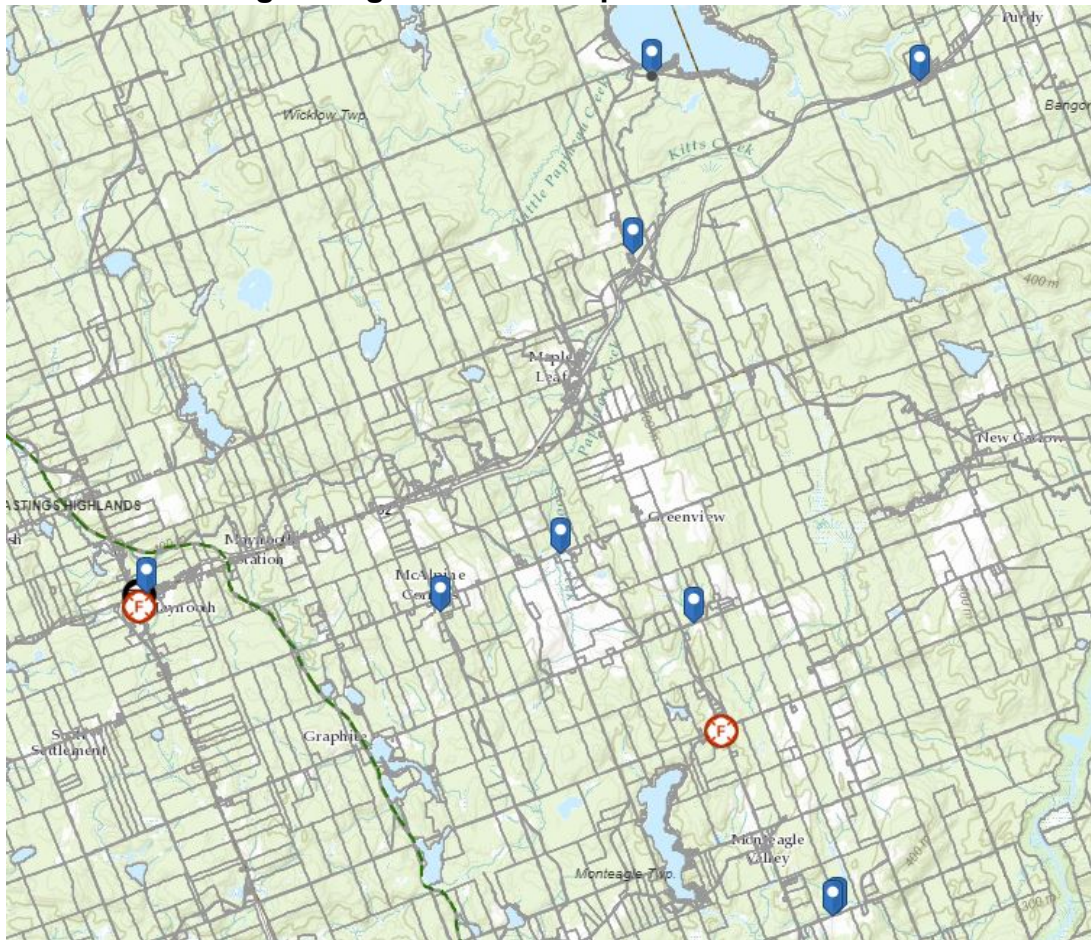
- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrant sites
- A large population shift between seasons
- A large influx of tourists in the summer season
- Private roads, lanes and driveways that are difficult to access or not possible to access
- No training area and no available space in the building to add one. An alternate training room is available over in the Operations garage (the old Monteagle municipal office).
- A single washroom that is inadequate for a fire station.
- Aging apparatus
- Increased recreational traffic on local trails and roads
- Inadequate number of firefighters to perform a full structure fire attack without support from other stations
- low number of firefighters in this station

Apparatus and Staffing

- 391 Pumper
- 381 Tanker
- 382 Tanker
- 371 Equipment Van

- 1 District Chief
- 2 Captains
- 6 Firefighters

Station 3-Staffing-Firefighter Home Map:



Station 4



(Formerly known as Maynooth Station)

Station 4 is in the West Central area of the Municipality at 41 Old Hastings Road. The Station currently consists of three bays housing four (4) apparatus and eleven (11) members.

Station 4 is presented with the following response challenges:

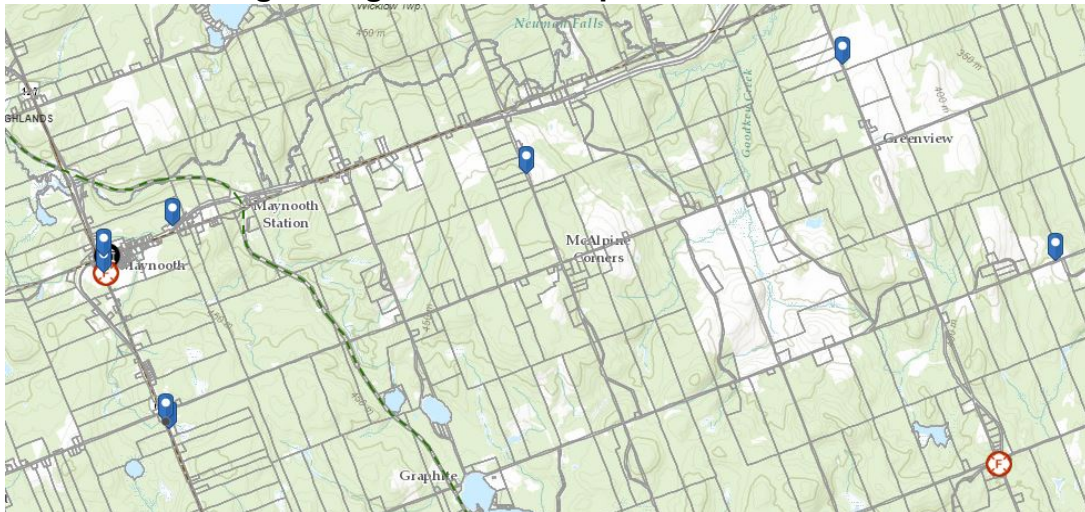
- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrant sites
- A large population shift between seasons
- A large influx of tourists in the summer season
- Private roads, lanes and driveways that are difficult to access or not possible to access
- No training area the pumper and equipment van now share the east bay and the tanker has been moved over to the west bay so the center bay can be used as a training area large enough for the number of firefighters and officers in the station. The ATV and trailer have been moved out to a temporary shipping container on the east of the station.
- A single washroom that needs a shower installed for decontamination after an incident
- Increased recreational traffic on local trails and roads
- Aging apparatus

Apparatus and Staffing

- 491 Pumper
- 481 Tanker
- 4711 Equipment Van
- 461 ATV & rescue sled
- Old 571 Equipment Van

- 1 District Chief
- 2 Captains
- 8 Firefighters

Station 4-Staffing-Firefighter Home Map:



The Municipality of Hastings Highlands **Strategic Priority #4** goal is to **Strengthen Performance Management and Accountability for Results Across the Organization.**

Action #1 being to ensure employees are supported with relevant tools, knowledge and skills to deliver on the community strategic plan.

Action #2 is to make decisions as a municipality as a whole and not as wards.

Recommendation # 6

Station 4

It is therefore recommended

THAT Council move forward with design phase to expand Station 4 to accommodate headquarters for the fire department administration along with a suitable training area and washroom facility to accommodate the number of firefighters (fifteen 15) to meet the requirements of FUS for a rated fire station.

Build four (4) additional apparatus bays to the east of the existing building to accommodate the apparatus. (Pumper, Tanker, Equipment Van and ATV Rescue Unit).

The existing building and the new expansion must be built to “post disaster” requirements to meet the current Ontario Building Code.

Recommendation # 6

Station 4

It is therefore recommended

THAT Council dispose of the retired 571 Equipment Van located at Station 4.

The equipment van is very old not worth a lot of money, it requires a transmission, engine and a significant amount of body work to become a viable unit. This would not be a sound investment of precious resources and should be posted for disposal.

(Council may wish to consider donating the apparatus to “Firefighters Without Borders Canada” if they cannot be sold and the equipment would be shipped to a third world country to assist their efforts in creating and building a fire service.)

