



MULMUR-MELANCTHON FIRE BOARD AGENDA

January 21, 2205 - 5:00 PM

Meeting Details

One Tap Mobile: +16475580588,,84743861462# Canada / +17789072071,,84743861462# Canada

Phone Connection: 1 647 374 4685 Canada / 1 647 558 0588 Canada

Video Connection: <https://us02web.zoom.us/j/84602248258>

Meeting ID: 846 0224 8258

1. Call to Order

2. Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. Approval of the Agenda

Recommendation: That the agenda be approved.

4. Minutes of the Previous Meeting

Recommendation: That the minutes of December 2, 2024 be approved.

5. Declaration of Pecuniary Interest

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

6. Administration

6.1 Simulcast Radio System Verbal Update

6.2 Annual Bylaw and Agreement Review

- Township of Mulmur – Establishing and Regulating By-law 2013

- **Township of Melancthon - Establishing and Regulating By-law 2014**
- **Mulmur-Melancthon Fire Board Agreement 2010**

6.3 Annual Policy Review

- **Procedural Policy 2017**
- **Abuse and Neglect Policy**
- **Capital Asset Policy 2017**
- **Code of Conduct Policy**
- **Disposition of Land Policy 2023**
- **Hiring Policy 2021**
- **No Towing Policy 2020**
- **Procurement Policy 2021**
- **Progressive Discipline Policy 2021**
- **Use of Hall and Equipment Policy 2020**
- **Wage Administration Policy 2023**

6.4 General Fire Chief Update

7. Information Items

7.1 Accounts

7.2 Town of Tillsonburg: Fire Communications Service Agreement

Recommendation: That the Mulmur-Melancthon Fire Board received the items as information.

8. Adjournment

Recommendation: That we do now adjourn at _____ pm to meet again on March 18, 2025 at 5:00 pm or at the call of the Chair.



MULMUR-MELANCTHON FIRE BOARD MINUTES

December 2, 2024 at 5:00 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Mathew Waterfield – Fire Chief
Roseann Knechtel – Secretary

Regrets: Darren White – Melancthon Township

1. Call to Order

The Chair called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. Approval of the Agenda

Moved by Moore and Seconded by Lyon
THAT the agenda be approved as circulated.

Carried.

4. Minutes of the Previous Meeting

Moved by Lyon and Seconded by Moore
THAT the minutes of September 17, 2024 be approved.

Carried.

5. Declaration of Pecuniary Interest - None

6. Administration

6.1 Simulcast Radio System Update

Chief Waterfield provided a verbal update on the Simulcast Radio Project and notified the Board that Shelburne and Grand Valley Fire Departments are scheduled to be up and running by the end of the year with Mulmur-Melancthon Fire Department to follow in Q1 of 2025.

6.2 General Fire Chief Update

Chief Waterfield highlighted that calls for service have increased with 102 calls being received to date, up from 89 calls in total for 2024. The new truck is scheduled to be in service by the end of the week.

7. Closed Session

7.1 Firefighter Appointment

7.2 Annual Performance Review

Moved by Lyon and Seconded by Moore

That the Mulmur-Melancthon Fire Board adjourn to closed session at 5:08 p.m. pursuant to Section 239 of the Municipal Act, 2001 as amended for two (2) matters relating to personal matters about an identifiable individual, including a municipal or local board employee under section 239(2)(b).

Carried.

Moved by Lyon and Seconded by Moore

That the Mulmur-Melancthon Fire Board do rise out of closed session and into open session at 5:10 p.m. with the following motion:

That Molly Nicholson and Kurtis Vanstone be appointed as firefighters, effective December 1, 2024.

Carried.

8. Information Items

8.1 Accounts

8.2 YTD Fire Call Summary

8.3 Township of Mulmur: 2025 Budget Motion

8.4 Dufferin County Multi-Jurisdictional Fire Services Review

8.5 2025 Meeting Dates

Members discussed proposed 2025 meeting dates and requested appointments be reviewed to ensure each municipality is being fairly represented at the meetings.

8.6 Dufferin County Fire Chiefs Minutes: November 13, 2024

Moved by Moore and Seconded by Lyon

That the Mulmur-Melancthon Fire Board received the items as information.

Carried.

8. Adjournment

Moved by Lyon and Seconded by Moore

That we do now adjourn at 5:15 p.m. to meet again on January 21, 2025 at 5:00 p.m.,
or at the call of the Chair.

Carried.

Chair

Secretary



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

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**RESPONSE TO THE 30 OFM RECOMMENDATIONS
ON FIRE PROTECTION SERVICES (FIRE PREVENTION)
PERTAINING TO MULMUR/MELANCTHON FIRE DEPARTMENT
CHECKLIST REVIEW POLICY**

Annually, in January, the Mulmur Melancthon Fire Board will review the following documents to ensure continuity across all municipalities. (FFPAS-9(1)(a)). (*Ontario Fire Marshall's Office Recommendations, 2013, Recommendation/Response 6*)

FIRE BOARD CHECKLIST

Item	Date of Review	Action to be taken (if any)
<i>Establishing and Regulating By-law</i>		
<i>Fire Board Agreement</i>		
<i>Fire Related By-laws</i>		
<i>Policies and Operating Guidelines</i>		

Reviewed by: _____

Dated: _____

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 48 -13

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS Section 8 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 130 of the Municipal Act, 2001, provides that a municipality may regulate matters for the health, safety and wellbeing of the inhabitants of the municipality;

AND WHEREAS Section 5 of the Fire Protection and Prevention Act, 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Mulmur hereby enacts the following:

1. In this By-Law, unless the context otherwise requires,
 - a) “Additional Service(s)” includes retaining a private contractor, renting special equipment not normally carried on fire apparatus, or using more materials than are carried on a fire apparatus normally.
 - b) “Approved” means approved by the Council of the Township of Mulmur.
 - c) “Chief Administrative Officer” means the person appointed by the Council of the Township of Mulmur to act as Chief Administrative Officer for the Corporation.
 - d) “Confined Space” means any space that has limited or restricted means for entry or exit, such as tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits, and which are not designed for continuous human occupancy.
 - e) “Corporation” means the Corporation of the Township of Mulmur.
 - f) “Council” means the Council of the Township of Mulmur.
 - g) “Deputy Fire Chief” means the person(s) recommended by the Fire Board and appointed by the Council of the Township of Mulmur to act in the place of the Fire Chief in the Fire Chief’s absence, or in the case of a vacancy in the position of Fire Chief.
 - h) “Fire Chief” means the person recommended by the Fire Board and appointed by the Council of the Township of Mulmur to act as Fire Chief of the fire department and is ultimately responsible to the Council of the Township of Mulmur as defined in the *Fire Protection and Prevention Act*.
 - i) “Fire Code” means the *Ontario Fire Code Ontario Regulation 213/07* established under Part IV of the FPPA.
 - j) “FPPA” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c 4, as amended.
 - k) “Fire Department(s)” means the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department.

- l) “Fire Board” means the elected representatives appointed from the participating municipalities covered by the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department is hereby referenced in this document as “the Board”.
 - m) “Fire Protection Agreement” is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
 - p) “Fire Protection Services” includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all of those services.
 - n) “Member” means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes its volunteer officers and volunteer firefighters.
 - o) “Officer” means person(s) appointed to the rank of District Fire Chief, Training Officer, Captain, Lieutenant or Fire Prevention Officer.
 - p) “Specialized rescue” shall mean rescue response to low angle rope rescue, shore based water rescue, confined space rescue, trench collapse awareness, auto extrication, Mission Specific Operations Level Hazardous Materials Response, Awareness Level Hazardous Materials Response in accordance with available resources, other rescues deemed by the fire service to fall within available training skill sets, available personnel and required specialized equipment.
 - q) “Volunteer Firefighter” means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. The fire department for the corporation is hereby established and shall be known as the Mulmur Melancthon Fire Department and the head of the fire department shall be known as the Fire Chief.
 3. The fire departments servicing the Township of Mulmur are the Shelburne and District Fire Department, Rosemont District Fire Department and the Mulmur Melancthon Fire Department
 4. The fire departments may be structured with a Fire Chief, Deputy Fire Chief, officers and firefighters in accordance with the organization chart and the Fire Protection Services defined in this section.
 5. The Fire Chief shall report to the Fire Board(s) and the Chief Administrative Officer but is ultimately responsible to the Council of the Township of Mulmur for the delivery of fire protection services and for proper administration and operation of the fire department
 6. The Fire Chief may recommend to the Board/Council, the appointment of any qualified person as a member of the fire department subject to the approved hiring policies of the Board/Council.
 7. A person is qualified to be appointed as a member who:
 - a) Is not less than 18 years of age and not more than 60 years of age for Fire Suppression;
 - b) Passes such tests, exams and interviews as shall be required by the Fire Chief; and,
 - c) Is medically fit to be a member as certified by a licensed physician. If the existing member is 60 or older and wishes to remain in a Fire Suppression role on the fire department they must pass and annual medical and fitness testing as outlined by the fire department; which shall be paid for by the Board.

8. Persons appointed as members of the fire department shall be on probation for a period of twelve months during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a probationary member fails any such examinations, the Fire Chief may recommend to the Board/Council that he/she be dismissed.
10. Working conditions and remuneration for all firefighters shall be determined by the Board/Council.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to and a result of employment in any fire department serving Mulmur Township, the Board/Council may assign the member to another position in the fire department or may retire him/her. The Board/Council may provide retirement allowances to members, subject to *the Municipal Act*.
12. The Fire Chief may appoint an existing member or any other person deemed appropriate, to the position of Fire Department Chaplain. The Chaplain may provide services including but not limited to:
 - a) Critical incident stress counselling and debriefing
 - b) Chaplaincy services at official functions, fire service funerals and memorials
13. Nothing in this By-Law will restrict the Fire Department to providing only Core Services (Appendix A) or limit the provision of the Fire Protection Services at the discretion of the Chief Fire Official or Incident Commander provided that fire department staff is not requested to perform duties outside of their provided training, equipment, resources and sufficient staff availability
14. The Fire Chief shall implement and review periodically all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary and shall ensure the appropriate care and protection of all fire department equipment. The Fire Chief may establish a committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
15. The Fire Chief shall submit to the Township of Mulmur or the Board for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Board/Council.
16. Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all powers and shall perform all duties of the officer replaced.
18. The Fire Chief may reprimand, suspend or dismiss any member for an infraction of any of the provisions of this bylaw, policies, general orders and department rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the fire department.
19. Following the dismissal to a member, the Fire Chief shall report in writing the reasons for the dismissal to the Board.
20. A volunteer firefighter shall not be dismissed without being afforded the opportunity for a review of termination by the Board if he/she makes a written request for such a review within seven working days after receiving the notification of the proposed dismissal.

Terry Horner

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CLERK.

Paul Mills

.....
MAYOR.

APPENDIX A

Township of Mulmur - Core Services

All Fire Departments shall have an operational guideline and/or procedure for each of the Core Services listed below.

Interior Suppression & Rescue

Performed when staffing and building integrity permit entry, performed with fire suppression support, performed as water supply permits and implemented to rescue trapped persons.

Offensive Operations (interior fire suppression)

Performed when staffing, water supply and building integrity permit entry and implemented to prevent further dollar loss.

Defensive Operations

Performed when there is insufficient staffing and/or structural instability, performed as water supply permits and implemented to reduce loss to surrounding areas.

Areas without Municipal Water Supply

In areas without municipal water supply, the fire department will respond with water tankers. This service does not meet Superior Tanker Shuttle accreditation.

Rural Firefighting Operations

In areas outside of a 4 kilometer radius of a fire station, which may or may not have municipal water supply, there may be increased response times due to travel distance, road grades and weather conditions. Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

Tiered Response

The fire department does have an agreement to respond as a tiered agency with OPP and EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

Motor Vehicle Accidents

The fire department will respond as a tiered agency and will offer traffic control, patient care, scene stabilization and spill/debris cleanup as needed.

Vehicle Extrication

The fire department will respond as a tiered agency and will gain access to patients trapped in vehicles, for removal by EMS or other agencies using hand tools, heavy hydraulics and air bags as required.

Remote Extrication

The fire department will assist police and/or EMS in the search/extrication of patients from remote locations. Typical patients include hikers, bikers, skiers, horseback riders, snowshoers and climbers. The fire department will respond with ATV and trailer mounted stretcher and respond on foot where ATV access is not possible. Extrication is limited by terrain and weather conditions. All personnel will be trained in the operation of the ATV.

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances

Farm Accidents

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist in remote areas, roll overs, entanglements, confined space* and silos* using hand tools, heavy hydraulics, air bags as required.

Industrial Accidents

The fire department is trained to confined space and HazMat awareness level only. The fire department will respond based on conditions and circumstances to assist with entanglements, confined space*, electrical hazards and chemical hazards using hand tools, heavy hydraulics and/or air bags as required.

Confined Space Rescue

****Confined Space Rescue is only performed providing that all training, equipment, knowledge and personnel are available to facilitate rescue.***

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist with rescue from areas not designed for human occupancy, restricted means for entry or exit, back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only).

Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment.

Low Angle Rescue (steep slope)

This form of rescue will be used to perform remote extrication and vehicle accidents with rescue provided using hand tools, ropes, pulley systems.

Water Rescue

All firefighters shall wear a life jacket when engaged in water rescue.

Water rescue shall be delivered in 3 methods dependent on the circumstances and shall include search and rescue on the surface but does not include salvage or recovery. Static Water (harbour, shoreline); Swift Water (shoreline), and Ice Water (harbour, shoreline).

Rescue will be administered shore based using ropes.

Services Requiring Outside Agencies

Building Collapse Rescue and Trench Rescue

Mutual Aid coordinator shall be contacted and the fire department will provide support and assistance to the responding agency.

Awareness Level Response Hazardous Materials (transporting, storage)

Includes all hazardous materials and fire incidents involving propane storage, agricultural and industrial process. CANUTEC shall be contacted. The fire department will provide support and assistance to the responding agency.

Electrical Hazards

Includes responses to downed or arcing hydro wires. Hydro and OPP shall be contacted and the fire department will provide scene security and traffic control as required until the responding agencies arrive.

Carbon Monoxide

Includes responses to residential and commercial carbon monoxide alarms or as requested by outside agencies. Will include using air monitoring detectors to determine the presence of carbon monoxide, evacuate the areas as required, and notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

Natural Gas Leaks

Includes responses to gas line ruptures or as requested by outside agencies. Gas Company and the OPP shall be contacted. The fire department will provide scene security and traffic control as required until the responding agencies arrive.

