

**TOWN OF WINNIPEG BEACH**  
**FIRE PREVENTION**  
**AND EMERGENCY SERVICES BY-LAW**

**BY-LAW NO 03/2018**

**BEING** a By-law of the Town of Winnipeg Beach to provide for fire fighting, fire prevention, rescue services, emergency services, the related regulation of fire and other hazards, the adoption of the *Manitoba Fire Code*, and to repeal By-law, and for establishing, continuing, and operating an emergency service for the municipality, and to be known as the "**FIRE PREVENTION AND EMERGENCY SERVICES BY-LAW**".

**WHEREAS** the Town of Winnipeg Beach is empowered under *The Municipal Act*, S.M. 1996, c.58, C.C.S.M. M225, sections 232, and 264 to 270, to: establish and maintain a fire fighting departments; pass by-laws for the prevention of fire; regulate the keeping, storage and transportation of flammable or dangerous materials; and, exercise additional powers, including, but not limited to, authorizing the adoption of the *Manitoba Fire Code* as referred to hereinafter;

**AND WHEREAS** it is deemed expedient and in the public interest to establish, continue, and maintain fire prevention, fire fighting and emergency services and standards in the Town of Winnipeg Beach.

**NOW THEREFORE** the Council of the Town of Winnipeg Beach, duly assembled, enacts as follows:

**PART I: INTERPRETATION AND DEFINITIONS**

1. **Interpretation**

It is the purpose of this by-law to establish the standards for: fire prevention, fire fighting, life safety and rescue services in buildings; fire and other emergency services related to vehicular fires and accidents, the prevention, containment and fighting of fires originating outside buildings which may present a hazard to all or part of the Municipality; the operation of emergency services; and, the transportation and storage of flammable and combustible substances.

2. **Definitions**

(a) Unless otherwise provided, or unless the context otherwise requires, words and expressions in this by-law have the same meaning and effect as they have in *The Municipal Act*, and in the Code.

(b) Words importing the singular number only shall include the plural and vice versa, and word importing gender shall include all genders.

(c) In this by-law:

"Act" means The Municipal Act S.M. 1996, c.58, C.C.S.M. c.M225 as amended from time to time.

"Administrators" means each Department Chief and Deputy Chief or their designate.

“Authority Having Jurisdiction” means the Chief, Acting Chief, Deputy Chief, or the responsible municipal, provincial, or federal official with legal authority for controlling the subject referred to, which includes, without restricting the generality thereof, municipal Fire Prevention Officers and Fire Inspectors.

“Chief” means the Fire Chief of the Department, and any one acting or authorized to act on behalf of the Fire Chief, of the Municipality as appointed by Council from time to time.

“Code” means the *Manitoba Fire Code* being regulations No. 163/98 of *The Fires Prevention and Emergency Response Act*, R.S.M. 1987, c.F80, C.C.S.M. F80, as amended from time to time, or any subsequent *Manitoba Fire Code* which may be enacted.

“Council” means the council of The Town of Winnipeg Beach.

“Department or Fire Department” means the Volunteer Fire Department for the Municipality.

“Deputy Chief” means the Deputy Chief of the Department as appointed by Council from time to time.

“Emergency Services” includes, but is not limited to, all fire protection services and all services provided at the site of an emergency for the purpose of preserving life and property and protecting persons and property from injury or destruction by fire, preventing and extinguishing fires, investigation the cause and origin of fires, responding to vehicular fires and accidents and operating apparatus and equipment for fire fighting and vehicular fires and accident response and the preservation of life and property, and preventing and mitigating other potential risks to life and property as defined by Council.

“EMS” means Emergency Medical Services.

“EMR” means Emergency Medical Responder.

“RHA” means Regional Health Authority.

“FIPPA” means The Freedom of Information and Protection of Privacy Act.

“Fire Inspector” means the person or agency employed or appointed by or acting for the Municipality and partially or wholly responsible for fire inspections within the Municipality.

“Fire/Protection Committee” means the member(s) of Council so designated.

“Member” means a firefighter or EMS provider or first responder engaged by the Municipality and includes a Member who is an officer.

“Municipality” means The Town of Winnipeg Beach or the area contained within the boundaries thereof.

“Mutual Aid District” means the district(s) more particularly described on Schedule C hereto.

“NFPA” means National Fire Protection Association.

“On Duty” refers to the time elapsed from the time when a Member is paged for an emergency until he returns to his place of residence or location where such notice was received. The same shall apply to training sessions, meetings, and public education functions.

“PHIA” means the *Personal Health Information Act*, S.M. 1997, c.51, C.C.S.M. P33.5.

“Qualified Persons” means any person who:

- (a) is 18 years of age;
- (b) is at the time of his application to become a Member of the Department and during the duration of tenure on the Department, lives within a 10km radius of the Town;
- (c) preferred minimum grade 12 or equivalent education and passes such aptitude and other tests as may be required by the Chief of the Department;
- (d) is physically capable of performing the duties of the position and at the request of the Fire Chief produces a physician’s letter at the individual’s own cost stating that the physician is aware that the person will be performing duties within a fire department and that the person is capable of such duties; and,
- (e) Has and will maintain during the duration of tenure on the Department, at minimum, a valid Class 5 Driver’s License; and will be required to have and maintain during the duration of tenure on the department, a Class 4 Driver’s License within 6 months of successful completion of the probationary period and air brake endorsement within 1 year of successful completion of the probationary period. and In addition prior to acceptance on the Town of Winnipeg Beach Fire Department, the applicant at the applicant’s own expense will be required to provide a current driver’s abstract which will assist in determining the suitability of the candidate. Prior to responding to any emergency calls using Municipal vehicles or other modes of transportation the member will be in compliance.
- (f) Is a member of the Junior Firefighter program, said program as established as mutually agreed upon by The Fire Chief and the Fire Committee, and authorized by Resolution of Council.
- (g) Is not, and will not become during the duration of tenure of the Department, a member of any other fire department or emergency response service or department, other than a full-time member of the Winnipeg Fire Department. The exception is for those members in this situation at the time of 3<sup>rd</sup> reading of this By-Law. Members. Any member exempt under this exception and not eligible for officer positions

for as long as the member is also a member of another department or service (other than a full-time member of the Winnipeg Fire Department).

- (h) To the satisfaction of the Chief, passes a background check, including a criminal background check.

## **PART II: ADMINISTRATION**

### **3. Adoption of Fire Code**

The Municipality hereby adopts the Code, as part of this by-law, save and except such portions as are hereinafter deleted, modified or amended. Any reference to this by-law shall be construed as a reference to the whole by-law, including the Code.

### **4. Recovery of Costs**

Subject to any agreements to the contrary, where any type of Emergency Service has been performed within the Municipality, including responding to a false alarm caused by an automatic detection system results in law or by-law enforcement, firefighting, rescue or emergency services being provided either within the Municipality, or outside the Municipality pursuant to an agreement, a fee in accordance with "The False Alarm By-Law", as may be changed from time to time, may be charged by the Municipality to the owner or occupant of the property to which the services were provided.

## **PART III: CREATION OF FIRE DEPARTMENTS**

### **5. Establishment of Department**

The Town of Winnipeg Beach will maintain one department within the Municipality, to be comprised of a Fire Chief and such other Fire department Personnel as from time to time is deemed necessary by the Fire Chief, and as more particularly set out in Schedule "A" hereto; provided however, the Fire Department shall not be comprised of less than (12) twelve personnel and not more than 20 (twenty) personnel at any one time. No change in the complement of the Fire Department shall be made without amendment to this by-law, who may authorize an increase or decrease or vary the above stated complement upon recommendation of the Fire Chief.

## **PART IV: EMERGENCY SERVICES**

### **6. Purpose**

Emergency services are hereby established for the purposes of:

- (a) preventing and extinguishing fires;
- (b) investigating the causes of fire;
- (c) preserving life and property, and protecting persons and property from injury or destruction by fire;

- (d) providing rescue and emergency medical services;
- (e) entering into agreements with other municipalities or persons for the joint use, control, and management of fire extinguishing apparatus and equipment; and,
- (f) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property.

7. **Agreement for Emergency Service**

The Municipality may elect to enter into an agreement, pursuant to the authorization granted by section 266 of *The Municipal Act*, with another municipality to provide or have provided emergency services to include emergency medical/first responder and rescue services. Such agreements will require the prior approval of Council.

8. **Response Outside Municipality**

A Department will not respond to any call with respect to a fire or an emergency outside the municipal boundaries except with respect to a fire or emergency:

- (a) that in the opinion of the Chief threatens property in the Municipality or property situated outside the Municipality that is owned or occupied by the Municipality;
- (b) in a municipality with which an agreement has been entered into to provide emergency response;
- (c) in a municipality which forms part of a Mutual Aid District for which the Municipality is a member;
- (d) on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection thereafter;
- (e) for which the head of Council or Chief has first authorized such attendance; or,
- (f) under such circumstances it appears human life is in jeopardy.

**PART V: GENERAL**

9. **Tampering an Offence**

- (a) It shall be an offence for any person, other than a Member of a Department authorized by Council, to tamper with, damage, or discharge any fire prevention, fire suppression, fire hydrant, or rescue apparatus, or move any such apparatus from its allocated location.
- (b) The Fire Chief may prescribe the limits within the vicinity of a fire that any person or vehicle may be permitted to enter, and may authorize any police officers present to close off such portions of streets or lanes as he deems necessary.
- (c) No person shall without permission, enter the limits prescribed by the Fire Chief in accordance with subsection (b).

- (d) No person shall in any way impede or hinder any officer or member of the Fire Department or any other person enacted in or assisting at the extinguishing of any fire or engaged in any duty connected therewith.
- (e) No person engaged in fighting a fire, whether or not be it a member of the Fire Department, shall neglect or refuse to obey a lawful, reasonable and safe order of the Fire Chief.

10. **Requesting Additional Assistance**

The Chief, or in his the Chief's absence, the senior officer of the Department present at any fire, shall have the right and authority to request from any able-bodied adult person assistance in extinguishing fires and controlling the spread of fire, and any such person, while acting under the direction of the Chief or said senior officer, shall be deemed a volunteer of the Department.

11. **Requesting Additional Equipment**

The Chief, or in his the Chief's absence, the senior officer of the Department present at any emergency incident, shall have the right and authority to authorize payment for the possession or use of any equipment or resource for the immediate purpose of fighting a fire or preserving life.