Station 5



(Formerly known as Lake St Peter Station)

Station 5 is in the North West area of the Municipality at 2356 Highway 127. The Station currently consists of one bay housing three (3) apparatus and seven (7) members.

Station 5 is presented with the following response challenges:

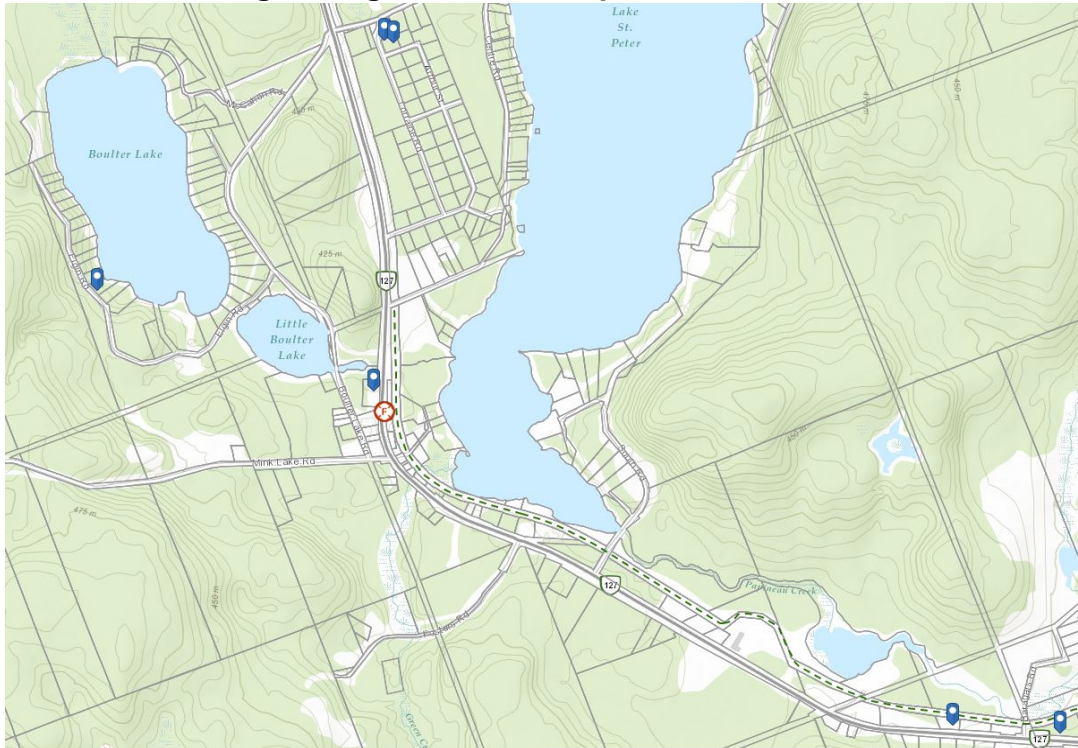
- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrants in place

- A large population shift between seasons
- A large influx of tourists in the summer season
- Private roads, lanes and driveways that are difficult to access or not possible to access
- No training area in the station. The LSP Community Centre is currently being used for firefighter training.
- A single washroom that is inadequate for a fire station and lacks the space to add appropriate facilities for decontamination (shower) after an incident
- Inadequate number of firefighters to perform a full structure fire attack without support from other stations
- Increased recreational traffic on local trails and roads
- Aging apparatus

Apparatus and Staffing

- 591 Pumper
- 581 Tanker
- 571 Equipment Van
- 1 District Chief
- 1 Captain
- 5 Firefighters

Station 5-Staffing-Firefighter Home Map:



Options at Station 5:

Option 1

- Build a new fire station approx. \$500,000.00-\$750,000.00
- Recruit and hire additional firefighters
 - Personal Protective Equipment (approx. \$3,000 per FF X 10 = \$30,000)
 - Train FF to NFPA 1001 Firefighter I & II (approx. \$3,000 per FF X 10 = \$30,000)
- Officers will need to be replaced and trained (current District Chief has indicated that he would like to retire and the current Captain is acting and untrained for the position).

Option 2

Close Station 5 and migrate existing firefighters that are willing to Station 4

Recommendation # 7 Station 5

It is therefore recommended

THAT Council decommission Station 5 due to low call volume and low numbers of firefighter staffing in that area and put the apparatus up for disposal.

Designate Station 4 as the primary response location to service the Station 5 coverage area.

Where stations are recommended to be decommissioned this action could include marketed for sale, demolition, or other form of asset disposal where capital and/or operation costs are no longer incurred by the municipality.

Station 6



(Formerly known as Bangor Fire Station)

Station 6 is in the North East area of the Municipality at 785 Centreview Road. The Station currently consists of two bays housing three (3) apparatus and seven (11) members.

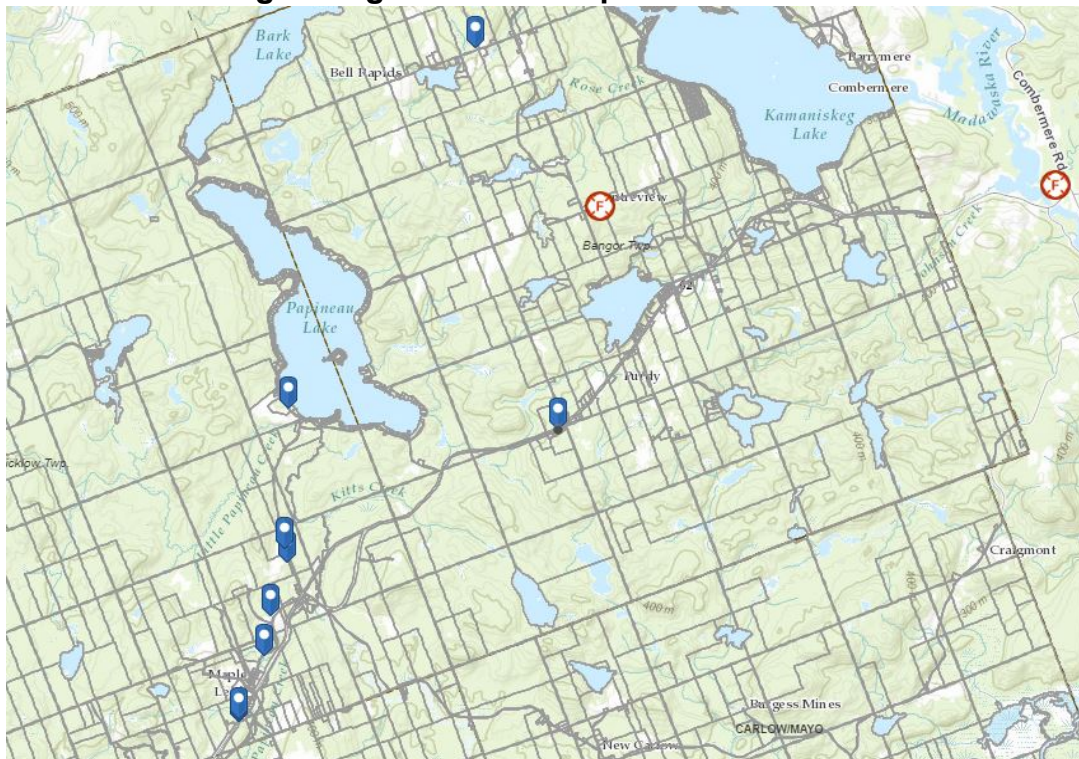
Station 6 is presented with the following response challenges:

- No Municipal pressurized water system available
- Large geographic response area
- Static water sources are spread out and some are not available during the full season
- Currently no dry hydrant system
- A large population shift between seasons
- A large influx of tourists in the summer season
- Private Roads, Lanes and Driveways that are difficult to access or not possible to access
- No training area
- A single washroom that is inadequate for a station and lacks the space to add appropriate facilities for decontamination after an incident
- Inadequate parking
- Increased recreational traffic on local trails and roads
- Aging apparatus

Apparatus and Staffing

- 691 Pumper
- 681 Tanker
- 671 Equipment Van
- 1 District Chief
- 2 Captains
- 8 Firefighters

Station 6-Staffing-Firefighter Home Map:



Options at Station 6:

Option 1

Status quo – do nothing, continue to staff and store apparatus at the existing fire station.