APPENDIX B

Township of Mulmur - Fire Prevention Policy

This fire prevention policy has been reviewed and approved by the Municipal Council of the Township of Mulmur on November 20, 2013 and is applicable in its entirety for the whole of the municipality.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

Fire Prevention Records Keeping

Current records relating to all fire prevention activities must be prepared and retained at the Fire Hall and a copy forwarded to the Township. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire investigations (with a copy to the Ontario Fire Marshal) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs
- List of complaint, request and routine fire safety inspections completed according to schedule. Report of follow up to ensure that all (if any) outstanding Ontario Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high risk occupancies
- Record of all personnel who have completed a training program on pre-incident planning
- Detail of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases
- Record of Fire Department attendance at municipal events for Public Fire Safety
- Copies of lectures, demonstrations and presentations to the public
- Building code plans examinations
- Written delegations of a chief fire official where referenced in the *Ontario Fire Code*

- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement
- Fire safety plans for “approved” buildings regulated by Article 2.8.1.1 of the *Ontario Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

Inspections:

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

New Construction

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

Routine

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

Request

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

Complaint Inspections

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

Boarding Lodging and Rooming Houses

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

Fireplaces and Woodstoves

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

Retrofit

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Ontario Fire Code.
- The Chief Fire Prevention Officer (CFPO) shall advise the Chief Building Officer (CBO) accordingly.

Fire Code Enforcement

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

Ontario Fire Code References to the Ontario Building Code

- Where the Ontario Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
- The Chief Building Official shall be notified in writing by the Chief Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
- The CFPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
- The CBO shall keep the CFPO informed of project status and approvals.
- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

Zoning Related Issues

- The Planner shall be advised of all Zoning inquiries and concerns.

Fire And Life Safety Education:

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

Distribution of Fire Safety Information:

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

Smoke Alarm Program:

- The fire department will maintain a working smoke alarm program throughout the municipality..
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

Risk Assessment:

- The Risk Assessment shall be reviewed and revised every three years.

Fire Investigation and Cause Determination:

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Ontario Fire Marshal's Office (OFM) shall be notified to investigate fire scenes in accordance with OFM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

Fire Loss Statistics:

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

Fire Prevention Staff Training:

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

Conclusion:

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a cornerstone in the foundation of developing a fire safe community. The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

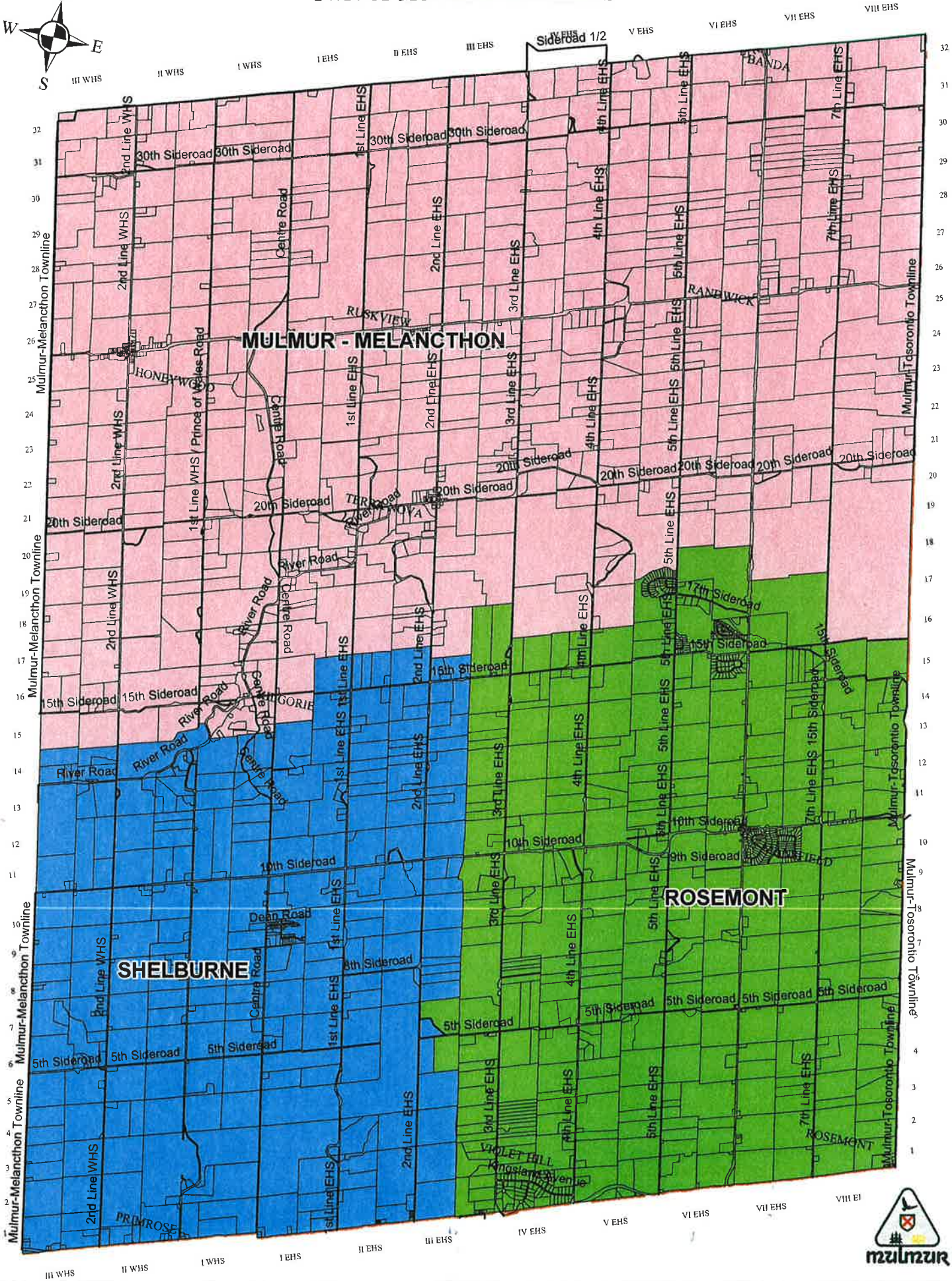
TYPES AND FREQUENCY OF INSPECTION

Not including by complaint or by request
Detailed listing included in the Simplified Risk Assessment

<i>Occupancy</i>	<i>Frequency</i>
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Every two years or annually if possible
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress,(b) receive special care and treatment, or(c) receive supervisory care	Annually

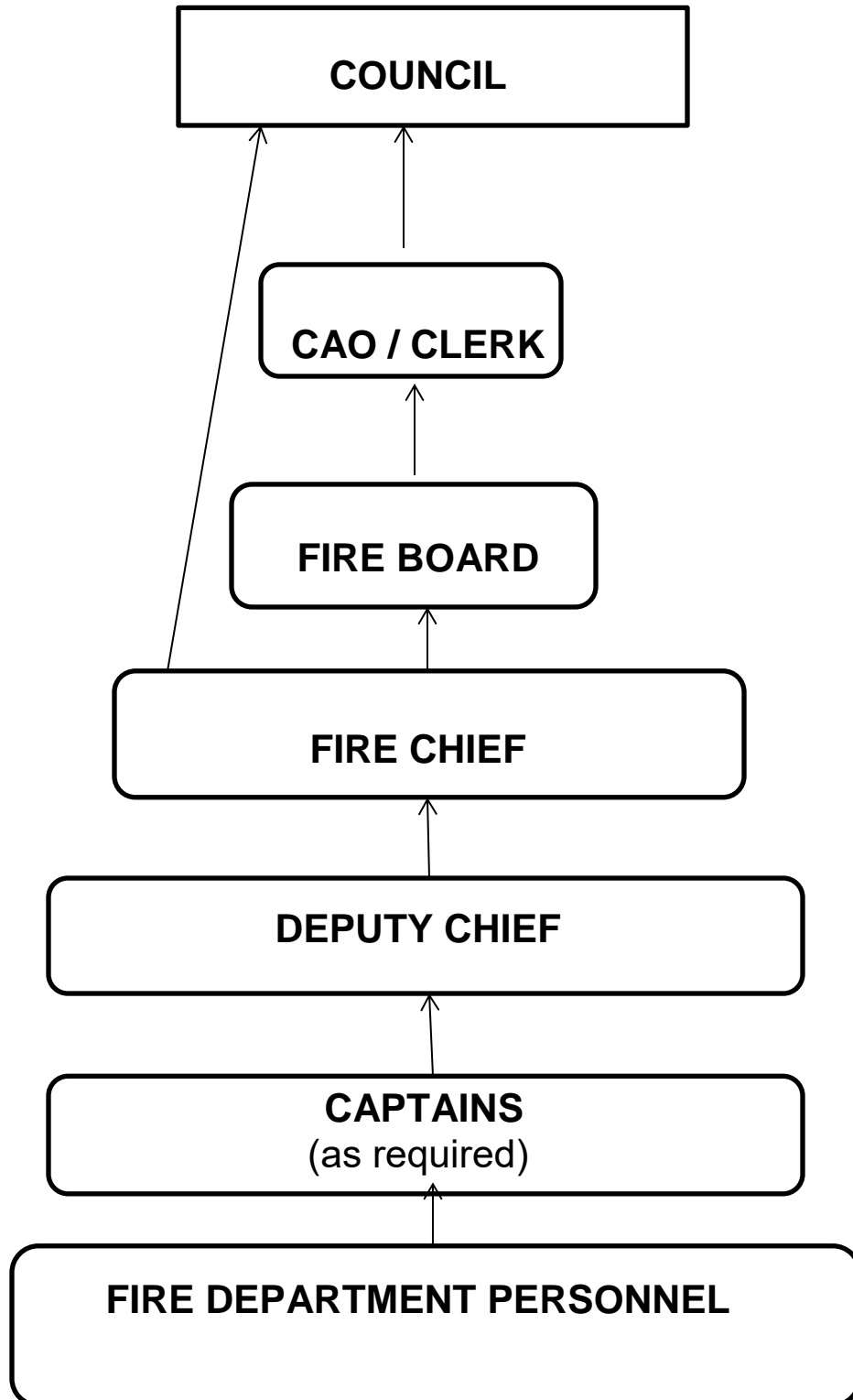
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or request only
Multi-unit Residential	Every two years or annually if possible
Hotel/Motel	Every two years or annually if possible
Mobile Homes and Trailers	Every two years or annually if possible
Residential Schools / Treatment Centre	Annually
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Every two years or annually if possible
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Every two years or annually if possible
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Every two years or annually if possible
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Every two years or annually if possible

TWP. OF MULMUR FIRE AREAS



APPENDIX D

Township of Mulmur - Fire Organizational Chart



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 39-2014

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE CORPORATION OF THE TOWNSHIP OF MELANCTHON AND TO REPEAL BY-LAW NO. 15-2014

WHEREAS Section 8 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 130 of the Municipal Act, 2001, provides that a municipality may regulate matters for the health, safety and wellbeing of the inhabitants of the municipality;

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NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Melancthon hereby enacts the following:

1. In this By-Law, unless the context otherwise requires,

- a) "Additional Service(s)" includes retaining a private contractor, renting special equipment not normally carried on fire apparatus, or using more materials than are carried on a fire apparatus normally.
- b) "Approved" means approved by the Council of the Township of Melancthon.
- c) "Chief Administrative Officer" means the person appointed by the Council of the Township of Melancthon to act as Chief Administrative Officer for the Corporation.
- d) "Confined Space" means any space that has limited or restricted means for entry or exit, such as tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits, and which are not designed for continuous human occupancy.
- e) "Corporation" means the Corporation of the Township of Melancthon.
- f) "Council" means the Council of the Township of Melancthon.
- g) "Deputy Fire Chief" means the person(s) recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act in the place of the Fire Chief in the Fire Chief's absence, or in the case of a vacancy in the position of Fire Chief.
- h) "Fire Chief" means the person recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act as Fire Chief of the fire department and is ultimately responsible to the Council of the Township of Melancthon as defined in the *Fire Protection and Prevention Act*.
- i) "Fire Code" means the *Ontario Fire Code Ontario Regulation 213/07* established under Part IV of the FPPA.
- j) "FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c 4, as amended.

- k) "Fire Department(s)" means the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department.
 - l) "Fire Board" means the elected representatives appointed from the participating municipalities covered by the Shelburne and District Fire Department and the Mulmur Melancthon Fire Department is hereby referenced in this document as "the Board".
 - m) "Fire Protection Agreement" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
 - p) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all of those services.
 - n) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes its volunteer officers and volunteer firefighters.
 - o) "Officer" means person(s) appointed to the rank of District Fire Chief, Training Officer, Captain, Lieutenant or Fire Prevention Officer.
 - p) "Specialized rescue" shall mean rescue response to low angle rope rescue, shore based water rescue, confined space rescue, trench collapse awareness, auto extrication, Mission Specific Operations Level Hazardous Materials Response, Awareness Level Hazardous Materials Response in accordance with available resources, other rescues deemed by the fire service to fall within available training skill sets, available personnel and required specialized equipment.
 - q) "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. The fire departments servicing the Corporation are the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department and the head of those departments shall be known as the Fire Chief.
 3. The Southgate Fire Department will service the portion of the municipality as outlined in Appendix C under Fire Protection Agreement dated May 19, 2011.
 4. The fire departments may be structured with a Fire Chief, Deputy Fire Chief, officers and firefighters in accordance with the organization chart and the Fire Protection Services defined in this section.
 5. The Fire Chief shall report to the Fire Board(s) and the Chief Administrative Officer but is ultimately responsible to the Council of the Township of Melancthon for the delivery of fire protection services and for proper administration and operation of the fire department
 6. The Fire Chief may recommend to the Board/Council, the appointment of any qualified person as a member of the fire department subject to the approved hiring policies of the Board/Council.
 7. A person is qualified to be appointed as a member who:
 - a) Is not less than 18 years of age and not more than 60 years of age for Fire Suppression;
 - b) Passes such tests, exams and interviews as shall be required by the Fire Chief; and,
 - c) Is medically fit to be a member as certified by a licensed physician. If the existing

member is 60 or older and wishes to remain in a Fire Suppression role on the fire department they must pass and annual medical and fitness testing as outlined by the fire department; which shall be paid for by the Board.

8. Persons appointed as members of the fire department shall be on probation for a period of twelve months during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a probationary member fails any such examinations, the Fire Chief may recommend to the Board/Council that he/she be dismissed.
10. Working conditions and remuneration for all firefighters shall be determined by the Board/Council.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to and a result of employment in any fire department serving Melancthon Township, the Board/Council may assign the member to another position in the fire department or may retire him/her. The Board/Council may provide retirement allowances to members, subject to *the Municipal Act*.
12. The Fire Chief may appoint an existing member or any other person deemed appropriate, to the position of Fire Department Chaplain. The Chaplain may provide services including but not limited to:
 - a) Critical incident stress counselling and debriefing
 - b) Chaplaincy services at official functions, fire service funerals and memorials
13. Nothing in this By-Law will restrict the Fire Department to providing only Core Services (Appendix A) or limit the provision of the Fire Protection Services at the discretion of the Chief Fire Official or Incident Commander provided that fire department staff is not requested to perform duties outside of their provided training, equipment, resources and sufficient staff availability
14. The Fire Chief shall implement and review periodically all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary and shall ensure the appropriate care and protection of all fire department equipment. The Fire Chief may establish a committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
15. The Fire Chief shall submit to the Township of Melancthon or the Board for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Board/Council.
16. Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all powers and shall perform all duties of the officer replaced.
18. The Fire Chief may reprimand, suspend or dismiss any member for an infraction of any of the provisions of this bylaw, policies, general orders and department rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the fire department.
19. Following the dismissal to a member, the Fire Chief shall report in writing the reasons for the dismissal to the Board.