12. **Personnel**

- (a) Department personnel shall consist of a Chief and such Deputy Chiefs, captains and other officers and Members as from time to time may be deemed necessary by the Council. The fire Department will be comprised of a minimum and maximum members as stated in Section III subsection 5.
- (b) All Fire Fighters shall be on probation for a period of 9 3 months following approval of their status as a member of the Winnipeg beach Fire Department. This may be extended at the discretion of the Chief.
- (c) The Chief of the Department in the Municipality shall have authority to engage Qualified Persons to become Members of that Department subject to written recommendations being made to Council by the Chief and the approval of such persons by Council.
- (d) Appointment and Remuneration of all Members of a Department shall be determined by Council from time to time.
- (e) Remuneration of all Members, including Officers, shall be as outlined in Schedule "A".
- (f) When Fire Fighters and Emergency Medical Responders are required to attend court on behalf of the fire department as a result of a fire investigation, the municipality shall cover loss of wages at the rate of the employee's regular wage (actual wage with proof of wages being submitted to the Chief Administrative Officer) while the Fire Fighter or Emergency Medical responder is away from their regular employment.

13. **General Requirements of Members**

- (a) All Members involved in fire protection, prevention or fighting shall enter into training and educational programs

that will lead to at least a Level I (NFPA 1001) fire fighting certification as defined by the Manitoba Emergency Service College on the next available date that such courses are offered.

- (b) All Members shall report for duty at the time prescribed by departmental rules and shall remain On Duty until they are relieved.
- (c) All Members will strictly adhere to the requirements of the PHIA and FIPPA. Personal health information of a patient or an individual Member shall not be discussed outside the Department. Incident information shall not be discussed outside the Department without specific authorization from an Administrator.
- (d) No Member, while On Duty, shall enter any premises where alcoholic beverages are consumed, except in the performance of his duties, or during training courses where meals are consumed in a licensed premise.
- (e) No Member shall be permitted to report for, or remain On Duty, if his ability is impaired by the use of an intoxicating beverage, or under the influence of any narcotic, prescription drug or any substance that may cause impaired judgment.
- (f) All Members shall refrain from smoking at any fire scene or training session.
- (g) Only personnel authorized by the written confirmation of The Fire Chief shall be allowed to ride in or operate any emergency vehicle.
- (h) All Members, while on duty, shall comply with the provisions of *The Highway Traffic Act*, S.M. 1985-86, c.3, C.C.S.M. H60.
- (i) All Members shall have current certification and/or license to perform any tasks as directed by the Chief of the Department.
- (j) Every Member of the Department appointed for fire fighting duties is subject to a medical examination at such times as the Chief of the Department may require.
- (k) The Municipality shall indemnify and save harmless any and all Members of a Department for any loss, damage or expenses suffered by such Member as a result of the performance of his duty as a Member of a Department, so long as the Member is not in contravention of any requirements of this by-law.
- (l) All Members shall comply with all provisions of this by-law along with any general orders or department rules that are issued by the Chief.
- (m) The Chief may reprimand, suspend, or recommend dismissal of any Member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this by-law or the general orders and departmental rules that in the opinion of the Chief would be detrimental to the discipline and efficiency and safety of the Department.

- (i) Following the suspension of any Member, the Chief shall report to Council in writing within 24 hours the suspension and any recommendation.
- (ii) A Member shall not be dismissed without being afforded an opportunity for an "in camera" hearing before Council. The Member must make a written request for such a hearing within seven days after receiving notice of the proposed dismissal.
- (n) Any Member shall have a minimum Level 1 Firefighter and two (2) years firefighting experience to fill an Officer's position.
- (o) Every 12 months, all Officer, administration and maintenance positions will be open to all qualified Members. Any member who is also a member of any other fire department or emergency response service or department, other than a full-time member of the Winnipeg Fire Department, is not considered a qualified member for this purpose.

At a time and location chosen by the chief, members are asked to submit their name for consideration for the various officer positions. If there are more names submitted for consideration than there are positions, membership holds a secret ballot. The Chief makes the decision regarding recommendation to Council in accordance with the vote or with changes. The recommendations are then presented to council for consideration of approval.

A member may hold more than one position, at the discretion of the Chief.

- (p) All firefighters are required to report to the Chief immediately if they are knowingly unfit or not fully capable of performing firefighter duties, or if they have a claim open under Workers Compensation or any claim open under any type of insurance plan. They will be required to submit a doctor's report at their own cost that will state they are capable of performing full fire fighting duties. Light duties or administrative functions may be allowed at the Chief's discretion if the doctor's report allows such duties. No member will be permitted to return to full active duty without a doctor's certificate allowing such duties to be performed. Members not able to perform light duties or administrative functions will be on a leave of absence for a period of time until they are deemed medically fit. Failure to disclose any of the above will result in termination from the Department.
- (q) All Members will be able to elect one (1) fire fighter to represent fire fighters/emergency medical responder concerns to the Chief, or the Fire/Protection Committee, on any issues they feel are relevant to the better operation of the Fire Department
- (r) All Members will be reviewed annually on various fire fighter skills, and overall performance including attendance. If not meeting the expectations of the Chief, then additional review will be scheduled. Failure to



improve performance may result in termination from the Department.

- (s) If deemed necessary by Council, an annual meeting of the Department shall be held at the call of the Chairperson of the Fire/Protection Committee of Council.
- (t) All Members of the Department shall conduct themselves in a professional manner at all times and will respect all persons and property they are engaged with when acting as a member of The Town of Winnipeg Beach Fire Department.
- (u) All Members including Officers shall exercise safety in all Fire Department Activities in accordance with the Workplace Safety and Health Act.