Option 2

Explore the cost of relocating the existing buildings at or near the Bangor operations yard.

Option 3

Close Station 6 and migrate all existing firefighters to Station 3 or 4.

Recommendation # 8

Station 6

It is therefore recommended

THAT Council decommission Station 6 and migrate all existing firefighters to Station 3 or Station 4 and put the apparatus up for disposal.

Where stations are recommended to be decommissioned this action could include marketed for sale, demolition, or other form of asset disposal where capital and/or operation costs are no longer incurred by the municipality.

Apparatus (Pumpers and Tankers):

Insurance Grading Recognition of Used or Rebuilt Fire Apparatus

The performance ability and overall acceptability of older apparatus has been debated between municipal administrations, the public fire service and many others for years. Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as the apparatus becomes less reliable with age and use.

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Fire Underwriters Survey lengthy experience in evaluating fire apparatus indicates that apparatus should be designed to an acceptable standard. The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters' Laboratories of Canada (ULC) Standard S515 (most updated version) titled, "Automobile Fire Fighting Apparatus," which was adopted as a National Standard of Canada in September 2004. Alternatively, NFPA 1901, the Standard for Automotive Fire Apparatus (most updated version) is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party. Fire apparatus should respond to first alarms for the first fifteen years of service. During this period, it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years, it should be held in reserve status for use at major fires or used as a temporary replacement for out-of-service first line apparatus. Apparatus should be retired from service at twenty years of age. Present practice indicates the recommended service periods and protocols are usually followed by the first purchaser. However, at the end of that period, the apparatus is either traded in on new apparatus or sold to another fire department. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

- a. Inadequate braking system
- b. Slow pick-up and acceleration

- c. Structurally weakened chassis due to constant load bearing and/or overloading
- d. Pump wear

FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities we have continued to recognize apparatus over twenty years of age, provided the truck successfully meets the recommended annual tests and has been deemed to be in excellent mechanical condition. The specified service tests are outlined below under the heading "Recommended Service Tests for Used or Modified Fire Apparatus". Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*. Insurance grading recognition may be extended for a limited period of time if we receive documentation verifying that the apparatus has successfully passed the specified tests. If the apparatus does not pass the required tests or experiences long periods of "downtime" we may request the municipal authority to replace the equipment with new or newer apparatus. If replacement does not occur, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community. Explain colours

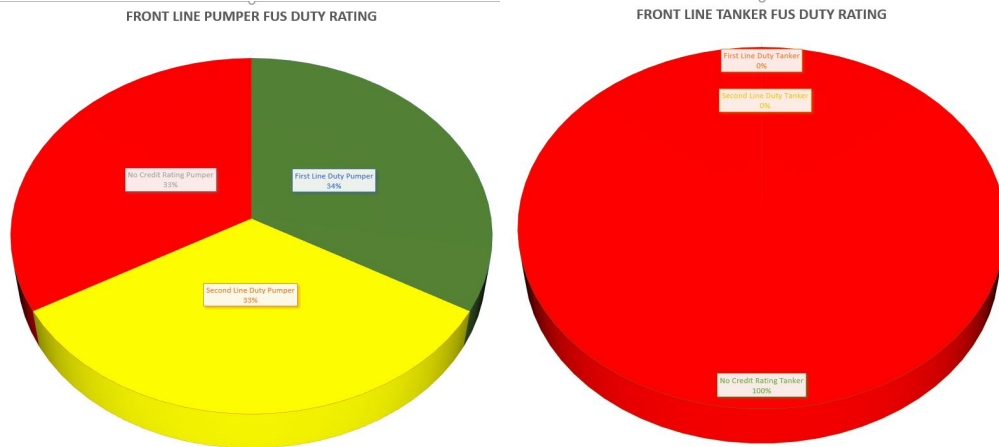


Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or 2 nd Line Duty ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading or Reserve ²	No Credit in Grading or Reserve ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND
- a total population of 100,000 or greater.

⁴ Medium Communities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR
- a total population of 1,000 or greater.

⁵ Small Communities are defined as an incorporated or unincorporated community that has:

- no populated areas with densities that exceed 200 people per square kilometre; AND
- does not have a total population in excess of 1,000.

Latest email input from FUS:

For fire insurance classification purposes, the service life of a fire apparatus does have an effect on the Dwelling Protection Grades (DPG) and the Public Fire Protection Classifications (PFPC) of any community across Canada. When a community is determined to be of medium size or of small/rural size, a first line fire apparatus (i.e. Pumper, Ladder/Aerial, Tanker) can receive full credit up to an age of 20 years from the manufacture's build date; although, it should be noted that first line fire apparatus with a service life exceeding 20 years of age receive reduced credit for fire insurance grading and classification purposes. The attached, Apparatus Service Life Recognition, document is to encourage a fire apparatus replacement schedule for communities when fire apparatus are at least 15 years of age from the manufacture's build date. The mentioned above is in correlation with the fire insurance grading system.

Given the fact that all HHFD water tankers are twenty-five (25) years old and some are as much as forty (40) years old we need to replace the tanker fleet as soon as possible. We clearly recognize that it is not financially possible or recommended to replace them all in one year. We propose that three (1000 gal) tankers be purchased for Station 1, 3 and 4.

If the municipality wishes to bring the fire stations into line with the Fire Underwriters Survey (FUS) requirements for a rated fire station our water tankers are required to be replaced. The following recommendation proposes a common sense approach toward that objective.

Recommendation # 9

Stations 1, 3, & 4

It is therefore recommended

THAT Council approves the search for three (3) suction water tank trucks to replace the outdated tankers in Station 1, 3 & 4 with a staggered range of manufacture years so future replacement is not a major burden on the municipality. The search and subsequent purchase of the three tankers will stay within the \$300,000.00 tentatively approved for this purpose in the capital budget.

Training



Training is governed by the *Occupational Health and Safety Act* and must include the information in the MOL Section 21 Guidance Notes. Please review the following highlighted key sections of the OH&S legislation to help you understand the importance of firefighter (worker) and officer (supervisor) training as it relates to the fire department.

Occupational Health and Safety Act

2018-11-16 (Download date)

Duties of employers

25. (1) An employer shall ensure that,
- (a) the equipment, materials and protective devices as prescribed are provided.
 - (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
 - (c) the measures and procedures prescribed are carried out in the workplace;
 - (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
 - (e) a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, is capable of supporting any loads that may be applied to it,
 - (i) as determined by the applicable design requirements established under the version of the Building Code that was in force at the time of its construction,
 - (ii) in accordance with such other requirements as may be prescribed, or
 - (iii) in accordance with good engineering practice, if subclauses (i) and (ii) do not apply. R.S.O. 1990, c. O.1, s. 25 (1); 2011, c. 11, s. 9.

Idem

- (2) Without limiting the strict duty imposed by subsection (1), **an employer shall,**
- (a) **provide information, instruction and supervision to a worker to protect the health or safety of the worker;**
 - (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
 - (c) **when appointing a supervisor, appoint a competent person;**
 - (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
 - (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
 - (f) only employ in or about a workplace a person over such age as may be prescribed;
 - (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
 - (h) **take every precaution reasonable in the circumstances for the protection of a worker;**
 - (i) **post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;**
 - (j) **prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;**
 - (k) **post at a conspicuous location in the workplace a copy of the occupational health and safety policy;**
 - (l) **provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and**
 - (m) **advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.** R.S.O. 1990, c. O.1, s. 25 (2).

Idem

- (3) For the purposes of clause (2)(c), an employer may appoint himself or herself as a supervisor where the employer is a competent person. R.S.O. 1990, c. O.1, s. 25 (3).

Same

- (3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the *Employment Standards Act, 2000*. 2009, c. 23, s. 2.

Idem

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer workers are regularly employed. R.S.O. 1990, c. O.1, s. 25 (4); 2011, c. 1, Sched. 7, s. 2 (2).

