

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM -1.4.2.1
<b>POLICY AND ADMINISTRATION MANUAL</b>		
Section <b>Municipal Services - Protective</b>	Subject <b>Fire and Emergency Services Policy</b>	

**1. APPLICATION**

This policy establishes the roles and responsibilities of the Municipality and its volunteer fire and emergency service providers in regard to:

- the requirements and procedures for registration;
- the manner of accounting for the use of funds provided by the Municipality;
- the requirement for proof of compliance with policies before advancing of any funds; and
- such other matters as are necessary and expedient for the provision of emergency services in the municipality.

**2. AUTHORITY**

Part X, Section 296, Municipal Government Act as amended

**3. DEFINITIONS**

“In this policy words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:”

- 3.1 “*Active Volunteers*” defined as volunteers with a registered service provider who maintain good standing by attending training, meetings and responding to calls, to the levels required by their respective registered service provider bylaws and for greater certainty includes volunteer first responders who assist with non-fire emergency services.
- 3.2 “*Capital expenditure*” means an amount spent to acquire or improve a long-term asset such as equipment or buildings. Usually the cost is \$1,000 or more and the purchased item(s) recorded in an account classified as Property, Plant and Equipment. The cost (except for the cost of land) will then be charged to depreciation expense over the useful life of the asset.
- 3.3 “*Chief Administrative Officer*” or “*CAO*” is the senior administrative official for the municipality and includes any municipal employee to whom the CAO delegates authority.
- 3.4 “*Fire response services provider*” or “*emergency service providers*” includes organizations which provide one or more fire response and/or non-fire emergency services;
- 3.5 “*Fire services*” means services related to the prevention and suppression of fires;
- 3.6 “*Municipality*” means the Municipality of the County of Annapolis
- 3.7 “*Mutual aid provider*” means a fire or emergency response provider which may be called for assistance and support at the request of a primary service provider;

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- 3.8 “Primary fire response services” or “primary service providers” means fire and emergency response services providers which are intended to be called first by emergency services dispatchers for the provision of fire suppression or emergency services in a defined territory in the Municipality of the County of Annapolis;
- 3.9 “Procurement Policy” means the Procurement Policy of the Municipality of the County of Annapolis outlining the methods for procurement of all goods and services to be adhered to by the registered fire and emergency service providers in accordance with the Atlantic Procurement Agreement for all capital expenditures as amended from time to time.
- 3.10 “Registered” means registered by the Municipality of the County of Annapolis in accordance with Part X of the *Municipal Government Act* and the provisions of this Policy.

**4. PRIMARY FIRE AND EMERGENCY SERVICES PROVIDED BY VOLUNTEER ORGANIZATIONS OR CORPORATIONS**

- 4.1 The Municipality acknowledges the provision of primary fire and emergency responses and fire prevention activities undertaken by volunteer fire brigades, departments, societies and other bodies corporate, in the geographic areas and for the particular emergency services for which such entities are registered.
- 4.2 In accordance with the Province, the Municipality will pay the Workers’ Compensation Board (WCB) premiums for registered volunteer fire departments firefighters as necessary. This will be at the minimum yearly salary established by WCB.

**5. MUTUAL AID PROVIDERS**

- 5.1 The Municipality acknowledges mutual aid or support services provided by fire response and emergency services providers registered as mutual aid providers, and the Municipality authorizes primary service providers to request and obtain assistance where reasonably necessary from other, unregistered fire response and emergency services providers which are lawfully authorized primary service providers in another geographic area, municipal unit or jurisdiction.
- 5.2 The Municipality adopts as a mutual aid agreement of the Municipality for purposes of s. 302 of the *Municipal Government Act*:
  - (a) each standing mutual aid agreement entered into by a registered primary service provider; and
  - (b) each ad hoc request made by a registered primary service provider for assistance at fires, rescues and other emergencies which results in another service provider responding to the event.

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5.3 Nothing in this Policy authorizes a primary service provider to obligate or purport to obligate the Municipality to make cash payments for aid or assistance.

**6. GRANTS FOR FIRE SERVICE PROVIDERS**

6.1 It is the policy of the Municipality to maintain a capital reserve account for registered primary fire services providers to request, subject to Municipal Council being satisfied that the grant is for:

- (a) necessary buildings, fire trucks, or equipment to enable fire departments to provide County-funded services;
- (b) a fire truck approved in accordance with a purchasing schedule endorsed by the Fire Services Association and approved by Municipal Council;
- (c) buildings, fire trucks, or equipment that is not unduly duplicative of other plant and equipment available within or near the Municipality; and
- (d) a term of borrowing not exceeding 20 years for fire stations, 15 years for fire trucks and 5 years for fixed and moveable equipment.