#### 14. Chief

- a) The Council shall be in charge of the appointment of the Fire Chief for the Department. Council shall be in charge of the supervision, discipline, and removal of the said Chief.
- b) The initial term of office for any Chief shall be a probationary period of one year.
- c) The Chief will be reviewed and re-appointed annually by Council upon the recommendation of the Fire/Protection Committee of Council.
- d) Should the Chief's position become vacant, Council shall post the position of Fire Chief within the Department. All qualified Members meeting the requirements as outlined within this by-law may apply. The Fire/Protection Committee will be responsible to interview the applicants and forward their recommendation to Council for consideration.
- e) The Chief or his designate Officer shall be responsible to Council for the proper administration of the Department and for the discipline of its Members. The Chief may make such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, for the conduct of the Members of the Department, and generally for the efficient operation of the Department, provided that such general orders and rules do not conflict with the provisions of any by-law of the Town. All general orders and departmental rules shall be made available to Council which reserves the right to amend or repeal any such order or rule.
- f) The Chief shall, within the Department:
  - (i) Take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention, all general orders and departmental rules and shall exercise the powers and duties imposed by *The Fires Prevention and Emergency Response Act* and Council.
  - (ii) Submit, on a quarterly basis, to the Municipality, a record of attendance of Members at all emergency responses, practices, and meetings for the purpose of payroll preparation.
  - (iii) Submit monthly incident reports to the Municipality.
  - (iv) The Chief shall prepare and submit prior to the end of January of each year for consideration of Council an annual

operating budget which shall include capital expenditures and a five year capital plan.

- (v) Submit on an annual basis, personnel records for all Members to the Municipality.
- (vi) The Chief shall report and submit in writing accident forms and Workers Compensation Forms to The Chief Administrative Officer immediately / not later than 24 hours following an incident.
- (vii) The Chief with the CAO shall annually review the general operating guidelines, general member requirement and Fire Prevention and Emergency Services By-law of the Municipality.
- (viii) Report all fires weekly to the Office of the Fire Commissioner for Manitoba.
- (ix) Be responsible for the maintenance and repair of all equipment and vehicles which are part of the Department.
- (x) Be responsible to facilitate training and educational programs for all Members of the Department and Public Education which may include Fire Prevention, Fire Education, Building Inspections, Pre-Fire Planning. These duties may require but is not limited to the following:
  - Continuous updates to the Fire Prevention materials and activities related to fire prevention week, Fire Hall tours, Phone calls pertaining to fire prevention, or requests the public may have requiring clarification to the Fire Prevention and Emergency Services By-law.
- (xi) Attend all Mutual Aid District meetings or ensure that a designate attends and supplies the CAO with copies of the Mutual Aid District meeting minutes.
- (xii) On an annual basis all Officers must have a minimum 25% on scene attendance. The Chief or Designate must attend all major structure fires within the municipality.
- (xiii) The Deputy Chief shall carry out the orders of the Chief and, in the absence of the Chief, has all powers and shall perform all duties of the Chief.
- (xiv) Be appointed by Council as the official Fire Guardian under *The Wildfires Act*, S.M. 1997, c.36, C.C.S.M. W128.
- (xv) Ensure that every vehicle owned by the Department is inspected by a valid inspection mechanic as per the requirements of Regulation 76/94 of *The Highway Traffic Act*, S.M. 1985-86, c.3, C.C.S.M. H60 and any amendments thereto.
- (xvi) The Chief is responsible to Council for the proper operation of the Department.
- (xvii) In an emergency, the Chief or his designate may appoint a person to act in any capacity, provided the Chief, or the Chief's designate, is satisfied that such person is able to perform the necessary duties and possesses a Class 4 Drivers License with Air Brake Endorsement.
- (xiii) The Chief shall instruct the members of the Fire Department in their duties, and in the proper and efficient handling and use of the equipment supplied by the municipality so that there will be no delay or misuse of the equipment in case of fire, and will also

keep the said firefighters instructed and informed as to the order of seniority in case of his absence or inability to attend when the Fire Department is called out.

## **PART VI: FIRE PREVENTION STANDARDS**

### **15. Access for Inspection**

The Authority Having Jurisdiction may, at all reasonable times, enter any premises for the purpose of making an inspection, and any person in charge of the premises shall allow the Authority Having Jurisdiction free access thereto, as per *The Fires Prevention and Emergency Response Act*.

### **16. Prevention of Fire Spread**

The Chief, or in the Chief's absence, the senior officer of the Department present at any fire shall have the right and authority to enter, pull down, demolish or take whatever action is necessary to any house, building or structure, directly or indirectly affected, where deemed reasonably necessary for the purpose of extinguishing a fire or to control or prevent the spread of fires or in conjunction with dangerous goods or rescue.

### **17. Starting a Fire in Open Air**

- (a) A person who ignites an open air fire shall not leave the fire unattended at any time while it is burning or smoldering and shall ensure that sufficient appliances and equipment to prevent the fire from getting beyond control or causing damage or becoming dangerous are at the fire site.
- (b) All burning must be consistent with the Town of Winnipeg Beach Recreational Fire By-Law.
- (c) Any open air fire that is deemed to be a nuisance by an Administrator or by the Municipality will be extinguished immediately and the property owner or occupant to be provided a copy of the by-law.
- (d) Any recreational fire set within the limits of the Municipality, be done so under the provisions as established in the Town of Winnipeg Beach Recreational Fire By-Law.