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Additional duties of employers

26. (1) In addition to the duties imposed by section 25, **an employer shall**,
- (a) establish an occupational health service for workers as prescribed;
 - (b) where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
 - (c) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
 - (d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
 - (e) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
 - (f) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
 - (g) **comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;**
 - (h) **establish a medical surveillance program for the benefit of workers as prescribed;**
 - (i) provide for safety-related medical examinations and tests for workers as prescribed;
 - (j) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
 - (k) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
 - (l) carry out such training programs for workers, supervisors and committee members as may be prescribed.

Idem

- (2) For the purposes of clause (1)(a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

Idem

- (3) **If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,**
- (a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;

- (b) the worker's reasonable travel costs respecting the examinations or tests; and
- (c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

Duties of supervisor

27. (1) A supervisor shall ensure that a worker,
- (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
 - (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

- (2) Without limiting the duty imposed by subsection (1), a supervisor shall,
- (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
 - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
 - (c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Duties of workers

28. (1) A worker shall,
- (a) work in compliance with the provisions of this Act and the regulations;
 - (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Idem

- (2) No worker shall,
- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or

- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Consent to medical surveillance

- (3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28.

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Elements of training for the Hastings Highlands Fire Department consist of the following. The foundational base is the Fire Recruit program for those entering the fire service. These new recruits take part in NFPA 1001 Firefighter I & II followed by ongoing drills in the fire station to maintain those skills. Once a firefighter has their base level of training they can then move forward and take NFPA 1041 Fire Instructor I and NFPA 1021 Fire Officer I to gain the qualifications to become a future officer such as a Captain. If a Captain wishes to prepare to become a District Chief they would go on to take NFPA 1021 Fire Officer II.

To become a Deputy Chief the officer should be a NFPA 1021 Fire Officer II and also be qualified as NFPA 1031 Fire Inspector I {with all of the Ontario Fire Code specific courses- additional sixteen (16) days} and NFPA 1035 Fire and Life Safety Educator I and Public Information Officer.

Ideally, both Chief Officers should aspire to gain NFPA 1021 Fire Officer III & IV along with all of the qualifications listed above for the Deputy Chief. Fire Code Enforcement and dealing with retrofit issues is a very complex task and the Fire Chief and Deputy Chief should be very familiar with all aspects of the Fire Protection and Prevention Act and the Ontario Fire Code.

Detail of training accomplished to date:

Fire Prevention Division:

The fire prevention officers have been mentored and coached by the Fire Chief and Deputy Chief as time permits. Attempts have been made to get the fire prevention officers into the Ontario Fire College however all the courses are full and so are the wait lists.

There is an opportunity for two fire prevention officers to attend at the Hastings and Prince Edward Training Tower for a NFPA 1031 Fire Inspector I course at the end of March. We are trying to arrange for attendance in the most economical way possible.

Operations Division:

2019-03-21-thru to 2019-12-01- NFPA 1001 Firefighter I
Fifteen (13) firefighters have completed this course

2019-12-20 thru to 2020-04-19-NFPA 1001 Firefighter II
Thirteen (13) firefighters enrolled

2020-02-21-thru to 2020-11-15- NFPA 1001 Firefighter I
Twelve (12) firefighters enrolled (also four (4) of our new Fire Instructor I Officers will be coached and mentored by our contract instructor to build capacity for future instruction with less outside contractors.)

Training Division:

Hastings Highlands ran a NFPA 1041 Instructor I – and 14 Officers graduated from that course using the Fire Chief and Deputy Chief as instructors.

Hastings Highlands Fire Department currently has a Chief Training Officer and three (3) Training Officers that are being mentored and coached to be able to teach future NFPA 1001 Firefighter I & II Recruit Courses.

Financial Management & Budgeting



The fire department takes every measure possible to stay within the bounds of the approved operating budget. During such a dramatic rebuild of a fire department, there were a number of issues that needed to be mitigated and the Treasurer set up a “Fire Rehabilitation Expenses” account to allow this work to be done during 2018.

We work very diligently to maximize the budget dollars that Council allocates to the HHFD knowing that there are a large number of competing needs in other areas of the budget allocations.

Below are some comparators for Council to clearly indicate that Hastings Highlands is at the lower end of what many municipalities expend on supporting their fire service.

Fire Services Comparator 2018					
Comparator	Centre Hastings	North Kawartha	Bancroft	Madoc	Hastings Highlands
Total Budget Levied	\$4,214,379.00	\$5,590,636.00	\$4,759,337.00	\$1,707,687.00	\$6,906,683.00
Fire Services Budget	\$507,595.00	\$690,099.00	\$709,619.00	\$203,255.00	\$738,357.00
Fire Services Wages	\$255,074.00	\$291,375.00	\$365,497.00	\$66,931.00	\$193,180.00
Fire Service Area in km ²	222	776	229	278	972
Number of Stations	2	3	3	1	5
Dwelling Units	2,057	3,949	1,944	968	1,820
Population	4,543	2,145	3,881	1,841	4,075
Fire Fighter Numbers	50	40			
Fire Services Budget percentage of overall levied budget	12.04%	12.34%	14.91%	11.90%	10.69%
Stations per km ²	111	259	76	278	194
Fire Service Wages percentage of Fire Service Budget	50%	42%	52%	33%	26%
	North Frontenac	Greater Napanee	anbee South Monagh	Stone Mills	Trent Hills
	\$5,885,935	\$11,911,939.00	\$5,079,002	\$5,528,183	\$12,687,660
	\$885,422	\$2,110,922.00	\$902,116	\$735,164	\$1,238,416
	\$253,217	\$1,449,897.00	\$453,802	\$301,454	\$606,442
	1135	459	347	688	511
	3	3	4	4	3
	3107	6695	2,591	3122	6613
	1904	5400	6,670	7568	12604
	63			97	
	15.04%	17.72%	17.76%	13.30%	9.76%
	378	153	87	172	170
	29%	69%	50%	41%	49%

Automatic Aid & Mutual Aid



The OFMEM position on the relationship between Mutual Aid, Automatic Aid and Fire Protection Service Agreements

History:

In 1951, plans were developed to co-ordinate municipal fire departments under a county mutual fire aid system. These systems were organized by agreement of municipal councils which permitted their fire departments to assist neighbouring fire departments in accordance with formal plans for any large-scale peacetime fires under the direction of a County Fire Co-ordinator. This also allocated the firefighting apparatus assigned to wartime fire. The first County Mutual Fire Aid system was fully organized and functioning in 1952.

Definitions:

Automatic Aid - means any agreement under which,

- (a) a municipality agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of responding more quickly than any fire department situated in the other municipality; or*
- (b) a municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department situated in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other municipality. 1997, c. 4, s. 1 (4)*

Mutual Aid – means a program:

*to provide / receive assistance in the case of a major emergency in a municipality, community or area
To provide a mechanism that can be used to activate responses to incidents that exceed the capability of the local fire department (such as tanker assists and staffing shortages) where agreements have been reached (other than automatic aid, fire protection services agreements, etc.)*

The Municipality of Hastings Highlands is receiving automatic aid from Madawaska Valley for the area around the North East area of Kamaniskeg Lake that is more readily accessible from the Combermere Fire Station. They do the initial response and our units respond to take over the incident upon arrival. We also provide automatic aid for Highlands East to a small area on the west end of Diamond Lake because we are closer from Station 1.

The mutual aid bylaw is current, the automatic aid bylaw with Madawaska Valley is current, however the automatic aid bylaw with Highlands East needs to be reviewed as time permits.

Pre-Emergency Planning



Pre-Emergency Planning relates to major structures like schools, community centres, large businesses and such.

The Hastings Highlands Complex (Municipal Building) is one such structure. The issue of occupant and fire safety of municipal facilities is paramount as we set the example for the rest of the community to live by.

There are current fire safety concerns related to the Hastings Highlands Complex that should be addressed to ensure the safety of all occupants including municipal staff, and a wide variety of community groups including the local school children.

Members of Council assumed, and the general public assume there is a fire alarm system in this building due to the modern design and age of the structure. That in itself creates an inherent danger to the occupants. Parents of the school children that attend the library and the gym for various functions for school purposes are also assuming that their children are adequately protected by a fire alarm system.

The current fire safety plan is inaccurate, and, in many instances, there are references of a “fire alarm system” which leads all users to an assumption that there is a system in the building.

The approval for fire safety plan has been withdrawn by the Chief Fire Official and a new plan will have to be drafted to reflect the current reality and must include alternative measures to compensate for the lack of a fire alarm system in the building.