6.2 The Municipality shall not release any funds if, in the opinion of Municipal Council, the purchase will create an undue risk of a financial problem or liability for the Municipality or the requesting department.

6.3 The Municipality shall not release any funds if, in the opinion of Municipal Council, it is intended as a replacement for financing and grants available from another municipality within which the department is physically located.

6.4 Releases from the Capital Fire Services Reserve shall not exceed 75% of the cost of the capital asset.

6.5 Each request is subject to review and approval by Municipal Council and must be submitted in time sufficient to provide for a sixty (60) day processing and consideration period. (At the discretion of Municipal Council, the processing and consideration period may be shorter if for a circumstance of emergency / urgent need.)

6.6 No capital grant shall be considered for any purchase for which an agreement to purchase has already been made with the supplier.

6.7 A fire department shall include the following in its capital grant request:

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- a description of the capital asset and the total capital cost (including whenever possible three (3) quotes from potential providers as per the Procurement Policy); and
- an outline of the need for the capital asset (e.g., replacement of an existing asset and relevant details) or its benefit or necessity to the department and the Municipality; and
- a letter of support from the Fire Services Association; and
- details of all other sources of funding, including confirmation of amounts which are to be received from other funding bodies; and
- confirmation by the Fire Chief / Chairman of the Fire Commission that the department or commission has approved the purchase, the amount & term of the long-term borrowing, and the cost of insuring the capital asset during the term of the borrowing insured and copy of minutes of general meeting with quorum of department members present, and
- confirmation that the Municipality will be listed as an additionally named insured for the asset during the time of the loan.

6.8 Subject to the approval of Municipal Council, a fire department may apply for all or a portion of its accumulated capital reserve to be used toward the principal portion of loan payments due during the term of the loan.

**7. REQUIREMENTS AND PROCEDURES FOR REGISTRATION**

The Municipality adopts the following requirements and procedures for registration under Part X of the *Municipal Government Act*:

- 7.1 The Municipality will make available to all eligible primary fire and emergency response service providers interested in registering with the Municipality an application form, which must be completed in full and returned to the Municipality for review. A copy of the application form for primary service providers is attached as **Schedule "A"**.
- 7.2 For mutual aid service providers which are not primary service providers in the Municipality, and which apply to the Municipality for registration, the applicant shall be registered in this Municipality for those services for which it is registered in the municipal unit for which it provides primary services. A service provider registered in

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the Municipality under subsection (1) is automatically registered as a mutual aid service provider in respect of its registered services.

- 7.3 The Municipality shall register a fire department and/or emergency service provider that complies with the requirements of the *Municipal Government Act* and this Policy if:
- (a) the Municipality is satisfied based on a review of the application form that it is capable of providing the services it offers to provide; it carries a minimum of **\$5,000,000** in liability insurance for the vehicles it owns or operates and a minimum of **\$5,000,000** in liability insurance for claims brought against it for wrongful acts or omissions in regards to the fire response and emergency services which it provides;
  - (b) it does not provide fire response and emergency services for profit;
  - (c) in the case of applicants seeking to register as primary service providers, the Municipality does not otherwise provide or support others to provide the same primary service for the same territory; and
  - (d) it has completed and signed an application in the form provided by the Municipality, and where a Fire Commission exists pursuant to statutory authority, the Commission and the entity providing the service have both signed the application.
- 7.4 On or before **July 1<sup>st</sup>** of each year the Municipality will send out a registration form to the contact person listed on the most current registration form to all registered fire response and emergency service providers. The registration form must be filled out by the Fire Chief or other senior authorized representative of the service provider, and returned to the Municipality on or before **September 1<sup>st</sup>** of each year.
- 7.5 Registration shall be effective upon receiving the signature of the Chief Administrative Officer (or his / her designate) and shall be for the services for which application is made unless the contrary is indicated by the Municipality when approving the registration.
- 7.6 A fire department registered pursuant to this policy shall:
- (a) meet the National Fire Protection Association 1500 Standard on Fire Safety and Occupational Health Program as accepted by the NS Office of the Fire Marshall for Firefighter Occupational Health and Safety, **or** other standards as acceptable to the Municipality, including standards for apparatus, equipment and the National Building Code and the National Fire Code for Buildings, as well as the provisions of the *Occupational Health and Safety Act* of the Province of Nova Scotia, where applicable;