### **18. Storage of Containers**

All boxes, crates, petroleum barrels and other containers, empty or otherwise, packing materials, or other materials used or kept in any building or on any lot, shall be:

- (a) So stacked or piled as to keep them clear of windows and doors to provide for clear ingress and egress to and from any part of the premises or building;
- (b) Kept away from any source of ignition;
- (c) Removed forthwith if determined to constitute a fire hazard or deemed to pose a risk to attending emergency services personnel by the Authority Having Jurisdiction to such location as authorized by the Code.

### **19. Property Maintenance**

All buildings and properties shall be adequately maintained in accordance with standards established by the Office of the Fire Commissioner, in order to guard against fire or the risk of fire.

20. **Fire Alarm System**

- (a) Monitored alarm systems shall be maintained at all times in proper operating condition and tested in accordance with the requirements of the Code.
- (b) Where the Department attends in response to an alarm call which is an apparent false alarm, the Chief, or in his absence the senior officer of the Department present at the scene, will attempt to contact the property owner or other designated person to attend and secure the premises. If unable to contact the property owner or designated person and the local police are unable to attend, additional personnel may be called in at the property owner's expense to deactivate the alarm.

**PART VII: PENALTY PROVISION**

21. **Penalty**

- (a) Any individual, corporation, partnership, firm, joint venture, syndicate, association or trust, and any other form of entity or organization that contravenes, disobeys, or refuses or neglects to obey:
  - (i) any provision of this by-law, or any provision of any other by-law that this by-law is made applicable to;
  - (ii) any proceedings taken or things done under this by-law;
  - (iii) any provision of any by-law, regulation, or order enacted or made by Council; or
  - (iv) any order made by this by-law or any condition attached to a permit or to which a permit is subject;

for which no other penalty is specifically provided in this or any other by-law of the Municipality, is guilty of an offence and is liable, on summary conviction, to a fine of not less than \$100.00 and not more than \$1000.00 for each day's or each incident's neglect or failure to comply therewith.

- (b) Any person who hinders or obstructs the Authority Having Jurisdiction in the exercise of his duty is guilty of an offence and liable on summary conviction to a fine of not less than \$100.00 and not more than \$1,000.00.

**PART VIII: REPEAL AND ENACTMENT**

22. **Repeal**

- (a) By-law No 12-2015 is hereby repealed.
- (b) The repeal of the by-law in the preceding subsection mentioned shall not revive any by-law or any provision of any by-law repealed by it.
- (c) Nothing done under the by-laws hereby repealed, shall be affected hereby, and the enactment hereof shall not adversely affect any penalty, forfeiture, order, act, liability or right incurred before the time of such repeal or any right

to take action or proceedings, the right to do so having arisen under any by-law repealed hereby.

23. **Enactment**

This by-law shall come into full force and take effect upon the passage thereof.

24. **Validity of By-law**

Should any provision of this by-law or the Code hereby adopted be declared to be invalid by a court of competent jurisdiction, it is the intent of Council that it would have passed all other provisions of this by-law and the Code independent of the elimination of any such portion as may be declared invalid.

**DONE AND PASSED** by the Council of the Town of Winnipeg Beach in Council assembled, in the Province of Manitoba, this 28<sup>th</sup> day of February, 2018.

**THE TOWN OF WINNIPEG BEACH**



\_\_\_\_\_  
MAYOR- TONY PIMENTEL



\_\_\_\_\_  
CAO- KERRY LAWLESS

READ a First time this 24<sup>th</sup> day of January, 2018. (Res # 15/2018)  
READ a Second time this 28<sup>th</sup> day of February, 2018 (Res # 39/2018)  
READ a Third time this 28<sup>th</sup> day of February, 2018 (Res # 40/2018)

## SCHEDULES TO BE ATTACHED

- A. DEPARTMENT POSITIONS AND REMUNERATION
- B. JOB DESCRIPTIONS
- C. – MUTUAL AID DISTRICT MEMBERSHIP  
[SOUTH INTERLAKE MUTUAL AID DISTRICT]  
[NORTH INTERLAKE MUTUAL AID DISTRICT]
- D. - ORGANIZATIONAL CHART – ORDER OF COMMAND

## SCHEDULE "A"

### DEPARTMENT POSITIONS AND REMUNERATION

Position	Category	Remuneration	Details
Fire Chief (1)	Officer	*\$350per month	Paid Monthly
Fire Chief Car Allowance		\$100 per month	Paid Monthly
Fire Chief Communication Allowance		\$50 per month	Paid Monthly
Deputy Fire Chief (1)	Officer	*\$1,400 per year	Paid Annually (Quarterly)
Training Officer (2) (Officer)	Officer	*\$500 per year	Paid Annually
Prevention (Public Education) Officer (1)	Officer	*\$200 per year	Paid Annually
Safety (1)	Officer	*\$200 per year	Paid Annually
Maintenance (≥ 1)	Maintenance	*\$400 per year	Paid Annually
Time Keeper (1)	Administration	*\$200 per year	Paid Annually
Training and Fire Calls (all members except those on probation)		*\$17.00 per hour (minimum 3 hours per Fire call)	Paid Quarterly
Training and Call Outs (members on probation)		*\$13.53 (minimum 3 hours per Fire call)	Paid Quarterly
Training Bonus		\$200 per year	Paid Annually, for 88% or better training attendance
Extraordinary duties Officer, Maintenance, Administration		*\$17.00 per hour	Paid Quarterly

\*Increased on January of each year by the Canadian Consumer Price Index as determined by Statistics Canada.