This building is designated as an emergency evacuation centre, which again exposes us to additional potential risk regarding a large occupancy. Generally, the first people that are evacuated are those that are elderly, infirm or have disabilities. Early notification is paramount with these type of folks.

Occupant Loading of HH Complex

- Building is designated a D-Major Occupancy
A-Minor Occupancy
- Ontario Fire Code retrofit does not apply to the building due to the way the matrix was completed

General Office	32
Council Chambers	38
Committee Room	8
Library	50
Gym & Stage	156
Total	284

- If all other areas are empty, the Gym and Stage can have a maximum total occupancy of 284 by implementing the following alternative measures.

- Revised the current fire safety plan and submit to the fire department for approval.
- All user groups of the gym and stage that exceed 156 occupants must designate supervisory staff (user groups provide)
- The fire safety plan and rental contract must outline the alternative measures and requirement for training of supervisory staff (user groups provide)

Recommendation # 10

It is therefore recommended

THAT Council install a fire alarm system in the Hastings Highlands Complex to enhance the safety of all occupants.

Emergency Management (Disaster Planning)



Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by Bylaw adopt the emergency management program. 2002, c. 14, s. 4.

(2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Municipal emergency plan

3 (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by Bylaw adopt the emergency plan. 2002, c. 14, s. 5 (1).
Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

Review of plan

(6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

Emergency management program co-ordinator

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

Responsibilities of the Community Emergency Management Coordinator (CEMC) include:

- Successfully complete all training, as required by Emergency Management Ontario (EMO), and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a Community Emergency Management Program Committee.
- Conduct the community's Hazard Identification and Risk Assessment process.
- Prepare community emergency response plan and submit changes to EMO.
- Ensure the designation and development of an appropriate community Municipal Emergency Operations Centre.
- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability and identify and attempt to address additional needs.
- Conduct annual training for the members of the Municipal Emergency Control Group and Municipal Emergency Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) to act as municipal community emergency staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.

- Provide emergency management expertise and administrative support to the Municipal Emergency Control Group during an emergency.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the sector EMO Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.
- Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- Ensure that equipment and supplies are available in the designated (MEOC) Municipal Emergency Operations Centre.
- Compile a final report on the emergency.
- Complete all compliance documentation and submit to EMO on an annual basis.
- Chair the Program Committee meetings and set the agenda and compile the minutes from the meetings

Emergency Management Recommendation:

Consider utilizing the salary dollars that would have to be paid to have a part-time Deputy Chief for alternate time off to cover on call and vacation time for the Fire Chief estimated to be \$36,000.00 per year. If we were to add in an additional \$19,000.00 we could then accommodate the role of CEMC/Deputy Chief and have a full-time person for approximately \$55,000.00 base salary.

That will give the municipality greater value for the money that would need to be spent to cover "on call" and vacation for the Fire Chief by a part-time Deputy Chief. The proposed increase still falls into the framework of the 2020 fire department budget for administration that was allotted in the annual operating budget.

See the formal recommendation below in Staffing.

Risk Management Planning



Hastings Highlands Fire Department maintains a continuing planning process directed towards maintaining a responsive approach to the changing needs of the community, and the local areas and continually reviews each aspect of its services and functions to determine if the objectives are being achieved in accordance with the municipal strategic plan.

Hastings Highlands Fire Department maintains a continuing awareness of new and changing standards, evolving technologies, innovations, and other advances that would improve the service delivery of the department. HHFD leadership is responsible for and are included in activities that incorporate pre-emergency planning into this process.

Human Resources



Staffing-Administrative Budget History:

Year	Admin Budget Staffing \$ (with benefits)	% Increase (Decrease)	Positions	Class
2016	185,977.00 (HH Portion)		Fire Chief Deputy Chief/Training Officer Fire Prevention Officer Admin	Full-time Full-time Part-time Part-time
2017	186,141.00 (HH Portion would be increased by 80,000.00)	+0.09%	Fire Chief Fire Prevention Officer/Training Officer Admin (Proposal by previous Fire Chief was to hire two additional staff by NHFD for 2018)	Full-time Full-time Full-time
2018	204,991.76 Joint Fire 81,009.05 Salaries & Benefits TOTAL: 286,000.81	+53.65%	Jan-Jun as above Fire Chief Fire Prevention Officer/Training Officer Admin (Proposal was to hire two additional staff by NHFD the contract was severed) July-Dec Fire Chief (no benefits paid ½ year) Admin Coordinator	Full-time Full-time Full-time Full-time Part-time
2019	212,364.71	(-25.75)%	Jan-Sept 15th Fire Chief (no benefits paid year) Admin Coordinator Sept 16th-Dec Fire Chief Deputy Chief Admin Coordinator	Full-time Full-time Full-time Full-time Full-time
2020	294,315.00	+38.59%	Jan-June Fire Chief (no benefits paid ½ year) Deputy Chief Admin Coordinator July-Dec Fire Chief CEMC/Deputy Chief Admin Coordinator/Fire Prevention Officer	Full-time Full-time Full-time Full-time Full-time Full-time
2021	213,702 to 267,115	(-9.24)% to (-27.39)%	Fire Chief CEMC/Deputy Chief Admin Coordinator/Fire Prevention Officer	Full-time Full-time Full-time

Fire Chief- Legislated position:

Salary Grid Range: 10- \$75,005.00 to \$93,756.00

Fire Protection and Prevention Act 1997-Section 6 (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, **shall** appoint a fire chief for the fire department.

Overseeing multiple fire stations with approximately 65-70 volunteer firefighters is more work than one person can manage alone. Although the fire department is well underway in being rebuilt there is still a significant amount of administrative work and oversight, mentoring and coaching to move the department to a state of stability.

A chief officer needs to be available twenty-four hours per day, seven days a week (24/7), and three hundred and sixty-five (365) days a year. Beyond the need to be on call and work load encompassed above, the role of Fire Chief is a high stress job, that includes exposure to incidents involving sights, sounds, smells, etc. that have the potential to impact the person with Post Traumatic Stress Disorder (PTSD). Therefore a senior officer (Deputy Chief) rank is needed to cover time off call (24/7, 365) and annual leave (vacation).

The original proposal was to post and hire a Part-time Deputy Chief to cover alternate weeks off on a bi-weekly basis and for vacation, sick leave, etc. We now propose a potentially more viable option below under the role of Community Emergency Management Coordinator (CEMC) for the consideration of Council.

Fire Admin/Fire Prevention Officer- Non Legislated position-(supportive role and FPO to achieve the four minimums of the Fire Protection and Prevention Act see below)

Salary Grid Range: 4- \$42,081.00 to \$52,591.50 subject to a job evaluation being completed by Human Resources.

Fire Protection and Prevention Act 1997-Section

2 (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

(Four Minimums of the FPPA)

-Simplified Risk Assessment-reviewed and modified annually

-Smoke and CO Alarm program complete with escape planning

-Distribute fire prevention and public education materials based on the simplified risk assessment

-Inspection upon complaint or request-by a qualified Fire Inspector

(b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Methods of providing services

(2) In discharging its responsibilities under subsection (1), a municipality **shall**,

- (a) appoint a community fire safety officer or a community fire safety team; or
- (b) establish a fire department.

The role of Fire Admin Coordinator, is also that of a Fire Prevention Officer who would provide the fire department support with administration and coordinate the fire prevention, public

education and code enforcement activities throughout the municipality to ensure compliance with the four minimums of the FPPA.

The Municipality of Hastings Highlands Strategic Priority #4 goal is to **Plan and Implement Emergency Management**.

Action #1 Ensure compliance with applicable legislation in community emergency management and planning.

Action #2 Strengthen our safety and security protocols at municipal buildings and facilities.

Action #3 Complete regular Hastings Highlands Centre building evacuation drills and emergency management exercises.

CEMC/Deputy Chief-CEMC portion is a *Legislated position*:

Salary Grid Range: 6- \$51,183.00 to \$63,979.50 50 subject to a job evaluation being completed by Human Resources.

Emergency Management Civil Protection Act 1990 and O. Reg. 380/04 (Standards)-

10. (1) Every municipality **shall** designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

(2) The emergency management program co-ordinator **shall** complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).