20. A volunteer firefighter shall not be dismissed without being afforded the opportunity for a review of termination by the Board if he/she makes a written request for such a review within seven working days after receiving the notification of the proposed dismissal.
21. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property. The Fire Chief shall exercise all powers mandated by *the Fire Protection and Prevention Act*, and the Fire Chief shall be empowered to authorize:
- a) Pulling down or demolishing any building or structure to prevent the spread of fire.
 - b) All necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
 - c) Recovery of expenses incurred by such necessary actions for the Board/Council and/or municipalities in the manner provided through *the Municipal Act* and *the Fire Protection and Prevention Act*.
 - d) Shall prepare an annual report and present to the municipalities it represents including activities according to *the Fire Protection and Prevention Act*.
22. That as a result of a Fire Department's response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on fire apparatus or use more materials that are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the "Additional Service" or expense shall be charged the full costs to provide the "Additional Service" including all applicable taxes. Property shall mean personal and real property.
23. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipalities represented in the Board/Council except with respect to a fire or emergency:
- a) That, in the opinion of the Fire Chief or designate of the fire department, threatens property in the municipality represented in the Board/Council or property situated outside the municipalities represented by the Board/Council that it is owned or occupied by the municipality.
 - b) In the municipalities represented by the Board/Council with which an approved agreement has been entered into to provide fire protection services which may include mutual or automatic aid.
 - c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) At the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
 - e) On property beyond the municipal boundary of the municipalities represented by the Board/Council, where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

AND FURTHER THAT the attached Appendix A titled "Core Services", Appendix B titled "Fire Prevention Policy", Appendix C "Fire Areas" and Appendix D "Organizational Chart" shall constitute part of this By-law. Appendices may be updated as need by a motion of the Council of the Township of Melancthon.

This by-law comes into effect the day it is passed by Council of the Township of Melancthon. By-law 15-2014 passed on March 6, 2014 is hereby repealed.

BY-LAW read a first, second and a third time and finally passed in open Council of the Township of Melancthon this 14th day of August, 2014.

Jenise Holner
.....
CLERK

Bill Hill
.....
MAYOR

APPENDIX A

Township of Melancthon - Core Services

All Fire Departments shall have an operational guideline and/or procedure for each of the Core Services listed below.

Interior Suppression & Rescue

Performed when staffing and building integrity permit entry, performed with fire suppression support, performed as water supply permits and implemented to rescue trapped persons.

Offensive Operations (interior fire suppression)

Performed when staffing, water supply and building integrity permit entry and implemented to prevent further dollar loss.

Defensive Operations

Performed when there is insufficient staffing and/or structural instability, performed as water supply permits and implemented to reduce loss to surrounding areas.

Areas without Municipal Water Supply

In areas without municipal water supply, the fire department will respond with water tankers. This service does not meet Superior Tanker Shuttle accreditation.

Rural Firefighting Operations

In areas outside of a 4 kilometer radius of a fire station, which may or may not have municipal water supply, there may be increased response times due to travel distance, road grades and weather conditions. Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

Tiered Response

The fire department does have an agreement to respond as a tiered agency with OPP and EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

Motor Vehicle Accidents

The fire department will respond as a tiered agency and will offer traffic control, patient care, scene stabilization and spill/debris cleanup as needed.

Vehicle Extrication

The fire department will respond as a tiered agency and will gain access to patients trapped in vehicles, for removal by EMS or other agencies using hand tools, heavy hydraulics and air bags as required.

Remote Extrication

The fire department will assist police and/or EMS in the search/extrication of patients from remote locations. Typical patients include hikers, bikers, skiers, horseback riders, snowshoers and climbers. The fire department will respond with ATV and trailer mounted stretcher and respond on foot where ATV access is not possible. Extrication is limited by terrain and weather conditions. All personnel will be trained in the operation of the ATV.

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances

Farm Accidents

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist in remote areas, roll overs, entanglements, confined space* and silos* using hand tools, heavy hydraulics, air bags as required.

Industrial Accidents

The fire department is trained to confined space and HazMat awareness level only. The fire department will respond based on conditions and circumstances to assist with entanglements, confined space*, electrical hazards and chemical hazards using hand tools, heavy hydraulics and/or air bags as required.

Confined Space Rescue

****Confined Space Rescue is only performed providing that all training, equipment, knowledge and personnel are available to facilitate rescue.***

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist with rescue from areas not designed for human occupancy, restricted means for entry or exit, back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only).

Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment.

Low Angle Rescue (steep slope)

This form of rescue will be used to perform remote extrication and vehicle accidents with rescue provided using hand tools, ropes, pulley systems.

Water Rescue

All firefighters shall wear a life jacket when engaged in water rescue.

Water rescue shall be delivered in 3 methods dependent on the circumstances and shall include search and rescue on the surface but does not include salvage or recovery. Static Water (harbour, shoreline); Swift Water (shoreline), and Ice Water (harbour, shoreline).

Rescue will be administered shore based using ropes.

Services Requiring Outside Agencies

Building Collapse Rescue and Trench Rescue

Mutual Aid coordinator shall be contacted and the fire department will provide support and assistance to the responding agency.

Awareness Level Response Hazardous Materials (transporting, storage)

Includes all hazardous materials and fire incidents involving propane storage, agricultural and industrial process. CANUTEC shall be contacted. The fire department will provide support and assistance to the responding agency.

Electrical Hazards

Includes responses to downed or arcing hydro wires. Hydro and OPP shall be contacted and the fire department will provide scene security and traffic control as required until the responding agencies arrive.

Carbon Monoxide

Includes responses to residential and commercial carbon monoxide alarms or as requested by outside agencies. Will include using air monitoring detectors to determine the presence of carbon monoxide, evacuate the areas as required, and notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

Natural Gas Leaks

Includes responses to gas line ruptures or as requested by outside agencies. Gas Company and the OPP shall be contacted. The fire department will provide scene security and traffic control as required until the responding agencies arrive.

Mutual Aid

The fire department will activate Provincial Mutual Aid when the need arises and will follow all the procedures in the plan.

The fire department will respond to assist with Mutual aid when requested.

APPENDIX B

Township of Melancthon - Fire Prevention Policy

This Fire Prevention Policy has been reviewed and approved by the Municipal Council of the Township of Melancthon on [redacted] and is applicable in its entirety for the whole of the municipality.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

Fire Prevention Records Keeping

Current records relating to all fire prevention activities must be prepared and retained at the Fire Hall and a copy forwarded to the Township. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire investigations (with a copy to the Ontario Fire Marshal) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs
- List of complaint, request and routine fire safety inspections completed according to schedule. Report of follow up to ensure that all (if any) outstanding Ontario Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high risk occupancies
- Record of all personnel who have completed a training program on pre-incident planning
- Detail of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFMEM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases
- Record of Fire Department attendance at municipal events for Public Fire Safety
- Copies of lectures, demonstrations and presentations to the public
- Building code plans examinations
- Written delegations of a chief fire official where referenced in the *Ontario Fire Code*

- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety

inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement

- Fire safety plans for "approved" buildings regulated by Article 2.8.1.1 of the *Ontario Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

Inspections:

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

New Construction

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

Routine

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

Request

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

Complaint Inspections

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

Boarding Lodging and Rooming Houses

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

Fireplaces and Woodstoves

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

Retrofit

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Ontario Fire Code.
- The Chief Fire Prevention Officer (CFPO) shall advise the Chief Building Officer (CBO) accordingly.

Fire Code Enforcement

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

Ontario Fire Code References to the Ontario Building Code

- Where the Ontario Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
 - The Chief Building Official shall be notified in writing by the Chief Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
 - The CFPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
 - The CBO shall keep the CFPO informed of project status and approvals.

- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

Zoning Related Issues

- The Planner shall be advised of all Zoning inquiries and concerns.

Fire And Life Safety Education:

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal and Emergency Management programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

Distribution of Fire Safety Information:

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

Smoke Alarm Program:

- The fire department will maintain a working smoke alarm program throughout the municipality.
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

Risk Assessment:

- The Risk Assessment shall be reviewed and revised every three years.

Fire Investigation and Cause Determination:

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Office of the Fire Marshal and Emergency Management (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

Fire Loss Statistics:

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

Fire Prevention Staff Training:

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

Conclusion:

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a cornerstone in the foundation of developing a fire safe community. The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

TYPES AND FREQUENCY OF INSPECTION
 Not including by complaint or by request
 Detailed listing included in the Simplified Risk Assessment

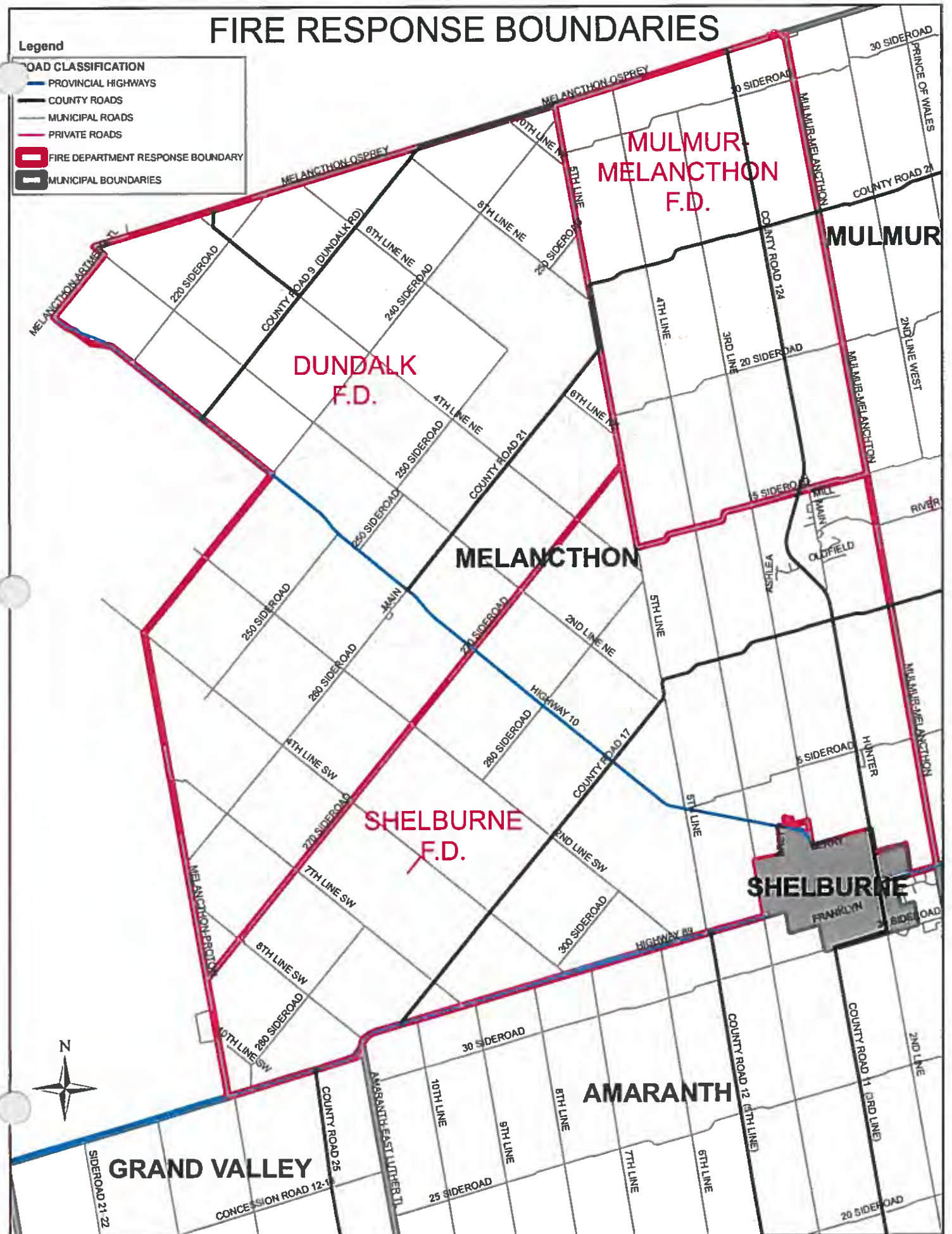
Occupancy	Frequency
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Every two years or annually if possible
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress, (b) receive special care and treatment, or (c) receive supervisory care	Annually
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or request only
Multi-unit Residential	Every two years or annually if possible

Hotel/Motel	Every two years or annually if possible
Mobile Homes and Trailers	Complaint or request only
Residential Schools / Treatment Centre	Annually
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Complaint or request only
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Complaint or request only
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Complaint or request only
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Complaint or request only

APPENDIX C

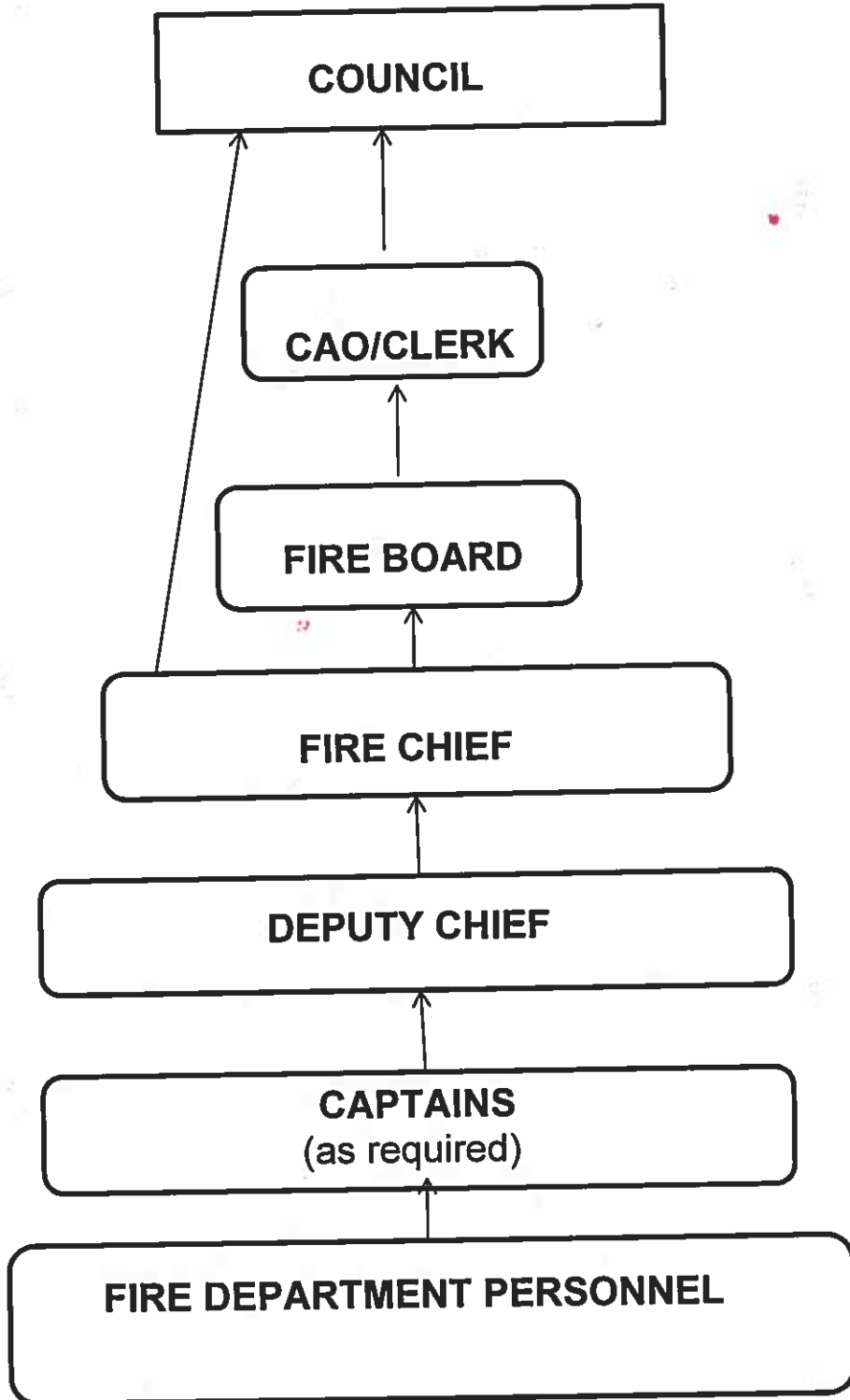
FIRE RESPONSE BOUNDARIES

- Legend**
- ROAD CLASSIFICATION**
 - PROVINCIAL HIGHWAYS
 - COUNTY ROADS
 - MUNICIPAL ROADS
 - PRIVATE ROADS
 - FIRE DEPARTMENT RESPONSE BOUNDARY
 - MUNICIPAL BOUNDARIES