**SCHEDULE "B"**  
**FIRE CHIEF - JOB DESCRIPTION**

**Qualifications:**

- ◆ Appointed by Council
- ◆ Minimum five (5) years fire fighting experience, extensive knowledge of Fire Prevention Emergency services by-law.
- ◆ Firefighting Level 1 Accreditation
- ◆ Certified Emergency Services Instructor Level 1
- ◆ Extensive knowledge of modern fire fighting, related emergency services and fire prevention methods, techniques and procedures and the operation of all equipment and apparatus.
- ◆ Thorough knowledge of the principals and practices of effective supervision, training and discipline of personnel and react quickly and remain calm under duress.
- ◆ Ability to effectively administer the operations of the fire department.
- ◆ Ability to provide leadership and implement long range plans and program.
- ◆ Ability to establish and maintain effective working relationships with various civic and business official, staff and the general public, including the ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality.
- ◆ Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- ◆ and has successfully completed the Fire Department Management Training or an equivalent management or supervision course, or will have completed same within six (6) months of appointment.
- ◆ Thorough knowledge of Microsoft Office
- ◆ Successful Completion of Criminal Record Check
- ◆ Class 4 Drivers licence and Air Brake Endorsement.
- ◆ Appointed by Council.
- ◆

**Responsibilities:**

- ◆ Is responsible to the Council, CAO and Fire Commissioner for the proper administration and operation of the Department.
- ◆ Delegate authority through the utilization of the Fire Department Organizational Chart.
- ◆ Preserves life and property, and protecting persons and property from injury or destruction by fire, providing rescue and emergency medical services.
- ◆ Ensures all members act in compliance with the Town of Winnipeg Beach Fire Prevention and Emergency Services By-Law and related Policies.
- ◆ Calls regular Officer meetings.
- ◆ Attends Mutual Aid meetings, Fire Commissioner meetings or so delegates other personnel to attend.
- ◆ Attends or designates a delegate to attend any function or event that requests or requires a representative of the Fire Department.
- ◆ Shall be a voting representative at all outside organizations concerning the Fire Department and associations.
- ◆ Submits monthly activity reports to Council
- ◆ Ensures all expenditures have prior approval of Council
- ◆ Ensures all new members are authorized by Council
- ◆ Member recruitment and appraisals.
- ◆ Prepares an annual budget and five year capital plan for the Fire Department.
- ◆ Responsible for reports to the Fire Commissioner's Office as per the Fire Prevention and Emergency Response Act.
- ◆ Oversees all other Fire Department functions contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-law.
- ◆ Ensures that the Town of Winnipeg Beach Fire Department General Operating Guidelines are current and followed at all times.
- ◆ Understands and adheres to all the Rules and Regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-law and any related Policy.



**SCHEDULE "B" TO BY-LAW 03/2018**  
**DEPUTY FIRE CHIEF JOB DESCRIPTION**

**Qualifications:**

- ◆ Minimum five (5) years fire fighting experience, extensive knowledge of Fire Prevention Emergency services by-law.
- ◆ Firefighter Level 1
- ◆ Extensive knowledge of modern fire fighting, related emergency services and fire prevention methods, techniques and procedures and the operation of all equipment and apparatus.
- ◆ Thorough knowledge of administrative methods, techniques and practices as applied to the operations of a fire department.
- ◆ Ability to establish and maintain effective working relationships with various civic and business official, staff and the general public, including the ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality.
- ◆ Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel and ability to react quickly and remain calm under duress.
- ◆ Ability to assist the Fire Chief in the administration of the fire department, providing leadership and assisting in implementing long range plans and programs.
- ◆ Ability to prepare correspondence, administrative reports, records, budget and cost estimates.
- ◆ Ability to act for the Fire Chief as required.
- ◆ Ability to establish and maintain effective working relationships with staff, civic and business officials and the general public including the promotion of the Fire Department.
- ◆ Fire Department Management Training or an equivalent management or supervision course, or will have completed same within twelve (12) months of appointment.
- ◆ Thorough Knowledge of Microsoft Office
- ◆ Nominated by the Fire Chief and appointed by Council.

**Responsibilities:**

- ◆ Reports directly to and assists the Fire Chief.
- ◆ In the absence of the Chief, may assume the duties and powers of the Chief.
- ◆ Attend scheduled Officer meeting called by the Chief.
- ◆ Responsible for and/or assists the Fire Chief as required in:
  - (a) fire ground management
  - (b) fire department development, management and administration.
  - (c) municipal emergency action planning (liaison with emergency coordinator)
  - (d) fire protection
  - (e) water supply fire ground
  - (f) recruitment and appraisals
  - (g) partakes in regular station duties
- ◆ Assists Captains with their duties as required.
- ◆ Oversees Fire Prevention Program and public education.
- ◆ Assists Fire Investigators and Police with fire investigation.
- ◆ Oversees Fire Fighter Training programs to NFPA standards.
- ◆ With the Fire Chief, the preparation and implementation of all Fire Fighter general operating guidelines.
- ◆ Yearly evaluation of all Fire Fighters as required by By-law.
- ◆ Assists the Chief in administration and function of the Fire Department.
- ◆ Prepares yearly budget for his/her programs.
- ◆ Understands and adheres to all the Rules and Regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-law.