(3) The emergency management program co-ordinator **shall** co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).

(4) The emergency management program co-ordinator **shall** report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

Current Status of Emergency Management:

The emergency plan has provision for a municipal emergency management program committee. We have not had meetings of this committee since 2018-07-01. The primary CEMC CAO Pilgrim retired at the end of 2019 and the alternate CEMC Chief Koroscil is finished his contract at the end of June 2020.

The Hazard and risk assessment and infrastructure identification (HIRA) has not had a detailed review since 2018-07-01 or earlier. A quick review was completed before the reporting submission late in 2019. The emergency plan and related bylaws were last updated in 2018, the contact information appendix was updated by the Fire Admin Coordinator in 2019.

Presently we have no staff qualified to take on the role of CEMC as of July 1, 2020. As a result, the CAO/Treasurer has requested the fire department to propose an innovative approach to integrating the CEMC role into the fire department structure. With this in mind, we suggest that the money budgeted for part-time Deputy Chief who provides relief for the Fire Chief. This part-time person is to allow alternate weeks "on call" and annual leave (vacation) be incorporated into a position which would now include the CEMC role and therefore having a person full time instead of only being paid to be "on call". This position would alternate every other week on call

at no additional cost, as is the current practice with the Fire Chief and Deputy Chief, it would be incorporated as part of the role.

This arrangement would better support the fire department with competent oversight and cover off the legislated role of Community Emergency Management Coordinator and remain within the projected 2020 annual budget. There is some funds allocated in the emergency management portion of the budget to help offset some of this cost.

Recommendation # 11

It is therefore recommended

THAT Council initiates discussions on the recruitment of the Fire Chief immediately so that the role of Fire Chief is filled by July 1, 2020.

Recommendation # 12

It is therefore recommended

THAT Council approves in principal to hire a CEMC/Deputy Fire Chief effective June 1, 2020. (Note: A job description, performance objectives and job ad will be in a separate report.)

Recommendation # 13

It is therefore recommended

THAT Council approves in principal to hire an Admin Coordinator/Fire Prevention Officer effective June 1, 2020. (Note: A job description, performance objectives and job ad will be in a separate report.)

Maintenance



Previous to July 2018 thorough maintenance programs and appropriate check lists were not in place. We have since ensured that all apparatus and equipment is checked at least monthly and every portable pump, generator, ice auger, etc. is run during the monthly check to ensure operation and any defective units are identified on the checklist and referred to the Chief officers to be addressed.

Historically all apparatus (pumpers and tankers) had annual MTO check completed, this however did not address other issues that needed to be addressed and dealt with. We now go over the vehicles top to bottom during the annual MTO check and service the apparatus as well.

Each Self-Contained Breathing Apparatus (SCBA) is checked and tested annually by an outside agency to ensure these vital life safety pieces of equipment are meeting the requirements of the manufacturers recommendations.

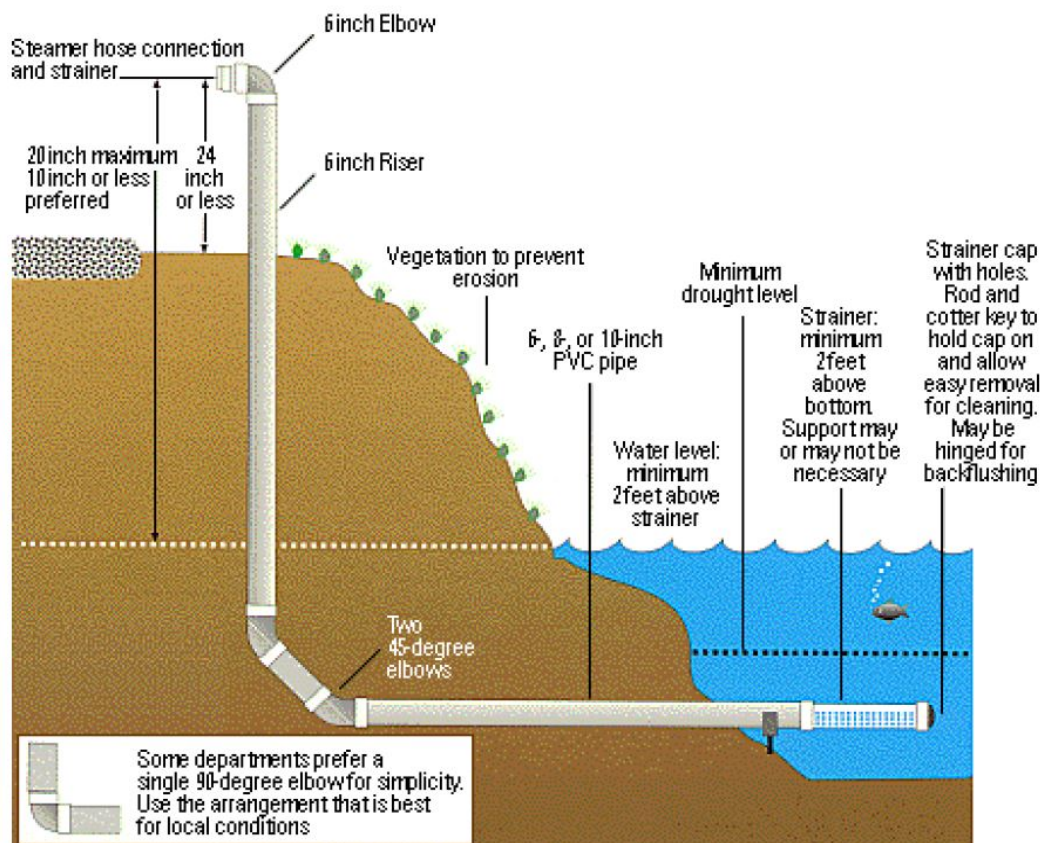
Water Supplies



Most of you are well aware that there is no pressurized water system in the Municipality of Hastings Highlands; we currently have no dry hydrants located at strategic sites to obtain water for filling our mobile water tankers. Consequently, many times we had to drop our suction hoses in any water hole we could find and unfortunately suck up all sorts of debris that would often cause damage to our pumps in the fire engines.

In September 2019, the new Deputy Chief began planning strategic sites for dry hydrant water supplies. This water source is designed (see diagram below) in such a way as to have water on a year round basis. We have purchased the necessary pipes and fittings to perform the installations however, we met with delays due to fish spawning and obtaining site permits through the OMNR.

We will move forward with the installations of the new dry hydrants in the spring of 2020 there is money approved in the 2020 Capital Budget from last year to complete this work.



Insurance Impact and Considerations



If we don't meet the criterion outlined by FUS, there is the possibility for individual property owners insurance rates to increase. There are too many variable factors in obtaining quotes for insurance policies, many home owners have a joint policy including one or more vehicles, the age of the insured people in the household, sports vehicles such as boats, snow machines, ATV's, etc. Therefore we were not able to get solid numbers to assist with the decision making process for protected and unprotected ratings on fire stations.

Fire Underwriters Survey – Municipality of Hastings Highlands

Fire Underwriters Survey (FUS) is a national organization that represents more than 90 percent of the private sector and casualty insurers in Canada. Fire Underwriters Survey provides data to program subscribers regarding public fire protection for fire insurance statistical and underwriting evaluation.

Fire Underwriters Survey assessed each area of Hastings Highlands' fire service primarily for fire insurance grading and classification purposes in 2003.

The Public Fire Protection Classification (PFPC) is a numerical grading system scaled from 1 to 10 that is used by Commercial Lines¹ insurers. Class 1 represents the highest grading possible and Class 10 represents an unrecognized level of fire protection, or fire protection beyond 5km by road travel distance. The PFPC grading system evaluates the ability of a community's fire protection programs to prevent and control major fires that may occur in multi-family residential, commercial, industrial, institutional buildings, and course of construction developments.

Fire Underwriters Survey also assigns a second grade for fire protection. The second grading system, entitled Dwelling Protection Grade (DPG), assesses the protection available for small buildings, such as single-family dwellings, and is used by Personal Lines² insurers. The DPG is a numerical grading system scaled from 1 to 5. Class 1 is the highest grading possible, Class 5 indicates little or no fire protection is present; Class 5 also represents fire protection beyond 8km by road travel distance of a responding fire station. This grading reflects the ability of a community to handle fires in small buildings such as single-family dwellings and semi-detached dwellings.