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Schedule "A" Page -1-  
**Application for Registration as a Fire Department or Emergency  
Service Provider under the *Municipal Government Act*  
Municipality of the County of Annapolis**

**1. Service Provider Name (as registered with NS Registry of Joint Stocks):**

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**2. Chief / President Name, Contact Phone Number for Department, Email, Cell Number and Civic and Mailing Address:**

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**3. NS Registry of Joint Stock Number: \_\_\_\_\_  
Federal Charitable Status Number (Canada Revenue Agency, if applicable): \_\_\_\_\_**

**4. Name of Insurance Provider(s) and Amounts / Types of Insurance (Provide Copies of All)**

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**5. Communities or Area protected by the Service Provider (County Fire Districts, in the case of Fire Departments):**

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**Nature of Services Provided:**

**(Please indicate the nature of Emergency Services provided and the level of service provided by marking circling the appropriate reference.)**

Emergency Services	Level of Service Provided	Accepted for Registration (Y/N)
<b>6. Fire and Fire Related Emergencies</b>	<input type="checkbox"/> Structural <input type="checkbox"/> Defensive <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>7. Medical Emergencies</b> <i>(attach copy of registration)</i>	<input type="checkbox"/> Registered 1 <sup>st</sup> Responder <input type="checkbox"/> Medical Assistance <input type="checkbox"/> N/A	Provided
<b>8. Vehicle Rescue</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>9. Water Rescue</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>10. Ice Rescue</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>11. Structural Collapse</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>12. Excavation Collapse</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>13. High Angle Rescue</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>14. Hazardous Material</b>	<input type="checkbox"/> Technician <input type="checkbox"/> Operational <input type="checkbox"/> Awareness <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>15. Ground Search and Rescue</b>	<input type="checkbox"/> Provider <input type="checkbox"/> Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>16. Confined Space Entry</b>	<input type="checkbox"/> Provider <input type="checkbox"/> Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>17. Confined Space Rescue</b>	<input type="checkbox"/> Provider <input type="checkbox"/> Assistance <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N

**18. Number of Active Members** \_\_\_\_\_



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**Municipality of the County of Annapolis**

Please refer to the "Evaluation of Services Provided and Level of Service" information attached, in answering the following questions:

19. Are there any limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:


20. Does the Service Provider have the equipment to perform the services checked above?


21. Does the Service Provider have the training and experience necessary to provide the services checked above? Attach list of members, training provided and copies of certification:


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**Municipality of the County of Annapolis**

**22. Have you provided reports regarding incidents and fire suppression / prevention activities for the previous fiscal year?  Yes  No**

If no, please explain: _____ _____
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Date: _____  _____ Signature: Fire Chief or Designate / President of Association	Date: _____  _____ Signature: Chief Administrative Officer or Designate
_____ Please print Name and Position of Emergency Service Provider Representative	_____ Please print Name of Chief Administrative Officer, or Designate of County of Annapolis

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**Evaluation of Services Provided and Level of Service for Use with Application for Registration as a  
Fire Department or Emergency Services Provider under the *Municipal Government Act*  
Information From the Office of the Fire Marshall**

The registration of a fire department or emergency services provider is a replacement for the fire wards system. The process recognizes that fire departments may carry on a wider variety of services than under the previous Act.

The following is a direct quote from National Fire Protection Association Standard 1500:

***"Spelling out the specific parameters of services to be provided allows the fire department to plan, staff, equip, train, and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services they can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and that it cannot register the department to deliver."***

There are a number of fire departments who have expressed concern that they could be prevented from attending at emergencies in their communities. The registration should not therefore be an all or nothing situation. The responding department may not have the training, equipment or command system to fully handle the situation. The department may, however, be able to provide assistance to the victims until more qualified help does arrive. This level of service can be indicated upon registering, in letter form or on the registration form, by a note indicating a limit on the level of service to be provided, or by a note stating what, in the definitions provided below, will not be provided.

To assist the fire service and the municipal units, the Office of the Fire Marshal has developed a registration form that includes a checklist for services and level of abilities. This checklist was developed with the assistance of the Fire Officers Association directors. The use of this form is not compulsory. Each municipality may develop its own registration process in accordance with the *Municipal Government Act*, although it is noted that it is the desire of the fire service advisory group that there should be one common system rather than 55.