## SCHEDULE "B"

### SAFETY OFFICER – JOB DESCRIPTION

#### **Qualifications:**

- ◆ Minimum level 1 fire fighter and two (2) years fire fighting experience.
- ◆ Nominated by the Fire Chief and appointed by Council.
- ◆ Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel.
- ◆ Extensive knowledge of the operation and maintenance of all apparatus and equipment and methods of combating, extinguishing and preventing fires and in rescue work.
- ◆ Knowledge of the principles and practices involved in training personnel.
- ◆ Knowledge of fire safety, fire prevention and inspection practices.
- ◆ Mechanical aptitude and ability to prepare clear and concise reports.
- ◆ Ability to lead staff effectively, maintain discipline and morale, exercise sound judgement and to cooperate with others, react quickly and remain calm under duress.
- ◆ Thorough knowledge of the Safer Workplace Act.
- ◆ Ability to establish and maintain effective working relationships with various civic and business official, staff and the general public, including the ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality.
- ◆ Thorough knowledge of Microsoft Office.

#### **Responsibilities:**

- ◆ Identifies and assesses on scene hazards, to enable the Incident Commander to develop a safe and appropriate plan to respond to the emergency.
- ◆ Proactively monitors the scene for changing conditions and anticipates escalating risks or unsafe conditions, keeping the Incident Commander informed.
- ◆ Makes recommendations to minimize risks.
- ◆ Suspends, alters, or terminates unsafe tactics, or terminates tactics when dangerous or life threatening operations are imminent.
- ◆ Assists in establishing safety standards for the department.
- ◆ Contributes to the development of incident action plans.
- ◆ Maintains records in accordance with standards, policies, regulations and legislation.
- ◆ Maintains records and documents in accordance with the Town of Winnipeg Beach Safety Program.
- ◆ Communicates with the town safety officer with regards to safety programs and training.
- ◆ Maintains up to date MSDS binder for the department
- ◆ Understands and adheres to all the rules and regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-Law.

**SCHEDULE "B"**  
**CAPTAIN / TRAINING – JOB DESCRIPTION**

**Qualifications:**

- ◆ Minimum two (2) years firefighting experience
- ◆ Firefighter Level 1
- ◆ Nominated by the Fire Chief and appointed by Council.
- ◆ Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel.
- ◆ Extensive knowledge of the operation and maintenance of all apparatus and equipment and methods of combating, extinguishing and preventing fires and in rescue work.
- ◆ Knowledge of the principles and practices involved in training personnel.
- ◆ Knowledge of fire safety, fire prevention and inspection practices.
- ◆ Mechanical aptitude and ability to prepare clear and concise reports.
- ◆ Ability to lead staff effectively, maintain discipline and morale, exercise sound judgement and to cooperate with others, react quickly and remain calm under duress.
- ◆ Ability to prepare lectures, demonstrations, lesson plans, training aids and manuals.
- ◆ Ability to lead people and exercise good judgement.
- ◆ Ability to effectively teach varied subjects to students at all levels.
- ◆ Thorough knowledge of the Safer Workplace Act.
- ◆ Ability to establish and maintain effective working relationships with various civic and business official, staff and the general public, including the ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality.
- ◆ Thorough knowledge of Microsoft Office

**Responsibilities:**

- ◆ Reports to, complies with, and assists all senior officers.
- ◆ Exercises safety in all Fire Department activities.
- ◆ Attend scheduled Officer meeting called by the Chief.
- ◆ Shall be responsible for and/or assists in the following activities on the fire ground:
  - (a) fire suppression, fire ventilation
  - (b) fire rescue
  - (c) water supply
  - (d) fire ground management
  - (e) setting up a monthly training / work schedule
  - (f) all fire apparatus maintenance work
  - (g) partakes in regular station duties
  - (h) assists Lieutenants with their duties as required
  - (a) other duties as assigned
- ◆ assists with the preparation and implementation of all Standard Operating Guidelines.
- ◆ Shall be under the direction of the Fire Department Executive in all matters pertaining to the training of all fire fighters including setting up a training schedule
- ◆ Maintains complete records on all training conducted.
- ◆ Responsible for all activities and record keeping of the Town of Winnipeg Beach Fire Department training program(s).
- ◆ Submits recommendations for the annual budget for his/her programs.
- ◆ Reports to all emergency fire calls in full protective clothing.
- ◆ Understands and adheres to all the Rules and Regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-law.

## SCHEDULE "B"

### FIRE FIGHTER/FIRST RESPONDER (EMR) – JOB DESCRIPTION

#### **Qualifications:**

- ◆ resident of the Town of Winnipeg Beach, or residing within 10km of the boundaries
- ◆ physically capable of performing every day fire fighting activities
- ◆ Has and will maintain during the duration of tenure on the Department, at minimum, a valid Class 5 Driver's License; and will be required to have and maintain during the duration of tenure on the department, a Class 4 Driver's License within 6 months of successful completion of the probationary period and air brake endorsement within 1 year of successful completion of the probationary period.
- ◆ committed to attending and participating in all Fire Department activities.
- ◆ Ability to react quickly and remain calm under duress.