The following two (2) tables represent the current fire insurance classifications based on the assessment that was conducted in 2003.

Table 1 – Public Fire Protection Classification (PFPC) Previous Update for Municipality of Hastings Highlands

SUB DISTRICT(S) and (contract protection areas)	PFPC	COMMENTS
Hershal South – Fire Station (F.P.A)	9	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Hershal North– Fire Station (F.P.A)	10	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Bangor– Fire Station (F.P.A)	9	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Monteagle– Fire Station (F.P.A)	9	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Maynooth– Fire Station (F.P.A)	9	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Lake St. Peter– Fire Station (F.P.A)	10	Fire Hall Protected Area – Commercial Lines insured properties within 5km by road of a fire station, but beyond 150m of a fire hydrant.
Rest	10	Unprotected – Commercial Lines insured properties further than 5km by road of a fire station.

Table 2 – Dwelling Protection Grade (DPG) Previous Update for Municipality of Hastings Highlands

SUB DISTRICT(S) and (contract protection areas)	DPG	COMMENTS
Hershal South – Fire Station (F.P.A)	3B	Fire Hall Protected Area – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant.
Hershal North– Fire Station (F.P.A)	5	Fire Hall Protected Area – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant.
Bangor– Fire Station (F.P.A)	4	Limited Protection – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant and assigned to stations without a Tanker Apparatus.
Monteagle– Fire Station (F.P.A)	4	Limited Protection – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant and assigned to stations without a Tanker Apparatus.
Maynooth– Fire Station (F.P.A)	3B	Fire Hall Protected Area – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant.
Lake St. Peter– Fire Station (F.P.A)	5	Fire Hall Protected Area – Personal Lines insured properties within 8km by road of a fire station, but beyond 300m of a fire hydrant.
Rest	5	Unprotected – Personal Lines insured properties further than 8km by road of a fire station.

Insurance coverage 8 km from a fire station by road

Dwelling Protection Grade Summary of Basic Requirements per Fire Station ¹				
DWELLING PROTECTION GRADE	WATER WORKS SYSTEM ²	FIRE DEPARTMENT		CORRELATION WITH PFPC ³ Public Fire Protection Classification
		EQUIPMENT	FIREFIGHTERS ³	
1	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 5 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: - On-duty: 3 career fire fighters, plus - Off-duty: fire chief or other officer	Water Supply and Fire Department must grade PFPC Relative Class 5 or better
2	Water supply system designed in accordance with Fire Underwriters Survey standard "Water Supply for Public Fire Protection" with a relative classification of 6 or better	Response from within 8 km by road of a triple combination pumper	Minimum Response: - On-duty: 1 career fire fighters, plus - On-call: 15 auxiliary fire fighters	Water Supply and Fire Department must grade PFPC Relative Class 6 or better
3A	Water supply system designed in accordance with, and meeting the minimum requirements of, Fire Underwriters Survey standard "Water Supply for Public Fire Protection"	Response from within 8 km by road of a triple combination pumper	15 auxiliary fire fighters	No Public Fire Protection Classification required
3B	Not required – however fire department must have adequate equipment, training and access to approved water supplies to deliver standard shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper plus a mobile water supply with a combined water carrying capacity of not less than 6820 L (1500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
4	Not required – however fire department must have adequate equipment, training and access to approved water supplies to deliver shuttle service in accordance with NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting	2 units required. Triple combination pumper plus a mobile water supply with a combined water carrying capacity of not less than 6820 L (1500 IG)	15 auxiliary fire fighters	No Public Fire Protection Classification required
5	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above	No Public Fire Protection Classification required

¹ Refer to additional notes and requirements for interpretation

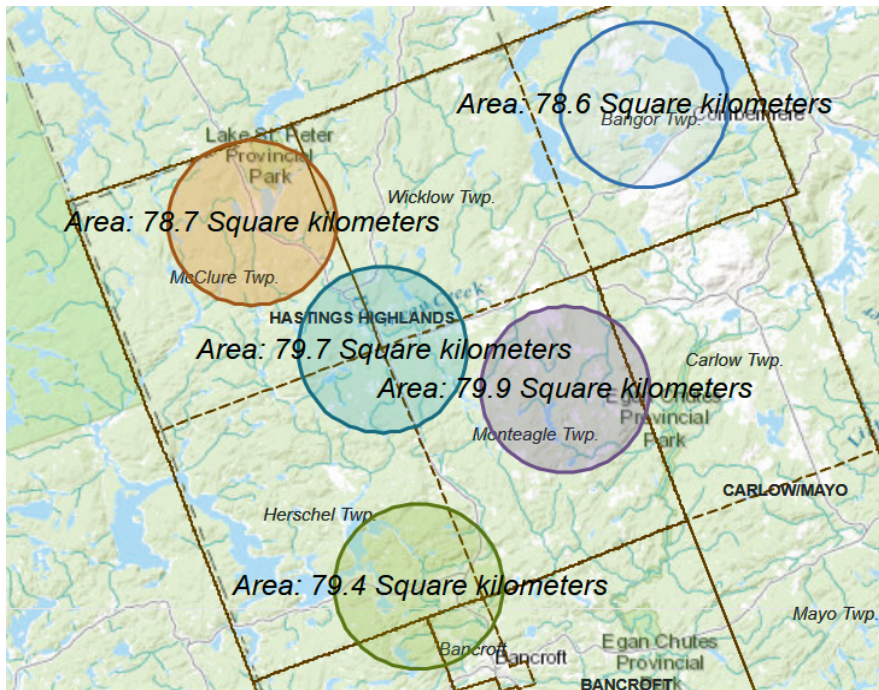
² The P.F.P.C. is a sophisticated municipal fire protection grading system utilized for Commercial Lines Insurance. PFPC fire insurance grades are scaled from 1 to 10. One (1) represents a high level of fire protection and 10 indicates little or no recognized fire protection. This system evaluates the ability of a community's fire defenses to prevent and control major fires that may occur in commercial, industrial and institutional buildings and/or districts.

³ Requirements for Dwelling Protection Grade 4 are the same as for Dwelling Protection Grade 3B, however in some cases, an allowance may be considered for Dwelling Protection Grade 4 where all of the criteria for Dwelling Protection Grade 3B have been met with one exception. If more than one criteria has not been met (ex. less than 15 auxiliary fire fighters and a single pumper apparatus) Dwelling Protection Grade 5 is applied. Where Dwelling Protection Grade 4 is applied, a signed letter of Intent from the community is to be sent to Fire Underwriters Survey indicating that improvements will be made, within an agreed timeframe, to meet the criteria of Dwelling Protection Grade 3B.

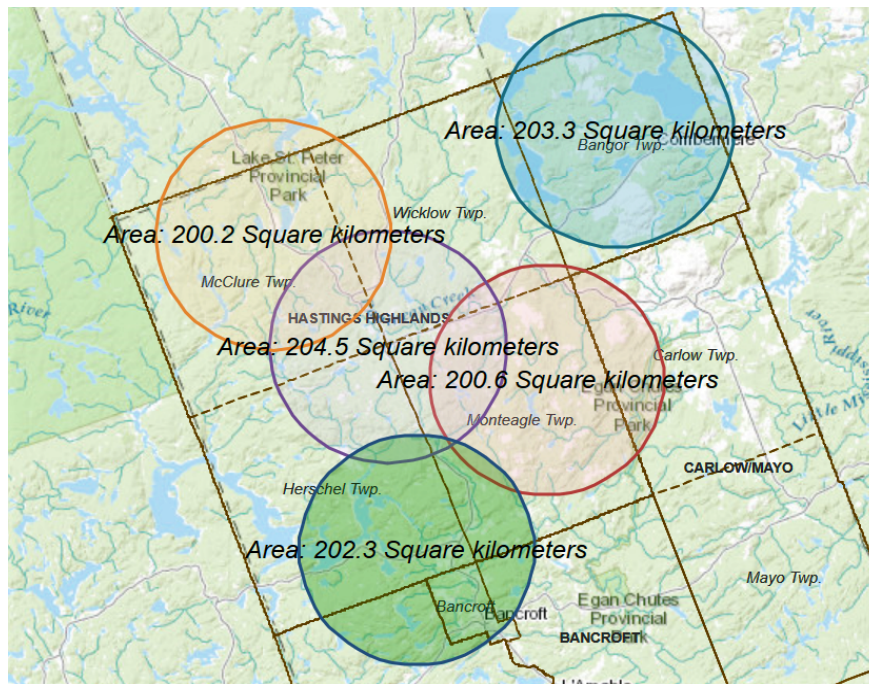
It is important to note that the absolute minimum number of auxiliary fire fighters considered within the fire insurance grading is 10 and that maximum age of apparatus that can be considered is 30 years.