APPENDIX D

Township of Melancthon - Fire Organizational Chart



THIS AGREEMENT MADE THIS 11th DAY OF AUGUST, 2010 BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MULMUR

--AND --

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

WHEREAS *Section 19 (2), c. 25 of the Municipal Act S.O. 2001* allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS *Section 20 (1), c. 25 of the Municipal Act S.O. 2001* grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS *Section 2, Fire Protection & Prevention Act, 1997* provides that every municipality shall establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its' needs and circumstances;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Mulmur-Melancthon Volunteer Fire Department, hereinafter called the "DEPARTMENT", for the purpose of providing fire protection in the areas defined in this Agreement. "FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term concurrent with Council. Each member shall be an elected member for a time period consistent with the policies of each respective municipality in force and effect at the time of appointment. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality that had appointed the member wherein the vacancy occurred. Each member from Mulmur Council shall have two (2) votes each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for operating items. Each member from Mulmur Council shall have one (1) vote each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for capital items.
2. The maximum number of personnel for the department shall be set at twenty-three (23), consisting of one Chief, one Deputy-Chief, one Dispatch, four Captains, and sixteen firefighters.
3. The Fire Board shall appoint a Chairperson and Vice-Chairperson from among its' members at the first meeting of the Fire Board on each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.

4. The Fire Board shall appoint a Secretary at the first meeting of the Fire Board in each calendar year. The Mulmur Township Treasurer shall be the treasurer for the Fire Board. The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department. The Treasurer shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Treasurer shall pay only such items as are approved. Costs for administering the books shall be apportioned to Melancthon Township on the cost-sharing proportion as set out in Schedule "B". It shall be the policy of the board that the current year's operating surplus or operating deficit be allocated to the following year's operating budget. The Township of Mulmur shall be responsible for P.S.A.B. (Public Sector Accounting Board) regulations and required bookkeeping.
5. The Fire Board shall hold at least six regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board.
6. The Fire Board shall ensure that all meetings are convened and continued only when there is a quorum of three (3) members present.
7. All Fire Board meetings shall have business conducted by Parliamentary procedure. Copies of all draft minutes of regular and special meetings of the Fire Board are to be promptly submitted to the Councils of each party to this Agreement. Monthly financial statements are to be provided to the Board. Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.
8. By the 30th day of September in each year, the Fire Board shall endeavor to submit in writing to each of the parties hereto a draft budget for the operation of the Department for the following year. Each party hereto shall endeavor to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 31st day of December in each year for the subsequent year's budget. The methodology of budgeting, whether on an accrual or cash basis, will be determined at a future date once the full implementation of P.S.A.B. (Public Sector Accounting Board regulations) has been completed. Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes as set out in Schedule "B", as billed.
9. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
10. The Fire Board shall provide adequate facilities and equipment for the operation of the department.
11. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
12. The Department shall endeavor to respond as soon as possible to all emergency calls with the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.

13. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to Fire Protection.
14. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the case, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.
15. The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreement, all operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement. All capital costs incurred by the Department shall be on a 50/50 basis. Cost sharing between Mulmur and Melancthon Townships for any major upgrades to capital assets shall be on a 50/50 basis unless otherwise directed by the Board by motion. Commencing in 2008, capital expenditures will be reflected on the Consolidated Statement of Financial Position previously known as the Consolidated Balance Sheet. Amortization/Depreciation on capital expenditures will be reflected in the Consolidated Statement of Operations.
16. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.
17. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Arbitrations Act, 1991, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to provisions of the Arbitrations Act, 1991 or pursuant to any successor legislation.
18. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Two (2) years written notice is given to the Fire Board and to the other party. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
 - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the participating municipality.
 - c) Any assets, including reserves contributed by the municipality to the Department shall remain the property of the Department.

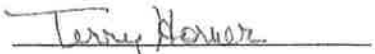
- d) If the Department is completely dissolved, the realized value of assets are to be split on a 50/50 basis between the two participating municipalities.
 - e) This agreement recognizes the construction of a new fire hall in the year 2003, which was completed in the year 2004. Financing of the construction of the new fire hall was based on equal participation in the capital costs of same.
19. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed there under.
20. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
21. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void. In the event that any covenant provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision of term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attest to by the hands of their respective proper officers in that behalf.

TOWNSHIP OF MULMUR



Per: Gordon Montgomery, Mayor




Per: Terry Horner, CAO/Clerk

TOWNSHIP OF MELANCTHON



Per: Debbie Fawcett, Mayor



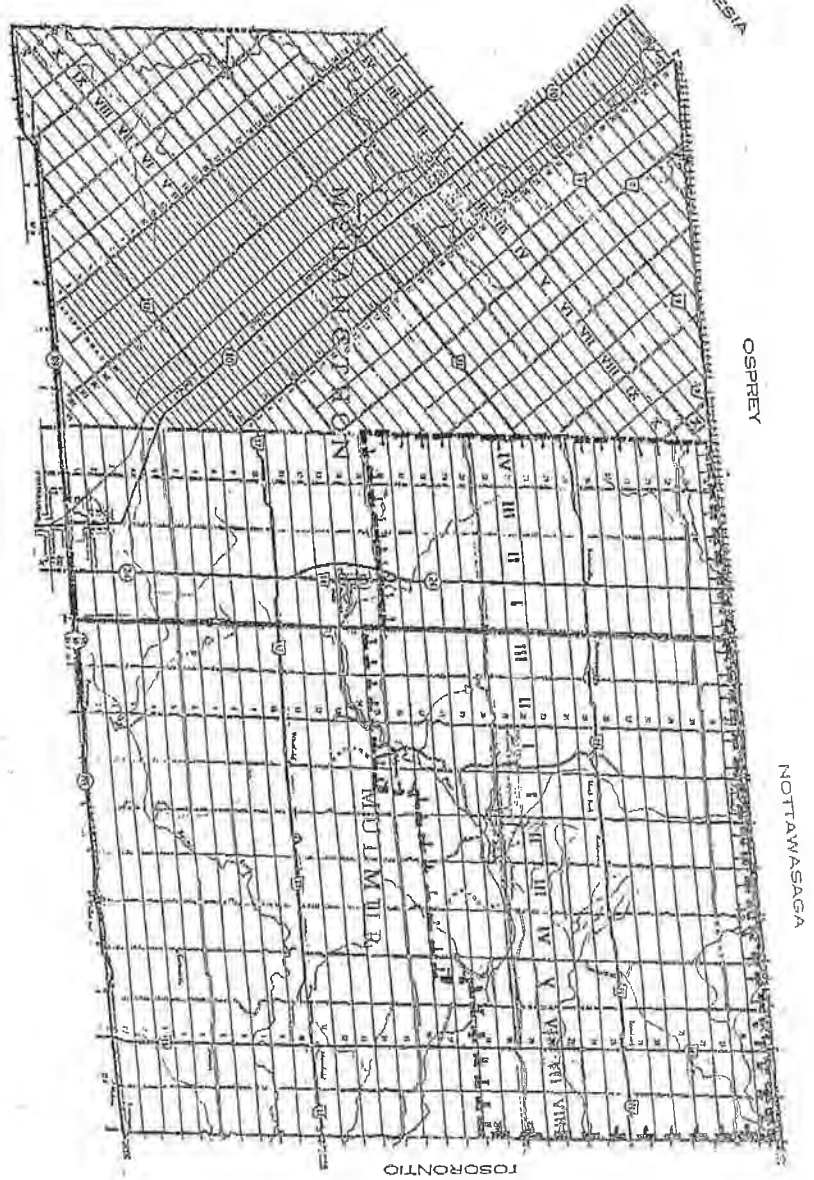
Per: Denise Holmes, CAO/Clerk-Treasurer

SCHEDULE "A"
TO DRAFT MULMUR-MELANCTHON FIRE AGREEMENT
FIRE SERVICE AREA

SCHEDULE "A"
MULMUR-MELANCTHON FIRE AGREEMENT

FIRE SERVICE AREA

PROTON



SCHEDULE "B"
TO MULMUR- MELANCTHON FIRE AGREEMENT

COST SHARING

1. DEFINITIONS:

"Assessment" shall include all taxable residences, taxable commercial and industrial as shown on the previous year's assessment roll, for the current taxation but shall not include exempt assessment.

"Households" shall include all primary or tenant households and apartments as shown on the previous year's assessment roll, for the current year's taxation (according to codes RU, FRU, RDU...)

"Fire Calls" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

2. Operating cost sharing shall be calculated annually by the Treasurer of the Department by taking the data provided by the Clerks from the previous year's assessment roll, for the current taxation, for total assessment and total households, and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The combined average percentage shall be used for cost sharing.

3.

Municipality	Assessment	%	Res/Comm Units/Hsholds	%	Fire Calls	%	Combined Average
MULMUR	195,627,250	85.12%	604	79.37%	25.33	61.78%	75.42%
MELANCTHON	34,202,500	14.88%	157	20.63%	15.67	38.22%	24.58%
TOTAL:	229,829,750	100.00%	761	100.00%	41	100.00%	100.00%

4. Capital cost sharing on the construction of the new hall, constructed in 2003, and completed in 2004, was based on an equal 50/50 partnership between the two participating municipalities. Purchase of the land in 2002 known as Lot 42, Plan 39, was split on the existing cost sharing percentage for the year 2002.
5. Capital purchases will be shared on a 50/50 basis subject to the approval of the Board's respective Councils.



MULMUR-MELANCTHON FIRE BOARD
POLICY TO GOVERN THE PROCEEDINGS OF THE BOARD

WHEREAS *The Municipal Act* provides that a Board shall adopt a procedure policy for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

NOW THEREFORE THE MULMUR-MELANCTHON FIRE BOARD HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this Policy:

- 1.1 "Act" means *The Municipal Act, 2001*, S.O. 2001, c.25, as amended.
- 1.2 "Board" means the Mulmur-Melancthon Fire Board.
- 1.3 "Chair" means the person presiding at the Meeting.
- 1.4 "Committee" means Standing Committee of the Fire Board.
- 1.5 "Closed Session" refers to a Meeting or portion thereof which is closed to the public in accordance with the applicable legislation.
- 1.6 "Deputation" means an address to the Board at the request of a person wishing to speak.
- 1.7 "Majority Vote" in the Board means an affirmative vote of more than one-half of the votes cast by those present in accordance with s. 32.
- 1.8 "Meeting" means a meeting of the Board.
- 1.9 "Member" means a Member of the Board.
- 1.10 "Motion to lay on the table" means a particular matter removes the subject from consideration until the Board votes to take it from the table.
- 1.11 "Notice of Motion" means a written motion received by the Recording Secretary at a meeting of Board, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Board.
- 1.12 "Notice" means a written or printed communication publicly displayed electronically on Township website(s) or by outdoor signage.
- 1.13 "Point of Order" means a question by a member with the view to calling attention to any issue relating to the Procedural Policy or the conduct of the Board's business or in order to assist the member in understanding the Board's procedures, making an appropriate motion or understanding the effect of a motion.

- 1.14 "Point of Privilege or Personal Privilege" means a question by a member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or staff has been impugned or questioned by a member.
 - 1.15 "Posted" means posted on the Township of Mulmur web site in a section under the heading "PUBLIC NOTICES".
 - 1.16 "Quorum" means the minimum number of members required to be present at a meeting to carry on business.
 - 1.17 "Recorded Vote" means a written record of the name and vote of every member voting on any matter or question.
 - 1.18 "Recording Secretary" means the Secretary of the Board or alternate appointed by the Board.
 - 1.19 "Resolution" means the decision of the Board on any motion.'
 - 1.20 "Vice-Chair" means the alternate chair.
2. The rules and regulations contained in this Policy shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business in the Board. Provided the rules and regulations contained herein may be suspended by a vote of the Board and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

BOARD AND BOARD MEETINGS

3. Meetings of the Board shall be held at the Board Chambers adopted and used by the Board from time to time for such purpose. The inaugural meeting of Board shall take place as soon as possible following the election, once both Townships have finalized their appointments.
4. At the inaugural meeting, Board will review and confirm the next year's tentative meeting schedule.
5. The Chair may at any time summon a special meeting of Board on 48 hours notice to the Members of Board, or, upon receipt of the petition of the majority of the Members of the Board, the Recording Secretary shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Board shall be given to the Members through the Recording Secretary's office. The only business to be dealt with at a special meeting is that which is listed. The Chair at his/her discretion may call an emergency meeting.
6. In the case of the absence of the Chair from the Mulmur-Melancthon Fire Board or if he/she is absent through illness, or he/she refuses to act or his/her office is vacant, the Deputy Chair shall act from time to time in the place and stead of the Chair and he/she shall have all the rights, powers, and authority of the Head of Board, while so doing.
7. As soon after the hour fixed for the holding of the meeting of the Board as a quorum is present, the Chair shall take the Chair and call the meeting to order.

ACCOUNTABILITY AND TRANSPARENCY

8. (a) All Board and Committee meetings shall be open to the public.
- (b) Notwithstanding Paragraph 8 (a) above, a meeting of the Board may be closed to the public if the subject matter being considered relates to:
- i) the security of the property of the Mulmur-Melancthon Fire Board or local board;
 - ii) personal matters about an identifiable individual, including municipal or local board employees;
 - iii) a proposed or pending acquisition or disposition of land by the Mulmur-Melancthon Fire Board or local board;
 - iv) labour relations or employee negotiations;
 - v) litigation or potential litigation, including matters before administrative tribunals, affecting the Mulmur-Melancthon Fire Board or local board;
 - vi) advice that is subject to solicitor-client privilege, including communications necessary for that purposes;
 - vii) a matter in respect of which a Board, board, committee or other body may hold a closed meeting under another Act.
 - viii) the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
 - ix) a meeting of a Board may be closed to the public if the following conditions are both satisfied:
 - 1) the meeting is held for the purpose of educating or training the members;
 - 2) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.
- (c) Before holding a meeting or part of a meeting that is to be closed to the public, the Board shall state by resolution,
- i) the fact of the holding of the closed meeting, time entered and the general nature of the matter to be considered at the closed meeting; or
 - ii) in the case of a meeting under 8 b ix), the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that subsection.
- (d) Subject to subsection 8 e), a meeting shall not be closed to the public during the taking of a vote.