#### **Responsibilities:**

- ◆ reports to, complies with, and assists all officers as directed
- ◆ exercises safety in all Fire Department activities
- ◆ shall be responsible for and/or assists at all fire department emergencies and activities
- ◆ understands and adheres to all the general member requirements, general operating guidelines and the By-laws of the Winnipeg Beach Fire Department.
- ◆ completes a Level I fire fighting course within the period designated by Town of Winnipeg Beach Policy.
- ◆ participates in all Fire Department training programs as required
- ◆ Ensures all fire reports and ambulance reports are filled out accurately and signed after each incident
- ◆ attends regular and special meetings of Fire Department activities.
- ◆ reports to emergency fire calls in full protective clothing
- ◆ carries out all designated duties as assigned
- ◆ Ensures Body Substance Isolation (BSI) precautions are exercised at all times
- ◆ Maintains, cleans and re-stocks equipment on vehicles as required.
- ◆ Understands and adheres to all the rules and regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-Law.

## SCHEDULE "B"

### MAINTENANCE JOB DESCRIPTION

#### **Maintenance (Non-Officer Position)**

##### **Qualifications:**

- ◆ Nominated by the Fire Chief and appointed by Council.
- ◆ Extensive knowledge of the operation and maintenance of all apparatus and equipment and methods of combating, extinguishing and preventing fires and in rescue work.
- ◆ Mechanical aptitude and ability to prepare clear and concise reports.
- ◆ Thorough knowledge of the Safer Workplace Act
- ◆ Working knowledge of Microsoft Office

##### **Responsibilities**

- ◆ Develops and monitors preventative maintenance programs and records activities, tests, and repairs.
- ◆ Assists in arranging for major repairs of equipment and vehicles.
- ◆ Maintains maintenance logs for all equipment and vehicles.
- ◆ Makes minor repairs to equipment and vehicles as deemed necessary by the fire chief.
- ◆ Conducts monthly air brake tests and vehicle inspections.
- ◆ Communicates with the Safety Officer with regards to equipment and vehicles.
- ◆ Immediately informs the fire chief about damaged or malfunctioning equipment, and recommends repair or replacement.
- ◆ Understands and adheres to all the rules and regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-Law.

## SCHEDULE "B"

### PUBLIC EDUCATION OFFICER JOB DESCRIPTION

#### **Qualifications:**

- ◆ Minimum level 1 fire fighter and two (2) years fire fighting experience.
- ◆ Nominated by the Fire Chief and appointed by Council.
- ◆ Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel.
- ◆ Extensive knowledge of the operation and maintenance of all apparatus and equipment and methods of combating, extinguishing and preventing fires and in rescue work.
- ◆ Knowledge of the principles and practices involved in training personnel.
- ◆ Knowledge of fire safety, fire prevention and inspection practices.
- ◆ Mechanical aptitude and ability to prepare clear and concise reports.
- ◆ Ability to lead staff effectively, maintain discipline and morale, exercise sound judgement and to cooperate with others, react quickly and remain calm under duress.
- ◆ Thorough knowledge of the Safer Workplace Act.
- ◆ Ability to establish and maintain effective working relationships with various civic and business official, staff and the general public, including the ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality.
- ◆ Thorough knowledge of Microsoft Office.

#### **Responsibilities**

- ◆ Conducts support activities to enhance inspection and public education activities of the fire department and provides fire safety education services for priority areas.
- ◆ Conducts training for the department and outside agencies in fire prevention subjects and practices.
- ◆ Prepares and maintains accurate records, reports and correspondence as it pertains to assigned Fire Prevention activities.
- ◆ Attends South Interlake Mutual Aid District Public Education Meetings and Annual Public Education Conference
- ◆ Responds to fire prevention inquiries and requests from the public
- ◆ Promotes and stimulates interest and cooperation in fire prevention activities through public speaking, demonstrations and other methods.
- ◆ Demonstrates and promotes professionalism and integrates values and ethics in personal behaviour and fire department practices.
- ◆ Understands and adheres to all the rules and regulations contained within the Town of Winnipeg Beach Fire Prevention and Emergency Services By-Law.

## SCHEDULE "B"

### TIMEKEEPER JOB DESCRIPTION

#### **Timekeeper (Non-Officer Position)**

##### **Qualifications:**

- ◆ Nominated by the Fire Chief and appointed by Council.
- ◆ Minimum 1 year as a member of the Fire Department
- ◆ Thorough knowledge of Microsoft Office

##### **Responsibilities**

- ◆ Reports to the Fire Chief
- ◆ Attends required meetings if requested by the chief
- ◆ Responsible for submitting quarterly payroll reports to the fire chief
- ◆ Responsible for maintaining firefighter training and fire call charts.
- ◆ Submits recommendations for the annual budget
- ◆ Understands and adheres to all the Rules and Regulations contained within the Town of Winnipeg beach Fire Prevention and Emergency Services By law.

**SCHEDULE "C"**

**MEMBERS OF NORTH INTERLAKE MUTUAL AID DISTRICT**

WINNIPEG BEACH      GIMLI      ARBORG  
ASHERN      GYPSUMVILLE  
FISHER BRANCH      RIVERTON INWOOD  
FRASERWOOD      MOOSEHORN  
ERIKSDALE      LUNDAR

**MEMBERS OF SOUTH INTERLAKE MUTUAL AID DISTRICT**

CLANDEBOYE      DORSEY      LOCKPORT  
MATLOCK      ROSSER      SELKIRK  
ST FRANCOIS XAVIER      ST LAURENT  
STONEWALL      STONY MOUNTAIN  
TEULON      WARREN      WEST ST PAUL  
WINNIPEG AIRPORT AUTHORITY  
WINNIPEG BEACH

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MAYOR – TONY PIMENTEL

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CAO – KERRY LAWLESS



SCHEDULE "D"

ORGANIZATION /COMMAND CHART