Mapping for insurance coverage:

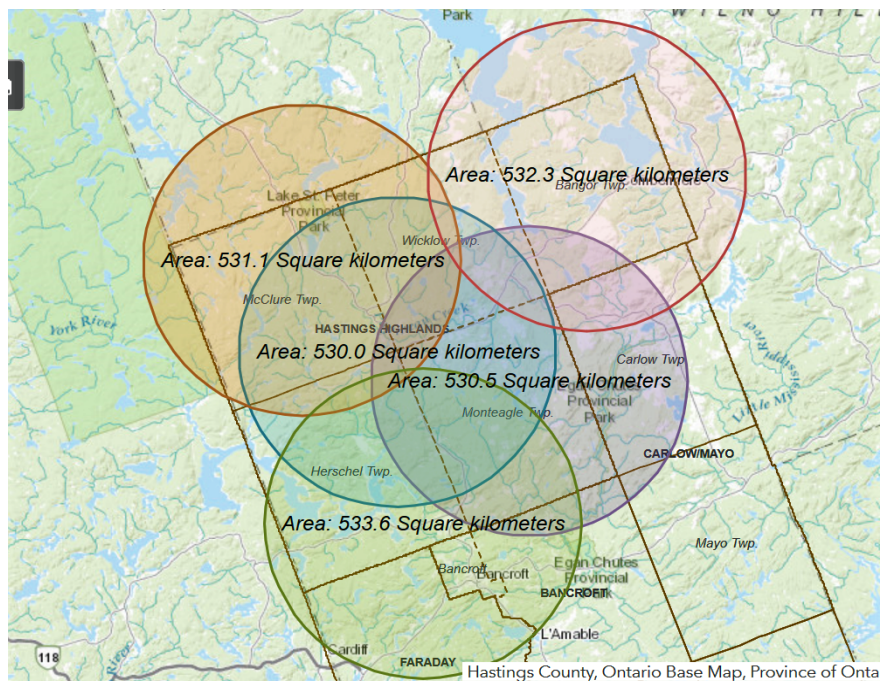
5 km from fire station (radius not road miles)



8 km from fire station (radius not road miles)



13 km from fire station (radius not road miles)



The forms below are an example of the type of information that Fire Underwriters Survey (FUS) use to be able to assess the capability of the municipal fire department and assign a rating of each fire station. The fire insurance rating by FUS will then have a significant bearing on the cost the municipal taxpayers will pay for their insurance policies.

Fire Underwriters Survey Outreach – Community Update Form (CU4)



Please fill out this form, save and email the form back to our office.

[Print Form](#)

Community Name:		
Fire Department Name:		
Fire Chief (FC) Name:		
FC Phone:		FC Email:
GIS contact:		
GIS Phone:		GIS Email:
FUS Office Use Only:		

Part 1 – Response Area

- Does your Fire Department provide first alarm automatic aid to other communities? (list communities and provide contract)
- Does your Fire Department receive first alarm automatic aid from other communities? (list communities and provide contract)
- Does your Fire Department provide other types of fire response aid to other communities? (list communities and provide contract)
- Does your Fire Department receive other types of fire response aid from other communities? (list communities and provide contract)

Part 2 – Training

- Training frequency:
- Number of fire fighters certified to NFPA 1001 (or equivalent)
- Number of fire fighters certified to NFPA 1021 (or equivalent)
- Number of NFPA 1041 certified trainers (or equivalent)
- Is there an appointed Training Officer?
- Training curriculum used (provide syllabus)
- Live Fire Training hours per fire fighter annually

Part 3 – Communications

- Is the community on 911?
- Name of PSAP (Public Safety Answering Point)
- Name of Dispatch provider

Part 4 – Prevention/Public Education

- Inspection frequency (excluding dwellings):
 - ☐ Semi-annual
 - ☐ Annual
 - ☐ Every 3 years
 - ☐ No routine
 - ☐ Request/Complaint
- How many inspections completed for previous year?
- Is there a public education program in place?
- How many Dwellings visited annually (smoke alarm/education/inspection)
- Number of fire prevention inspectors/public educators
- Number of inspectors certified to NFPA 1031 (or equivalent)
- Number of public educators certified to NFPA 1035 (or equivalent)
- Number of pre-incident plans created for the community

Please include the following attachments:

- ☐ Training syllabus
- ☐ FS4 – Fire Station Form for each Fire Station
- ☐ Fire Protection Area Boundary Map or GIS contact
- ☐ Aid Agreements

NFPA Standards listed on the form above:

NFPA 1001-Firefighter Professional Qualifications
NFPA 1021-Fire Officer Professional Qualifications
NFPA 1041-Fire Service Instructor Professional Qualifications
NFPA 1031-Fire Inspector & Plans Examiner Professional Qualifications
NFPA 1035-Public Fire & Life Safety Educator Professional Qualifications

The following chart indicates the status of the Hasting Highlands Fire Department.

Pre June 2018	Current
NFPA 1001 FF I-Firefighter Professional Qualifications 38 -firefighters grandfathered (little or no documentation)	NFPA 1001 FF I-Firefighter Professional Qualifications 61 -firefighters (tested & documented)
NFPA 1001 FF II-Firefighter Professional Qualifications 0 -firefighters(little or no documentation)	NFPA 1001 FF II-Firefighter Professional Qualifications 15 -firefighters(tested & documented)
NFPA 1021-Fire Officer Professional Qualifications 0 -fire officers (little or no documentation)	NFPA 1021-Fire Officer Professional Qualifications 5 -fire officers(tested & documented)
NFPA 1041-Fire Service Instructor Professional Qualifications 4 -instructor (grandfathered trainer/facilitator)	NFPA 1041-Fire Service Instructor Professional Qualifications 16 -instructor(tested & documented)
NFPA 1031-Fire Inspector & Plans Examiner Professional Qualifications 1 -fire inspector (one shared with NHFD)	NFPA 1031- Fire Inspector & Plans Examiner Professional Qualifications 3 -fire inspectors
NFPA 1035-Public Fire & Life Safety Educator Professional Qualifications 0 -public fire & life safety educator	NFPA 1035- Public Fire & Life Safety Educator Professional Qualifications 3 -public fire & life safety educator



Fire Underwriters Survey Outreach - Fire Station Form (FS4)

Please fill out this form, save and email the form to outreach@fireunderwriters.ca, we may also request a signed hard copy.

[Print Form](#)

Local Government Legal Name:
Fire Department Name:
Date Completed:
FUS Office Use Only:

Fire Hall Name	#	Address	Nearest cross street
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staffing at Fire Hall			
	Fire Fighters (excluding Officers)	Officers/captains (including "acting" but excluding Chief Officers)	Chiefs (include Platoon/Deputy/District)
Career	<input type="text"/>	<input type="text"/>	<input type="text"/>
Auxiliary	<input type="text"/>	<input type="text"/>	<input type="text"/>

For career fire fighters/officers on duty, what is the minimum on-duty staffing?		Number	Time From	Time To
	Day:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Night:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	Identifier	Manufacturer	Year	ULC #	Pump Capacity	Tank Capacity
					IGPM	l.Gal
1 st Line Pumper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 nd Line Pumper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reserve Pumper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 st Line Ladder	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reserve Ladder	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 st Line Tender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 nd Line Tender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initial Attack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is there a pressurized water system in this fire hall's response area? ☐ Yes ☐ No

Water System (WS) contact:
WS Phone: WS Email:

Completed By: Date:

Records Reports & Data



Totals by Type (grouped)
From Jan 1 19 to Dec 31 19