**The Office of the Fire Marshal will not be evaluating fire departments; the registration process is between the municipality and the fire department.**

The standards selected are from the National Fire Protection Association 1500 standard for Firefighter Occupational Health and Safety. The key to this standard is that, "no activity is undertaken unless the benefit outweighs the risk," for example, items such as a minimum four-person crew for interior attack should be followed except where a rescue of someone inside the building is possible. The NFPA 1500 document should be the corner stone upon which each fire department attempts to meet the highest standard of safety. There are sections such as physical fitness requirements and recruiting that may require a different approach by the fire department.

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**Definition of Terms Used in the Registration Form**

**6. - Fire and Fire Related Emergencies:**

**Structural:** means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Departments should have firefighters trained to NFPA 1001, protective personal equipment, down alarms, accountability system, adequate water supply, pumping capacity and an incident command system. Departments should also have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard. Shipboard firefighting, if provided, should be carried out following the NFPA standard 1405 1996 Edition Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.

**Defensive:** means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. Defensive operations are generally performed from the exterior of structures and are based on a determination the risk to personnel exceeds the potential benefits of offensive actions. Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies. Rescue may be undertaken if the benefit warrants the risk. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.

**N/A:** means the department does not respond to these calls.

**7. - Medical Emergencies:** response to known medical emergencies.

**Registered First Responder:** means responders registered with the Department of Health through EHS first responder program and respond to medical calls or provide medical assistance at the scene of an incident.

**Medical Assistance:** means responders who have standard or emergency first aid and respond to medical emergencies or provide medical assistance at a response incident. Equipment includes a first aid kit.

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**8 to 14 - The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse and high angle rescue:**

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 1999. Generally, these terms mean:

**Technician:** First responder at the technician’s level are those persons who respond, as either initial call out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention.

**Operations:** First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

**Awareness:** First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

Refer to Standard 1670, but, for example, these terms mean:

**8. - Vehicle Rescue:** means removal of victims from a vehicle following an accident. This may require elaborate or simple tools and knowledge depending upon the incident. The first responder should be aware of the department’s abilities and when it is necessary to request a higher level of service.

**Technician:** properly maintained complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing, etc. and trained as a team to use the equipment, recognize hazards and protect the victim.

**Operations:** properly maintained hand tools, manual hydraulic tools, air tools, and trained as a team to use the equipment, recognize hazards and protect the victim.

**Awareness:** Does not have the equipment for extrication but does respond to motor vehicle accidents.

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**9. - Water Rescue:** means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.

**Technician:** survival suits, water rescue kit, if diving is provided-- appropriate equipment for conditions, a boat including life jackets. Training to a level for the service provided, either surface rescue or diving. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope, a boat. Training should include boating safety. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Awareness:** Responds but does not have the equipment or training.

**10. - Ice Rescue:** Rescue of individuals from extremely cold water or ice.

**Technician:** full ice rescue kit including floatation suit and ice board or equivalent. Training for cold water rescue. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope. Trained respecting safety rescuer and victim. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Awareness:** Responds but does not have the equipment or training.

**11. and 12. - Structural and Excavation Collapse:** rescue of persons for collapsed ditches, etc. or collapsed structures. There are five levels of service--each department should examine the document to determine their own level of ability.

**Technician:** providing this service should meet the full requirements of NFPA 1670.

**Operations:** provides a medium level of service in accordance to NFPA 1670.

**Awareness:** assists visible victims; prevents further collapse.

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**13. - High Angle Rescue:** Rescue of persons from building faces, cliffs trees or other locations where individuals must be lowered or raised by the rescuer.

**Technician:** equipment recommended by and training provided by a recognized high angle rescue organization.

**Operations:** Ropes and other similar equipment should meet the NFPA Standard, gloves, protective clothing required for the particular incident. Training on knot tying.

**Awareness:** secures the scene, stabilizes the incident.

**14. - Hazardous Materials:** Response to chemical incidents. All levels should be in accordance with NFPA 472 1997 Edition Standard on professional Competence of Responders to Hazardous Materials Incidents. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. There is a wide range of service, from a domestic oil spill to an upset gasoline tanker. The important fact is knowing the department's limitations.

**Technician:** Hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.

**Operations:** First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

**Awareness:** First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.

**15. to 17. - Ground Search and Rescue/Confined Space Entry and Confined Space Rescue:** self-explanatory.

**Provider:** meets the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.

**Assistance:** members are under the control of a SAR team.