- (e) A meeting may be closed to the public during a vote if,
 - i) subsection 8 (b) permits or requires a meeting to be closed to the public and,
 - ii) the vote is for a procedural matter (i.e. approving minutes) or for giving directions or instructions to officers, employees or agents of the Board or persons retained by or under a contract with the Board.
- (f) Meeting or sessions which are closed to the public may be referred to as in-camera meetings or sessions.
- (g) Confidentiality – Members shall ensure that confidential matters disclosed to them and materials provided to them during Closed Session meetings or sessions or provided to them in advance of the meeting or session on dark purple paper are kept confidential. Members are encouraged to return confidential material to the Recording Secretary. The obligation to keep information confidential applies even if the member ceases to be a member of Board.

ABSENCE OF HEAD OF BOARD

- 9. Subject to the provisions of *The Municipal Act*, and where no Presiding Officer has been appointed under Clause 5 of this policy, in case the Head of Board does not attend within fifteen (15) minutes after the time appointed for a meeting of the Board, the Vice-Chair shall act; if the Vice-Chair is unable to act, the Recording Secretary shall call the members to order and an acting Chair of the Board shall be appointed from among the Members present and he/she shall preside until the arrival of the Chair of the Board and while so presiding the acting Chair of the Board shall have all the powers of the Chair of the Board.

NO QUORUM

- 10. If no quorum is present one half hour after the time appointed for a meeting of the Board, the Recording Secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

CURFEW

- 11. No item of business may be dealt with at a Board meeting after eight (8) P.M. for a meeting of Board, or 3 hours after commencement of the meeting, unless agreed to by the majority of Board present.

INCLEMENT WEATHER

- 12. For all Board meetings, should the Chair, or his/her designate or Recording Secretary deem the weather to be severe or an emergency, the meeting shall be cancelled by two (2:00) P.M. and rescheduled for another time.

THE CONDUCT OF PROCEEDINGS AT A MEETING OF THE BOARD

- 13. It shall be the duty of the Chair or other Presiding Officer,
 - (a) to open the meeting of Board by taking the chair and calling the Members to order,

- (b) to announce the business before the Board in the order in which it is to be acted upon,
- (c) to receive and submit, in the proper manner, all motions presented by the Members of Board,
- (d) to put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result,
- (e) to decline to put to vote motions which infringe the rules of procedure,
- (f) to restrain the Members, within the rules of order, when engaged in debate,
- (g) to enforce on all occasions the observance of order and decorum among the Members,
- (h) to call by name any Member persisting in breach of the rules of order of the Board, thereby ordering him/her to vacate the Board Chamber,
- (i) to receive all messages and other communications and announce them to the Board,
- (j) to authenticate, by his/her signature when necessary, all resolutions, agreements and minutes of the Board,
- (k) to inform the Board, when necessary or when referred to for the purpose, on a point of order or usage,
- (l) to represent and support the Board, declaring its will, and implicitly obeying its decisions in all things,
- (m) to ensure that the decisions of Board are in conformity with the laws and policies governing the activities of the Board,
- (n) to adjourn the meeting when the business is concluded,
- (o) to adjourn the meeting without question in the case of grave disorder arising in the Board Chamber or meeting room,
- (p) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Board Chamber or meeting room where such behaviour persists.

14. It shall be the role of Board,

- (a) to represent the public and to consider the well-being and interests of the Mulmur-Melancthon Fire Board;
- (b) to develop and evaluate the policies and programs of the Mulmur-Melancthon Fire Board;
- (c) to determine which services the Mulmur-Melancthon Fire Board provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Board;
- (e) to ensure the accountability and transparency of the operations of the Mulmur-Melancthon Fire Board, including the activities of the senior management of the Mulmur-Melancthon Fire Board;
- (f) to maintain the financial integrity of the Mulmur-Melancthon Fire Board; and
- (g) to carry out the duties of Board under this or any other Act.

AGENDAS

15. The Recording Secretary shall have prepared an agenda, from all petitions, communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting. Distribution of the agenda shall be by electronic means, not less than forty-eight (48) hours before the hour appointed for the holding of a regular meeting, an agenda under the following headings:
 1. Call to order
 2. Approval of the Agenda/Additions/Deletions
 3. Declaration of Pecuniary Interests
 4. Approval of previous meeting's minutes
 5. Business Arising from minutes
 6. Correspondence
 7. Approval of Accounts & Financial Update
 8. Chief's Call Report
 9. Health and Safety issues
 10. Closed session (if required)
 11. Old/New business
 12. Confirming Motion
 13. Motion to Adjourn including next meeting date
16. The business of the Board shall in all cases be taken up in order in which it stands upon the agenda unless otherwise decided by Board.
17. Any item which is not on the agenda as printed and circulated, but has been determined by the vote of the Board to be of a nature which requires Board's immediate attention prior to the next scheduled meeting, may be added.

MINUTES

18. Minutes shall record:
 - (a) The place, date and time of the meeting and the time of adjournment;
 - (b) The names of Board members and staff present;
 - (c) The reading, if requested, correction and adoption of the minutes of prior meetings;
 - (d) All other proceedings, which will include motions, resolutions and directions of the meeting with sufficient details included so as to allow anyone not in attendance to generally understand the discussion therein.

- (e) The draft minutes of each Board meeting shall be presented to Board for approval/review at the next regular meeting.
- (f) The draft minutes of each Board meeting shall be forwarded to each Council as soon as available.

COMMITTEES

- 19. (a) Board shall determine the appropriate number of Committees, mandates and their membership. The Committees shall sit for the term of Board, or as determined by the Board.
- (b) All items considered by a Committee shall be forwarded to the Board in the form of a written report.

DISCLOSURES OF PECUNIARY INTEREST

- 20. Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board or local board at which the matter is the subject of consideration, the Member, in accordance with The Municipal Conflict of Interest Act:
 - (a) shall determine whether they may have a pecuniary interest and to disclose the nature thereof;
 - (b) shall prior to any consideration of the matter at the meeting, disclose the Member's interest verbally at the meeting and then in writing, in a form provided, to the Recording Secretary, the general nature thereof;
 - (c) shall not take part in the discussion of, or vote on any question in respect of the matter;
 - (d) shall not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - (e) where a meeting is open to the public, the Member shall, in addition to complying with the requirements of The Municipal Conflict of Interest Act, shall forthwith leave the meeting or part of the meeting during which the matter is under consideration;
 - (f) where a meeting is not open to the public, the Member shall, in accordance with The Municipal Conflict of Interest Act, forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
 - (g) where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Board or Committee, as the case may be, attended by the Member after the particular meeting;
 - (h) every declaration of interest and the general nature thereof made shall where the meeting is open to the public, be recorded in the minutes of the meeting by the

Recording Secretary or Recording Secretary of the Mulmur-Melancthon Fire Board, as the case may be;

- (i) every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public;
- (j) where the number of members who, by reason of the Provisions of The Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

PETITIONS AND COMMUNICATIONS

21. Every communication, including a petition designed to be presented to the Board, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and filed with the Recording Secretary.

DEPUTATIONS

22. (a) All deputants shall address the Chair and shall state their name and whom they represent.
- (b) Each delegation shall be limited in speaking to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
- (c) No deputant shall:
- 1) speak disrespectfully of any person;
 - 2) use offensive words;
 - 3) speak on any subject other than the subject for which he or she has received approval to address the Board;
 - 4) disobey the rules of procedure or a decision of the Chair or Board.
- (d) The Chair may shorten the time of any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this Policy.
- (e) No person, except Members and authorized staff shall be allowed to come within the area of Board during a Board meeting without permission of the Chair or Board.
- (f) Members of the public who constitute the audience at a meeting, shall not:

- 1) address the Board or Committee ~~address~~ without permission;
 - 2) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Board or Committee deliberations.
- (g) The Chair may cause to be expelled and excluded any member of the public, who creates any disturbance or acts improperly, during a meeting of Board or Committee. If necessary, the Chair may call upon the Recording Secretary to seek the appropriate assistance from police officers.

MOTIONS

23. **Notices of Motion** - Notice of all new motions except motions listed in Clauses 41 and 42 shall be given in writing, delivered to the Recording Secretary at least two (2) calendar days, preceding the date of the meeting at which a motion is to be introduced and a motion shall be printed in full in the agenda for that meeting of the Board and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Recording Secretary in writing over the signature of the mover and seconder and shall be complete and correct.
24. **Seconding** - A motion must be formally seconded before the Chair or designate can put the question or a motion be recorded in the minutes.
25. **Presentation of Motion by Chair** - When a motion is presented to the Board in writing, it shall be read or if it is a motion which may be presented orally (Section 41), it shall be stated by the Chair before debate.
26. **Amendment** - A motion to amend;
 - shall be presented in writing,
 - shall receive disposition of Board before a previous amendment or the question,
 - shall not be further amended more than once provided that further amendment may be made to the main question,
 - shall be relevant to the question to be received,
 - shall not be received proposing a direct negative,
 - may propose a separate and distinct disposition of a question,
 - shall be put in the reverse order to that in which it is moved.
27. **Questions Stated** - Immediately preceding the taking of the vote, the Chair or Presiding Officer may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/She shall state the question in the precise form in which it will be recorded in the minutes.
28. **No Interruption After Question** - After a question is finally put by the Chair no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
29. **Unrecorded Vote** - The manner of determining the decision of the Board on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

30. **Recorded Vote** – If a member present at a meeting at the time of a vote requests immediately before or immediately after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Recording Secretary shall record each vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. The Recording Secretary shall announce the results.
31. **Tie Votes** – Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any act.
32. **Failure to Vote** – A failure to vote under section 35 by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
33. **Members' Votes by Municipality** – Each member from Mulmur Council shall have two (2) votes each on the Board, and each member from Melancthon Council shall have one (1) vote each for operating items. Each member from Mulmur Council shall have one (1) vote each on the Board, and each member from Melancthon Council shall have one (1) vote each for capital items.

RULES OF DEBATE

34. To address the Board, every member shall raise their hand requesting to speak and then wait to be recognized by the Chair or Vice Chair before speaking. When two or more Members wish to speak, the Chair shall designate the Member who has the floor who shall be the Member who, in the opinion of the Chair, requested first.
35. When the Chair calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
36. When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.
37. Any Member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.
38. The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
 - (a) a point of order or personal privilege;
 - (b) presentations of petitions,
 - (c) to lay on the table,
 - (d) to postpone indefinitely or to a day certain;

- (e) to move the previous question
39. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
- (a) to refer,
 - (b) to adjourn,
 - (c) to amend,
 - (d) to suspend the Rules of Procedure
40. Except as provided by Clause 41 below, all motions shall be in writing and signed by the Chair.
41. In all un-provided cases in the proceedings of the Board, the matter shall be decided by the Chair or, subject to an appeal to the Board upon a point of order.

POINTS OF ORDER AND PRIVILEGES

42. The Chair shall preserve order and decide questions of order/privilege when brought forward by any member of Board.
43. The Board, if appealed to, shall decide the question without debate and its decision shall be final.

CONDUCT OF MEMBERS OF BOARD

44. No Member in an open or closed meeting shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.
45. No Member shall,
- (a) in an open or closed meeting, use offensive words or un-parliamentary language in or against the Board or against any Member, staff or guest;
 - (b) speak on any subject other than the subject in debate;
 - (c) criticize any decision of the Board except for the purpose of moving that the questions be reconsidered;
 - (d) disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board, and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Board" but if the Member apologizes he/she may, by vote of the Board, be permitted to retake his/her seat.
46. No person except Members and officers of the Board shall be allowed to come within the bar during the sittings of the Board without permission of the Chair or the Board upon reference.
47. When the Chair is putting the question, no Member shall leave or make a disturbance.

SUSPENSION OF RULES

48. Any procedure required by this Policy may be suspended with consent of a majority of the Members of the Board present.

AMENDMENT

49. No amendment or repeal of this Policy or any part thereof shall be considered at any meeting of the Board unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Board. The waiving of this notice by the Board is prohibited.
50. In all matters and under all circumstances the members shall be guided by and shall have regard to *The Municipal Conflict of Interest Act*.
51. Following a regular or new election, the Recording Secretary shall provide each member of Board with a copy of this policy, including any amendments thereto.

CONFLICT

52. If there is any conflict between this policy and any statute, the provisions of the statute prevail.

Emergency Provision

53. If a matter arises, which in the opinion of the Recording Secretary, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Recording Secretary shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Board for ratification.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted June 03, 2009; reviewed/approved November 2014.

Date of Review and Approval: April 10, 2017

Paul Mills

Chair

Kerstin Vroom

Secretary



Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

1. Purpose

The purpose of this policy is to:

- a) To maintain an environment that is free from discrimination, harassment, or abuse
- b) To identify the behaviours that are unacceptable
- c) To establish a mechanism for receiving complaints
- d) To establish a procedure to deal with complaints

2. Policy Statement

The Mulmur Melancthon Fire Department (the “Department”) is dedicated to providing a workplace and service environment that is conducive to creating a climate of mutual respect that fosters equality and inclusion, reinforces opportunity, and allows for each person to contribute fully to the development and wellbeing of the Department.

It is the policy of the Department to take all reasonable steps to provide its firefighters, regardless of firefighter status, officials, appointees, students, and volunteers with a work and service environment that is free of any form of discrimination, harassment, or abuse and that respects the dignity, self-worth, and human rights of every individual in accordance with the Ontario Human Rights Code and any other applicable legislation.

The Department is committed to providing a workplace that is free from violence, discrimination, harassment, and abuse. The Department will not tolerate any action or failure to act that results in violence, harassment or discrimination or a violation of the human rights of any firefighter.

3. Scope

This policy applies to all firefighters of the Department, regardless of firefighter status, officials, appointees, volunteers, and the public.

4. Definitions

- **Physical Abuse** is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.



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- **Sexual Abuse** is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
- **Emotional Abuse** is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.
- **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference, or family dynamics.
- **Neglect** is defined as but not limited to any behavior that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
- **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures, or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.
- **Discrimination** is defined as the unequal treatment of a person on the basis of a prohibited ground. Under the Ontario *Human Rights Code*, prohibited grounds include: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, breastfeeding, gender identity and gender expression), sexual orientation, age, marital status (including same-sex partnership), family status, disability (including perceived or past) and record of offences for which a pardon has been granted and has not been revoked or an offence in respect of any provincial enactment. In general, discrimination is an act or practice that intentionally or unintentionally causes a type of disadvantage prohibited by the provisions of the Ontario *Human Rights Code*.



Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

Examples of discrimination may include, but are not limited to:

- Refusal to work with, or differential treatment of a person on the basis of the prohibited grounds.
- Decisions of recruitment, promotion, pay increases or employment practices based in whole or in part on one or more of the prohibited grounds.

5. Governing Legislation

This policy is in line with the following legislation.

- Human Rights Code, RSO 1990, c H.19
- Criminal Code, RSC 1985, c C-46

6. Abuse Reporting Procedures

Any firefighter, volunteer, visitor, or independent contractor must report suspected abuse to either the Fire Chief, Deputy Chief, or a Captain either verbally or in writing.

Organization

It is the responsibility of the Fire Board to:

- Take responsible, preventative measures to protect firefighters and others in the Department's workplaces, from workplace discrimination and harassment.
- Ensure that all firefighters receive a copy of this policy.
- Establish a process for reporting and responding to incidents of workplace discrimination, harassment, and abuse.
- Ensure the process for reporting and responding to incidents of workplace discrimination, harassment, and abuse is communicated, maintained, and followed.
- Ensure that this policy is reviewed at least annually.

Chief, Deputy Chief and Captains

It is the responsibility of Chief, Deputy Chief and Captains to:

- Understand and abide by the requirements of this policy.
- Communicate and review this policy with the firefighters they supervise or manage.
- Adequately train firefighters in Department procedures that address the workplace harassment and abuse risk(s) applicable to the firefighter.
- Encourage firefighters to report complaints or incidents or workplace discrimination, harassment and/or abuse.



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- Respond to all complaints or incidents of workplace discrimination, harassment, and abuse in a professional manner appropriate in the circumstances.
- Promptly report all complaints or incidents of workplace discrimination, harassment or abuse they receive or witness to the Chief or Secretary/Treasurer of the Board or designate.

All Firefighters

It is the responsibility of all Firefighters of the Department to:

- Always comply with this policy to protect themselves and others in the workplace from workplace discrimination, harassment, and abuse.
- Immediately notify their supervisor or other designated person of any incident or workplace discrimination, harassment, or abuse whether the notifying firefighter is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person, the firefighter should contact the police.
- Participate in training regarding this policy and Department procedures directed at workplace harassment and abuse risks in the workplace.
- Fully cooperate in any investigation of complaints of workplace discrimination, harassment, abuse, or breaches of this policy.

7. Resolutions, Reporting and Investigation Procedures

Informal Resolution

If a firefighter is either directly affected by, or has witnessed discrimination, harassment, or abuse in the workplace, they are encouraged to speak to the person directly, and let them know that their behavior is unwelcome, and ask for it to stop.

As an alternative, and informal mediation can be arranged with both firefighters. The Chief, Deputy or Captain or designate will assist the firefighters to discuss the incident and their concerns and come to an agreed upon outcome. Participation in mediation is voluntary and either party can withdraw at any time.

Should the above approaches be ineffective, and/or the behavior continues, it should be reported.



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Reporting

Firefighters can at any time report incidents of workplace harassment or reprisal to the Chief, Deputy Chief or Captains.

All complaints and incidents are to be recorded in writing by the reporting person/firefighter, the supervisor or manager receiving the report and the Chief. The date, time, location, potential witnesses, and nature of the incident should be documented.

If the incident involves a person who is not a firefighter of the Department, a member of the Management team will report the incident to that person's employer and /or such other person as the Department determines is appropriate in the circumstances.

Investigation

All complaints or incidents or workplace harassment or reprisal will be promptly investigated. Where the respondent is a department firefighter, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Every effort will be made to protect the privacy of the individuals involved in an investigation and to ensure that Complainants and Respondents are treated fairly and respectfully. Information about the alleged incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In all cases, firefighters are encouraged to report their concerns internally to their supervisor, provided he/she is not the alleged Respondent, in which case concerns should be reported to the Chief or Secretary/Treasurer of the Board. However, if a complaint is regarding the conduct of senior management, and firefighters are uncomfortable or unable to report it internally, the complaint may be reported to an outside party such as the Ministry of Labour. Nothing in this policy prevents or discourages a firefighter from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario *Human Rights Code*. A firefighter also retains the right to exercise any other legal avenues that may be available.

If the Complainant decides not to lay a formal complaint, the Department has a legal obligation to investigate which is reasonable in the circumstances and will file such documents with the person against whom the complaint is laid (the Respondent).

At the discretion of the Chief and/or Secretary/Treasurer or Board, the Department may obtain outside assistance and/or legal counsel.



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The investigation will include:

- A documented interview with the Complainant and/or victim.
- A documented interview with the alleged Respondent(s).
- A documented interview with any witnesses with relevant information.
- Any other step the investigator(s) deems necessary to investigate the complaint or incident fully and fairly.
- At the conclusion of the investigation, the Chief will prepare a written report of the findings.
- Where the Respondent is a department firefighter, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board will take any necessary corrective action warranted in the circumstances
- Where the Complainant is a department firefighter and is found to have brought forward a complaint in bad faith, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board, will take any necessary disciplinary action. Such discipline is not a reprisal or breach of this policy.
- The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue, such that more significant discipline will follow more serious conduct or repeated violations of this policy.
- Upon completion of the investigation, the Department will advise in writing the Complainant and Respondent, if the Respondent is a firefighter, of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation

No Reprisal

This policy prohibits reprisals against firefighters who have made complaints in good faith and without malice or provided information regarding a complaint or incident of workplace discrimination or harassment.

Firefighters who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace discrimination, harassment, or abuse.
- Intentionally pressuring a person to ignore or not report an incident or workplace discrimination, harassment, or abuse; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace discrimination, harassment, or abuse.



Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

8. Acknowledgement

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date _____

Signature of Firefighter/Volunteer _____

Signature of Person Representing the Entity _____
(Fire Chief or Designate)



MULMUR-MELANCTHON FIRE BOARD **CAPITAL ASSET POLICY**

PURPOSE

A framework is established for the management and control of the Board's capital assets. Included in this framework is proper recognition, measurement, thresholds, amortization, reporting, safeguarding and disposal. This capital asset policy promotes sound corporate management of capital assets and complies with the PS 3150 which regulates the accounting treatment of capital assets for local governments.

SCOPE

All tangible property owned by the Board, either through donation or purchase and which qualifies as a capital asset is addressed in this policy. In accordance with PS 3150, tangible capital assets (TCA) are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

Where a tangible capital asset is being held in inventory for use in the construction of a tangible capital asset they will be accounted for as "work in progress" until they form part of the new tangible capital asset is put into service.

PRINCIPLES

Principles in this policy provide guidance for policy development and assist with interpretation of the policy.

1. This policy is for the benefit of the Board as a whole; for the users of the Board's financial statements and managers of the Board's tangible capital assets.

2. The cost associated with data collection and storage must be balanced with the benefits achieved by users of the data and reports.
3. Budgeting follows PS 3150. Only capital items meeting the capital asset criteria in this policy will be recorded as capital.
4. Compliance is with all legislation applicable to municipalities.
5. Financial, operational and information technology system limitations are considered.
6. Materiality is considered.
7. Reporting guidelines are met.

Asset Classification

All TCA's will be classified within one of these major categories:

- 1) Land
- 2) Land Improvements (includes amortizable improvements to land such as parking lots, fences, pathways, etc.)
- 3) Building
- 4) Vehicles
- 5) Equipment
- 6) Furniture and Fixtures

Recording and Valuing Assets:

Capitalization Threshold

The capitalization threshold shall be \$2,500 for every TCA set up in the Asset Register.

Donated/Downloaded Assets

Assets that were acquired by donation or by downloading will be valued using fair market value at the date of contribution, if available. If not, value will be based on discounted replacement cost and set-up at that value.

Shared and Jointly Owned Assets

All assets are shared and jointly owned by Mulmur Township and Melancthon Township in accordance with the agreement establishing the joint Board.

Where an asset is not treated as owned by the Fire Department such as land and building, the Fire Department's share for any major upgrades will be treated as a grant paid by the Fire Department to the party claiming ownership, and the grant will be an operating expense of Mulmur–Melancthon Fire Department.

Betterments vs Maintenance

Betterments occur when physical output or service capacity is increased, when useful life is extended, and when quality of output is improved. Betterments are to be treated as a Capital Asset addition for the TCA to which they relate and shall be recorded as a separate asset with its own useful life. Betterments may in fact be a replacement of an asset (such as a new roof) and so the old asset will be written-off as disposed, and the betterment set up as a new asset.

Pooled Tangible Capital Assets

TCA's will be pooled when they are numerous enough that, when taken collectively, their value exceeds the Pooling Threshold of \$5,000. Exceptions are made, however, in some cases, where it has been decided the value of amortizing is not worth the time to set up those assets, and therefore the Township accepts that these assets will continue to be expensed in full in the year of purchase (as they were pre-PSAB). Examples of pooled assets would be:

- Furniture and fixtures
- Small tools/equipment
- Hoses & couplers
- Breathing equipment
- Bunker gear
- Communication equipment (portable radios & pagers)

When additional items are bought, accounting treatment will be to set up the bulk purchase as a new, single pooled asset (e.g. 5 tables are bought in 2020 to replace some already in use). A disposal will be recorded against the old, pooled asset, in proportion to the number of units replaced versus the number of units in that pooled asset.

Components

The following tangible capital asset will be set up as a multiple component, and not as a single asset:

- Buildings will be set up as 3 components: HVAC systems, roof, and structure.

Constructed Assets

Tangible capital assets, which are newly constructed, will be treated as Work-in-Progress, and reflected in the financial statements as a separate category of TCA, with zero amortization, whenever they remain incomplete as at year end. Whenever the asset begins to be used which is not necessarily when the asset is completed, it will be set up as one or more TCA under the applicable rules and amortization will begin in the year following the start of usage of the asset.

Element of Cost

Any single TCA's cost will, per PSAB, include the purchase price as well as:

- Installation costs
- Design, engineering and architectural fees and staff costs
- Legal fees
- Survey and site preparation costs
- Freight, transportation insurance, and duties
- Carrying charges/interest in the case where borrowing is done to finance a project, but only during the period up to the time that the asset is recorded as a TCA. Interest paid after capitalization will be treated as an operating budget expense.

Valuation

All TCA's will be valued at cost.

Amortization:

All TCA's, excluding land, will be amortized using the *straight-line method*. This method is preferred for its simplicity and ease-of-use. Assets will be amortized for half of the year in the year that the asset is purchased.

Amortization entries shall be posted by the applicable staff to the General Ledger on an annual basis, so that it may be presented to the Board and Councils on the year end statements.

The useful life of each sub-class of a TCA will be set based on consultation with department staff, and review of estimates used in other municipalities. Unless there is a significant difference in the type of sub-class, only one useful life estimate will be used to every TCA in that sub-class. e.g. if one building has a steel roof and another building has a shingle roof, then their useful life estimates may be different.

Residual values will not be estimated or used by the Fire Department. When an asset is sold or traded, the proceeds will be compared to the remaining Net Book Value (NBV), and the disposal will be recorded, the asset's NBV shall be written-off, and a gain or loss on sale recognized.

Write-downs will be done after annual reviews of useful life estimates. The Treasurer or designate will conduct an annual review in conjunction with the Fire Chief or designate to determine if there are any write-downs to be recorded.

When a write-down is required, a journal entry to record the additional amortization required, per the review decision, and before year-end, will be posted immediately following the review, and before year-end, so that the NBV at the year-end matches the decision made jointly at the review by the Treasurer or designate.

A record of all annual reviews, and a written authorization for any write-downs, will be kept in the TCA files within the accounting department, as evidence, for auditing purposes.

Asset Register/Records:

The accounting department is responsible for maintaining the TCA records.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted on February 03, 2014.

Date of Approval: April 10, 2017

Date of Approval:

Chair

Secretary



Mulmur Melancthon Fire Department Code of Conduct Policy

1. Purpose

The purpose of this policy is to guide the members of the Mulmur Melancthon Fire Department and to outline the responsibilities of the members to commit to maintaining the highest level of professionalism and behaviour. This policy is meant to protect the public interest by promoting a high ethical standard for all members of the Mulmur Melancthon Fire Department.

2. Policy Scope

This Policy applies to all members of the Mulmur Melancthon Fire Department including but not limited to recruit firefighters, firefighters, Acting Captains, Captains, Training Officers.

This Policy applies in any location in which firefighters are acting as a member of the Fire Department including but not limited to when on duty at emergencies, in the fire station, at training, etc.

3. Definitions

In this policy, unless the context otherwise requires:

“Fire Chief” means the person appointed by the Mulmur Melancthon Fire Board to act as Fire Chief for the Fire Department and who is ultimately responsible to Fire Board and council of Mulmur and Melancthon Townships, as set out in the Fire Protection and Prevention Act.

“Absent without Leave” means a member who has missed three consecutive practices without notifying the Fire Chief, Deputy Fire Chief, Training Officer, or Platoon Captain.

“Member” means all personnel of the Mulmur Melancthon Fire Department.

4. General Provisions

- a. The Fire Chief is responsible to the Mulmur Melancthon Fire Board for the proper administration and operation of the department, for the discipline of its members and in doing so may make such general orders and departmental policies and procedures as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided such general orders and rules do not conflict with the provisions of any policies or procedures of the Mulmur Melancthon Fire Department, the Mulmur Melancthon Fire Board or the Townships of Mulmur and Melancthon.



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- b. Every member will comply with all general orders and department rules and regulations, as the Fire Chief deems necessary.
- c. Every member shall distinctly understand that they are entirely under the direction of the officer in charge or senior person of the department. While on duty at emergencies, in station, at training, on parade or while acting as a member of the department in any manner, that all orders given by the person must be immediately acted on and implicitly obeyed under the penalty of suspension.
- d. Every member will have and maintain a working telephone and will notify the fire chief within 24 hours of any change to their address or telephone number.
- e. Every required member shall within one year of completing his / her probation period obtain and maintain a minimum Class "D" drivers' licence with a "Z" endorsement.
- f. Every member shall obey all rules and regulations of the Highway Traffic Act while on duty and while responding to emergencies.
- g. All members will be thoroughly familiar with the geographical area served by his / her station including the conditions of the routes of travel and the locations of suitable seasonal water supplies.

5. Attendance and Responding to Calls

- a. Every member will respond at once when summoned to an emergency by travelling directly to the fire station placing himself / herself under the command of the officer or senior person in charge.
- b. Every member who commits himself / herself to an emergency is expected to perform all duties as required as per their assigned role in the department, to handle the various situations as presented.
- c. No member will leave his / her duty without the permission of the officer in charge while at an emergency scene or at training. If the member is not present to answer the roll call, the member shall not receive credit for attendance.
- d. Every member is required to maintain the following attendance requirements to remain as a member of the department. Unless approved by the Fire Chief.
 - Performing assigned duties 70%
 - Regular scheduled training sessions 50%
 - Station emergency responses 30%



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- e. Probationary firefighters are required to maintain the following attendance requirements during their probation period.
 - Performing assigned duties 70%
 - Regular scheduled training sessions 75%
 - Station emergency responses 35%
 - Scheduled recruitment training 100%
- f. Every member required to attend regular training and who is absent from three consecutive training sessions shall be deemed to be Absent Without Leave. Prior to returning to active duty, the member shall meet with the Fire Chief to offer an explanation as to their absence prior to the member being allowed to return to active duty.
- g. Any member who is unable to perform the duties expected of him / her as outlined in the approved job description due to illness, injury, work, educational involvement, or personal situations, must notify the Fire Chief as soon as practical in writing and provide details and / or documentation as requested. The Fire Chief for substantiated reasons may grant a leave of absence in accordance with the appropriate policy.

6. Mulmur Melancthon Fire Department Equipment and Property

- a. When required to do so, all members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise requested.
- b. Every firefighter will be capable of donning, wearing, and operating a Self-Contained Breathing Apparatus (SCBA). NFPA 1001 current standard. Every member will refrain from having beards, goatees, heavy sideburns, and untrimmed hair that interferes with the proper and safe wearing of the SCBA.
- c. Every member shall understand that items of issue: helmet, bunker gear, boots, pager, charger, ID card, badge, keys, uniform pieces, training manuals, textbooks, manuals etc. are the exclusive property of the Mulmur Melancthon Fire Department and shall be returned as directed by the Fire Chief.
- d. Every member shall be responsible for the loss or damage of any equipment or items issued to him / her. Firefighters may be subject to disciplinary actions a result of a loss or damage and actions may include the assessing a penalty for payment.
- e. Every member who has been assigned one shall always carry their pager with them while in the municipality and be ready for active duty. They shall ensure that it is properly charged and functioning.



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- f. Every member is prohibited from borrowing, lending, or removing any fire department equipment without the written permission of the Fire Chief.
- g. Members shall not hold social events in the fire station without the previous authorization of the Fire Chief.

7. Conduct

- a. Every member shall conduct himself / herself in a manner which is in keeping with the good reputation, order, and discipline of the department. No member while on duty or representing the department shall use profane, immoral, indecent language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order, and discipline of the department.
- b. Any member charged with unseemly conduct to a fellow firefighter or conduct otherwise unbecoming of a firefighter, may if an investigation of the charges be substantiated, be dismissed.
- c. Any member, who alleges unfair treatment or harassment, will follow the existing Mulmur Township Occupational Health & Safety Policy: Respect in the Workplace: Harassment and Violence and the departments Abuse and Neglect Policy.
- d. No member shall in any way use, divulge, furnish or make accessible to any person, either during their employment or any time thereafter, any confidential information relating to the business of the Fire Department unless authorized by the Fire Chief. All requests for information shall be referred to the Fire Chief.
- e. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury to the Fire Chief as per WSIB requirements.
- f. No member shall solicit the influence or support of anyone to secure a transfer, promotion, or other advantage.
- g. Every member who finds valuables at an emergency scene will notify the Incident Commander who will secure the valuables and take the appropriate action with the proper authorities.

NO MEMBER:

- i. shall be partially dressed in fire department uniform, while representing the department at functions.



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- ii. shall consume beverages or drugs while on duty that will impair his / her ability to perform the duties required of them.
- iii. shall respond to an emergency, training session, assigned duty or any other department function or activity when his / her ability is impaired by any intoxicating beverages or drugs, nor shall they be permitted to remain on duty if found to be impaired.

8. Compliance

The Fire Chief and/or designate(s) shall ensure that members are aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with the terms of this Code of Conduct Policy will result in disciplinary action, which may include dismissal. Refer to Mulmur Township's Progressive Discipline Policy for progressive disciplinary steps. Any member under investigation may be suspended without pay or be re-assigned other duties pending completion of the investigation, depending on the specific situation and the best interests of the Mulmur Melancthon Fire Board and / or the Mulmur Melancthon Fire Department.

I have read and understand the above mentioned Mulmur Township Policies, Rules and Regulations and further understand that non-compliance with any one or more of the rules and regulations may be cause for disciplinary action up to and including a recommendation for dismissal from the department. I further understand that it is my responsibility to review Mulmur Melancthon Fire Department Operational Policies and Guidelines as printed and posted from time to time in the fire station.

Firefighter Name _____ Signature _____

Fire Chief Signature _____ Date _____



Sale and Other Disposition of Land Policy

1. Policy Statement

- 1.1 The Mulmur-Melancthon Fire Board shall dispose of land in a transparent and accountable manner that considers its social, economic, environmental and cultural return to the Township and its residents.

2. Purpose

- 2.1 Section 270 (2) of the Municipal Act, 2001 S.O. 2001, c.25, as amended, requires local boards to adopt and maintain a policy with respect to the sale and other disposition of land.
- 2.2 This policy ensures that any dispositions of land are conducted in a manner that fosters public trust and supports a process that is fair, open and transparent.

3. Scope and Application

- 3.1 This policy applies to all financial and legal transactions involving the sale and other disposition of Mulmur-Melancthon Fire Board owned land.
- 3.2 The Mulmur-Melancthon Fire Board is managed by a joint local board of management between the Township of Melancthon and the Township of Mulmur, therefore:
 - a) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Mulmur, the Mulmur-Melancthon Fire Board shall adhere to the Township of Mulmur's prevailing Sale and Disposition of Land By-law.
 - b) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Melancthon, the Mulmur-Melancthon Fire Board shall adhere to the Township of Melancthon's prevailing Sale and Disposition of Land By-law.

4. Responsibilities

- 4.1 Members and staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Mulmur-Melancthon Fire Board.



MULMUR-MELANCTHON FIRE BOARD **HIRING POLICY**

The Mulmur-Melancthon Fire Department endeavours to provide consistent, fair and unbiased hiring practices in the hiring of volunteer fire personnel.

1. Overall Responsibility and Authority

The Chief and/or Deputy Chief, under the authority of the Mulmur-Melancthon Fire Board, has/have the responsibility for the proper implementation and functioning of the Hiring Policy and shall ensure that the Department recruits and employs the highest possible standard of work force.

2i/. Authorization to Create a New Position/Filling Vacancies Captains Rank or lower

These steps shall be followed:

- (a) The Chief and/or Deputy Chief will ensure that Board authorization to add or replace staff complement is in place.
- (b) The Chief and/or Deputy Chief will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: use of resumes currently on file; word of mouth; postings on both municipal websites; email blast outs, social media; online employment websites, newspapers, the joint advertising sign at the entrance to the arena/fire hall.
- (d) Following the closing date for submission of applications, the Chief and/or Deputy Chief will review or short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Chief. The Chief and/or Deputy Chief will inform the unsuccessful candidates that were interviewed and also prepare an appointment letter to inform the successful candidate as to the specifics of his or her new position.

2ii/. **Authorization for Filling Vacancies for Chief or Deputy-Chief**

- (a) The Board will provide direction to the Secretary to proceed to fill the vacancy.
- (b) The Secretary will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: internal posting at the fire hall; word of mouth; posting on both municipal websites; email blast outs, social media, online employment websites, newspapers; and the joint advertising sign at the entrance to the arena/firehall.
- (d) Following the closing date for submission of applications to the Secretary on behalf of the Board, the Board will review and short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Secretary. The Secretary or Board will notify the successful and unsuccessful candidates that were interviewed. The Secretary will prepare an employment letter for the successful candidate as to the specifics of his or her new position.

3. **Hiring of Relatives of Staff**

The hiring policy for staff means that no relative of a volunteer firefighter may work in a full or part time capacity under the direct supervision of that volunteer firefighter.

- (a) For the purpose of this policy, a “relative” is a person’s spouse through marriage, common law, or companion, parent, child, or sibling and includes the corresponding step or in-law relationship.
- (b) Related Board volunteer firefighters cannot work in positions where one supervises the other or exerts a significant influence over the work or career advancement of the other. *In the case of an Incident Command Situation, this policy may not apply.*
- (c) The determination of whether a relative is in a position to exert a significant influence over the work or career advancement of another relative is determined through consultation between the volunteer firefighter, the Chief and/or Deputy Chief, and the CAO or designate of the Township of Mulmur.
- (d) Volunteer firefighters who become related while they are employed by the Board must adhere to the same requirements as job applicants who are related to current volunteer firefighters in that they cannot work in positions where one supervises the other, or where one is in a position to exert a significant influence over the work or career advancement of the other. Such volunteer firefighters will be notified that they are in conflict with this policy.

- (e) Volunteer Firefighters in a conflict shall work with the Chief and/or Deputy Chief to attempt to secure alternative employment within the Department in order to resolve the conflict.
- (f) No volunteer firefighter will suffer termination through the terms of this article if a familial relationship develops during their tenure of employment; save and except the fact that should any degree or level of supervision occur as a result of a relationship, the Chief and/or Deputy Chief and the CAO of the Township of Mulmur will review the reporting relationship and report to the Board. Any resultant action will not violate either effected volunteer firefighter's rights as established in applicable Ontario law.
- (g) A volunteer firefighter who applies for a position where he or she is the successful candidate, and therefore would supervise or exert significant influence over a relative, will be advised by the Board that they are eligible for the competition, provided that they resolve the conflict of interest to the satisfaction of the Board.

4. Ratification and Records Retention

All Board ratification motions must contain the following:

- the name of volunteer firefighter
- the title of the position
- the date of hire
- the probationary period (if any)
- that all conditions of the hiring policy apply

All documentation received from applicants responding to advertisements for employment will be retained by the Chief or Recording Secretary as the case may be, until the end of the probationary period of the successful applicant, at which time such documentation will be destroyed.

5. Organization Chart and Job Description

As a first step in filling either a new position or hiring a replacement for a vacated position (other than the Chief or Deputy-Chief), the Chief and/or Deputy-Chief shall review the organization chart and the job description to verify that both are current. If not, they shall be updated and approved by the Board before any further action is taken. In the case of the Chief or Deputy-Chief, the Board shall review the organization chart and job description to verify that both are current.

6. Interviews

Interviews shall be conducted with prospective volunteer firefighters with no less than two (2) people in attendance either in person or via an electronic meeting. In the case of the Chief or Deputy-Chief, the Board shall conduct the interviews.

7. Skills Testing

Various forms of skills testing may be carried out on potential volunteer firefighters to determine if they have the required skills for the position.

8. PROCEDURES:

Specific procedures for the above levels shall cover:

(a) Application Format

Shall be the Department's own with attached resume and a copy of document "Volunteer Firefighter Job Requirements" attached. The applicants will also be extended an invitation to visit the firehall on a practice night, and the Chief and/or Deputy Chief will endeavour to supply as much information as possible so that the applicant is able to make a knowledgeable decision to commit to the position.

Volunteer Job Requirements

1. Live within the coverage area
2. Must comply with the attendance policy
3. Must obtain DZ license within 1 year
4. Obtain CPR and First Aid Certification (arranged upon hiring)
5. Obtain First Responder's Course (arranged upon hiring)
6. Must provide a medical fitness certificate from a doctor if and when requested
7. Must be "at ease" in climbing ladders, dealing with heights, and being in confined spaces
8. Understand that there may be contact with blood or other body fluids at an emergency scene
9. Must be comfortable and "at ease" in wearing self contained breathing apparatus (SCBA)
10. Maintain NFPA standard of having a cleanshaven face
11. Agree to participate in fire prevention activities.
12. Must provide a recent Criminal Records Check and Drivers Abstract.

b) Receiving and Recording Applications Captains Rank or lower

Shall be the Chief and/or Deputy Chief's responsibility.

c) Probation Period

12-months

d) Screening to Develop "Short List"

The Chief and/or Deputy-Chief, shall develop the short list.

e) Interviews and Procedures

Applicants will be notified of the time and date of interviews.

In addition to the Chief and/or Deputy-Chief, all officers will attempt to participate in this process. The Chair of the Board will participate only if directed to do so by the Board. Part of the interview process will consist of a knowledge questionnaire. All questions will be rated on a scale of 1 out of 5 by each officer. The scores will be tallied, and the officers will discuss the scores and the applicant's qualifications.

After the successful candidate is chosen, the Fire Chief will bring the recommendation to the Fire Board for final ratification. All applicants will be notified in the form of a letter of thanks for their interest.

f) Qualification, Reference, and Experience Checks

The Chief and/or Deputy Chief shall check and document the above to be verifiable.

g) Ratification of Selection

By the Board at its next regularly scheduled meeting, or at a special meeting of the Board as circumstances dictate.

h) Offers of Employment

- (i) A prospective volunteer firefighter will be offered a salary/wage in accordance with the salary/wage approved for that position.
- (ii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter providing satisfactory medical results on being admitted into the department.
- (iii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter having the required class of driver's license and a clean drivers' abstract or obtaining same by the end of the probationary period.

Employment Criteria

i) Age Restriction

All volunteer firefighters must be 18 years of age or older at the start of their employment.

ii) Proof of Age & Social Insurance Number

All volunteer firefighters must provide proof of age and their Social Insurance Number when they have been accepted for employment.

iii) Driver's Licence

All volunteer firefighters must provide a copy of their driver's licence upon hire.

i) General

No existing employment shall be terminated as a result of the adoption of this policy.

This policy shall come into effect on the date of adoption by the Board. Originally adopted June 03, 2009; reviewed/approved on November 27, 2014 and April 10, 2017.

Date of Review and Approval: March 16, 2021

Chair

Secretary



MULMUR-MELANCTHON FIRE BOARD NO TOWING POLICY

1. Mulmur-Melancthon Fire Department vehicles are prohibited from towing any vehicle
2. Mulmur-Melancthon Fire Department personnel are prohibited from using bodily force to assist in the removal of Any vehicle from an accident scene, ditch, or on the travelled portion of any roadway.

This policy shall come into effect on the date of adoption by the Board. Originally adopted October 15, 2014; reviewed and approved April 10, 2017.

Date of Review and Approval: November 17, 2020

Chair

Secretary



MULMUR-MELANCTHON FIRE BOARD **PROCUREMENT POLICY**

WHEREAS section 270(2) of the *Municipal Act, 2001* requires Local Boards to develop policies with respect to its procurement of goods and services;

NOW THEREFORE THE MULMUR-MELANCTHON FIRE BOARD ENACTS AS FOLLOWS:

Any purchase over amounts budgeted require Board approval. Standard utility and/or annual bills are exempt from this policy. These include, but are not limited to: phone, internet, IT services, hydro, audit, insurance, etc.

Procurement Processes:

Every purchase shall have a written Purchase Order (PO), approved by either the Chief, Deputy Chief or Captain - provided they are not the requestor. A copy of the written PO shall be provided to the Treasurer as soon as approved. Invoices without a PO will not be processed.

1) **Procurements below \$1,000:**

Value of procurement below \$1,000 excluding taxes do not require quotations.

2) **Small Order Purchases:**

The Fire Chief is hereby authorized to make Small Order Purchases for goods or services under \$10,000 from such vendors and upon such terms and conditions, as the Fire Chief deems appropriate. The Fire Chief will attempt to obtain competitive prices.

3) **Quotation Purchases:**

A Fire Chief is hereby authorized to make a Request for Quotation Purchase for goods or services between \$10,000 and not more than \$50,000 from such vendor and upon such terms and conditions as the Fire Chief deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. Bid documents and specifications (as applicable) can be issued and received by email and/or fax transmission at the originating Fire Hall or Mulmur Township Office.

4) **Tender Purchases**

The Fire Chief shall not order goods or services exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of the Board for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. All attempts must be made to obtain at least three (3) written tenders whenever possible.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision "the lowest or any bid will not necessarily be accepted".

5) **Request for Proposals (RFP)**

The Fire Chief may use a request for proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

6) **Emergency Purchases**

There may be instances due to an emergency or due to a unique situation when the procurement policy cannot be used. The Fire Chief who has made an Emergency Purchase greater than \$10,000 shall present a report to the Board at the meeting immediately following the Emergency Purchase.

The Fire Chief shall ensure that unbudgeted capital projects are approved by the Board and any capital projects that will exceed the budgeted amount by more than \$10,000 must receive Board approval.

Board approval is not required if all the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year budget and
- The contract is being awarded to the lowest bidder meeting the specifications

This policy shall come into effect on the date of adoption by the Board. Originally adopted April 10, 2017.

Date of Review and Approval: March 16, 2021

Chair

Secretary



MULMUR-MELANCTHON FIRE BOARD **PROGRESSIVE DISCIPLINE POLICY**

1.0 POLICY

At the Townships of Mulmur & Melancthon and Mulmur/Melancthon Fire Department (the "Department"), we believe that members will act responsibly and professionally. When required, disciplinary measures are used to correct and prevent unacceptable behaviour and/or work performance. This may involve enforcing published and/or unpublished work rules, work standards and commonly accepted codes of behaviour.

2.0 PROCEDURE

2.1 The Department will adhere to the principles of Progressive Discipline, which is a series of escalating sanctions designed to warn a member that their unacceptable conduct or work performance must change. These principles will apply to all disciplinary situations at the Department, including safety-related infractions.

2.2 The types of escalating sanction that can be applied are:

1. Verbal Warning
2. Written Warning
3. Short Suspension of Service with or Without Pay
4. Long Suspension of Service with or Without Pay
5. Termination of Employment for Cause

2.3 The severity of discipline increases from Verbal and Written Warnings through Suspension and Discharge. When determining the appropriate disciplinary response, there are a number of factors which must be considered including (but not limited to) the nature of the offence, the member's prior disciplinary record and how similar situations have been dealt with in the past.

2.4 Progression from less severe to more severe discipline does not, however, require a repetition of the previous offence; any previous discipline on the member's record may be given consideration when assessing the appropriate penalty. It is important to recognize that progression through the various levels of discipline is not mechanical; sanctions may be repeated, steps in the "ladder" bypassed, or more severe discipline (i.e., Suspension and/or Discharge) imposed when appropriate.

2.5 Any member's service may be terminated for just cause after other disciplinary measures have failed or when a first time incident occurs that is very serious. A member may be dismissed for just cause at any time without regard to any progressive steps if he or she commits an offence for which immediate dismissal is specified as a penalty or if the misconduct is sufficiently serious that termination for just cause is warranted.

2.6 When a situation arises which might attract a disciplinary response, it is important for the Fire Chief or Senior Officers to be contacted for advice and assistance. This will ensure that all steps in the disciplinary process meet established policies and procedures.

3.0 FILING OF RECORDS

Documentation of discipline is filed in member's personnel file.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted September 11, 2012; reviewed/approved April 10, 2017.

Date of Review and Approval: March 16, 2021

Chair

Secretary



MULMUR-MELANCTHON FIRE BOARD PERSONAL USE OF HALL/EQUIPMENT POLICY

THAT Mulmur-Melancthon Fire Board approves the following list of repairs for private vehicles within the Mulmur-Melancthon Firehall:

1. Installing windshield wiper blades;
2. Installing sealed beam and headlight bulbs;
3. Installing taillight and signal light bulbs;
4. Refilling windshield washer fluid;
5. Checking and topping up engine oil, and other engine fluids;
6. Interior and exterior cleaning;
7. Other minor repair items that can be done with all four wheels on the floor.

PROHIBITED REPAIRS:

- 1, Any repairs that require the jacking up of vehicles and/or the removal of tires and rims, or the use of ramps or axle stands;
2. No oil changes, brake repairs, lubrication of chassis, or tire repairs;
3. Under no circumstances shall there be any repairs undertaken that require a person or persons to lie under the vehicle to complete the repair;
4. Under no circumstances will the vehicle be idled within the hall for more time than it takes to enter and leave the building;
5. Under no circumstances are cutting torches to be used for repairs on personal vehicles.

USE OF PORTABLE FIRE DEPARTMENT EQUIPMENT (such as generators, chainsaws, tools, etc.)

Under no circumstances will such equipment be borrowed and removed from the hall for personal use.

This policy shall come into effect on the date of adoption by the Board. Originally adopted on September 11, 2012.

Date of Approval: April 10, 2017 Date of Approval: October 13, 2020

Chair

Secretary



Mulmur Melancthon Fire Board Wage Administration Policy

1. Purpose

The purpose of this policy is to outline the wage administration process.

2. Policy Statement

The Mulmur-Melancthon Fire Board is committed to providing a work environment where all individuals are treated in a fair and consistent manner as it relates to, among other items, the administration of pay. The Mulmur-Melancthon Fire Board will maintain a wage administration policy that is internally equitable, externally competitive. The following policy provides a framework for an ongoing and renewable salary administration. It is intended to support and acknowledge the dignity and worth of each individual working with and for the Mulmur-Melancthon Fire Board and to support retention of firefighters through a competitive compensation program.

3. Scope

All volunteer firefighters working for the Mulmur-Melancthon Fire Board.

4. Procedures

Pay Grid

The pay grid is set by the Board and is based on years of service and position. Movement through the grid will occur based on the Chief's and/or Board's direction to the Treasurer.

Salary grids will be reviewed by the Board every 4 years to ensure it remains competitive.

Market Competitiveness

The pay grid will be adjusted annually without amendment to this policy, on the first day of January of each year, beginning with January 1, 2024, in accordance with the annual Consumer Price Index as posted by Statistic Canada for July of the prior year.

Accounts Payable

AP Capital Listing: Nov 15 - Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-01-01 to 2024-12-31 Paid Invoices Cheque Date 2024-11-14 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
091189 FIVE9 SOLUTIONS INC.	INV008539	PUMP 47 RADIO INSTALL	001357	2024-12-06	2024-12-12	1,489.22
		02-1095-5200 PUMP 47 RADIO INSTALL				1,489.22
					Unpaid Invoices	0.00
					Paid Invoices	1,489.22
					Invoices Total	1,489.22
					Selected G/L Account Total	1,489.22

Accounts Payable

AP Capital Listing: Jan 1-16, 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-01 to 2025-01-16 Paid Invoices Cheque Date 2025-01-01 to 2025-01-16

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090698	M & L SUPPLY FIRE & SAFETY	024806	INTAKE VALVE NEW TRUCK	001372	2025-01-10	2025-01-14	3,985.19
			02-1095-5200 INTAKE VALVE NEW TRUCK				3,985.19
						Unpaid Invoices	0.00
						Paid Invoices	3,985.19
						Invoices Total	3,985.19
						Selected G/L Account Total	3,985.19

Accounts Payable

AP Operating Listing: Nov 15 - Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-01-01 to 2024-12-31 Paid Invoices Cheque Date 2024-11-14 to 2024-12-31

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000008	GEORGIAN FIREGEAR SERVIC	12525	BUNKER COAT CLEAN/REPAIR	001359	2024-11-22	2024-12-03	53.36
			02-1094-5144 KL - BUNKER COAT CLEAN/REPAIR				53.36
000013	FLUENT INFORMATION MANA	INV-9418	30 MEMBER WHO'S RESPONDING	001358	2024-12-01	2024-12-03	1,243.00
			02-1094-5120 30 MEMBER WHO'S RESPONDING				1,243.00
000025	TORONTO DOMINION VISA (HI 11262024		MTO ARIS	000657	2024-11-05	2024-11-30	138.81
			02-1094-5145 MTO ARIS				140.00
			02-1094-5146 ANNUAL CASH BACK				-1.19
000025	TORONTO DOMINION VISA (HI 12052024		PHONES	000663	2024-12-05	2024-12-31	338.99
			02-1094-5120 PHONES-BEST BUY				361.55
			02-1094-5120 NORTEL PHONE - AMAZON				339.00
			02-1094-5120 PHONES BEST BUY RETURN				-90.39
			02-1094-5120 PHONES - BEST BUY RETURN				-271.17
						Vendor Total	477.80
000052	TORONTO DOMINION VISA (M 11262024		SNAGGER/SPANNERS/HOSE STRAP	000658	2024-11-05	2024-11-30	833.84
			02-1094-5160 SNAGGER/SPANNERS/HOSE STRAP				831.23
			02-1094-5141 PIZZA HUT-FIRE OFFICER MTG				58.74
			02-1094-5146 ANNUAL CASH BACK				-56.13
000052	TORONTO DOMINION VISA (M 12052024		MTO/AVSHOP	000664	2024-12-05	2024-12-31	256.78
			02-1094-5164 MTO - OWNERSHIP REPLACEMENT				32.00
			02-1094-5161 MTO - NEW OWNERSHIP				35.00
			02-1094-5118 FLUID FOR SMOKE MACHINE				189.78
						Vendor Total	1,090.62
000064	TOWN OF INNISFIL	32897	TRAINING	001367	2024-11-27	2024-12-03	791.00
			02-1094-5118 BS/SP - TRAINING				791.00
000070	MUNICIPALITY OF GREY HIGH	RTC-24-0022	RTC COURSE	001362	2024-07-30	2024-12-03	600.00
			02-1094-5118 CC - RTC COURSE				600.00
000075	TOWN OF TILLSONBURG	2024-0820	BIANNUAL DISPATCH	001368	2024-11-25	2024-12-03	4,091.00
			02-1094-5120 BIANNUAL DISPATCH				4,091.00
000080	STILLWATER CONSULTING LII	0005264	27 USERS FLMS MONTHLY	001365	2024-12-01	2024-12-03	355.44
			02-1094-5118 27 USERS FLMS MONTHLY				355.44
000345	WORKPLACE SAFETY & INSUR	12312024	WSIB - 4TH QTR	000666	2024-12-31	2024-12-31	1,635.19
			02-1094-5105 WSIB - 4TH QTR				1,635.19
000361	INTELLICORE	34923	IT SUPPORT OCTOBER	001360	2024-10-30	2024-12-03	118.65
			02-1094-5120 IT SUPPORT OCTOBER				118.65
000361	INTELLICORE	34963	NOV IT SUPPORT	001360	2024-11-30	2024-12-12	33.90
			02-1094-5120 NOV IT SUPPORT				33.90

Accounts Payable

AP Operating Listing: Nov 15 - Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-01-01 to 2024-12-31 Paid Invoices Cheque Date 2024-11-14 to 2024-12-31

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total							152.55
000405	DEPENDABLE EMERGENCY V	INV004792	WRENCHES/SQUAD 44	001356	2024-12-02	2024-12-03	1,710.09
			02-1094-5164 SQUAD 44				459.54
			02-1094-5160 WRENCHES				1,250.55
001363	HYDRO ONE NETWORKS INC.	11082024	NOV HYDRO	000652	2024-11-08	2024-11-30	435.12
			02-1094-5117 NOV HYDRO				435.12
001363	HYDRO ONE NETWORKS INC.	12092024	DEC HYDRO	000661	2024-12-09	2024-12-31	482.98
			02-1094-5117 DEC HYDRO				482.98
Vendor Total							918.10
090433	LARRY BYE MOBILE REPAIR	28565	RESCUE 42 INSPECTION/FILTERS	001361	2024-11-19	2024-12-03	1,049.03
			02-1094-5162 RESCUE 42 INSPECTION/FILTERS				1,049.03
090433	LARRY BYE MOBILE REPAIR	28566	TRAILER INSPECTION	001361	2024-11-20	2024-12-03	550.94
			02-1094-5165 TRAILER INSPECTION				550.94
Vendor Total							1,599.97
090441	TOWNSHIP OF MULMUR	0044606	OCT FUEL	000659	2024-11-04	2024-11-30	456.90
			02-1094-5112 OCT FUEL				456.90
090441	TOWNSHIP OF MULMUR	0044721	VISTA PRINT MW BUSINESS CARDS	000665	2024-11-22	2024-12-31	42.94
			02-1094-5142 VISTA PRINT MW BUSINESS CARDS				42.94
090441	TOWNSHIP OF MULMUR	0044724	NOV FUEL USAGE	000665	2024-12-03	2024-12-31	266.75
			02-1094-5112 NOV FUEL USAGE				266.75
Vendor Total							766.59
090454	TD CANADA TRUST AUTO DEF	11212024	NOV EFT S/C	000654	2024-11-21	2024-11-30	25.00
			02-1094-5146 NOV EFT S/C				25.00
090454	TD CANADA TRUST AUTO DEF	12312024	DEC EFT S/C	000667	2024-12-31	2024-12-31	25.00
			02-1094-5146 DEC EFT S/C				25.00
Vendor Total							50.00
090874	THE DUFFERIN GROUP	0000185241	ACRYLIC FLIP TOUQUE W LOGO	001366	2024-12-04	2024-12-04	439.01
			02-1094-5121 ACRYLIC FLIP TOUQUE W LOGO				439.01
090874	THE DUFFERIN GROUP	0000185356	STRETCH CAP	001366	2024-12-12	2024-12-12	108.25
			02-1094-5121 STRETCH CAP				108.25
Vendor Total							547.26
090994	TELIZON INC.	03500520241113	ACCT#35005 - FIRE NOV	000655	2024-11-13	2024-11-30	138.59
			02-1094-5120 ACCT#35005 - FIRE NOV				138.59
090994	TELIZON INC.	03500520241213	ACCT#35005 - FIRE DEC	000662	2024-12-13	2024-12-31	138.57
			02-1094-5120 ACCT#35005 - FIRE DEC				138.57
Vendor Total							277.16

Accounts Payable

AP Operating Listing: Nov 15 - Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-01-01 to 2024-12-31 Paid Invoices Cheque Date 2024-11-14 to 2024-12-31

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
091167	RURAL RESCUE FIRST AID TR3224		FIRST AID X 22	001364	2024-12-13	2024-12-19	3,356.10
			02-1094-5118	FIRST AID X 22			3,356.10
091193	STEER ENTERPRISES LTD.	01S43011	PUMP 47 SAFETY	000653	2024-10-31	2024-11-30	924.81
			02-1094-5161	PUMP 47 SAFETY			924.81
091193	STEER ENTERPRISES LTD.	01S43090	PUMP 47 PRESSURE REG	000653	2024-11-05	2024-11-30	418.19
			02-1094-5161	PUMP 47 PRESSURE REG			418.19
						Vendor Total	1,343.00
091194	BELL MOBILITY INC.	11132024	NOV CELL PHONE	000651	2024-11-13	2024-11-30	0.58
			02-1094-5120	NOV CELL PHONE			0.58
091194	BELL MOBILITY INC.	12132024	DEC CELL PHONE	000660	2024-12-13	2024-12-31	21.58
			02-1094-5120	DEC CELL PHONE			21.58
						Vendor Total	22.16
091213	TORONTO DOMINION VISA (E	11262024	ZEHRS/FOODLAND	000656	2024-11-05	2024-11-30	156.11
			02-1094-5141	ZEHRS MEAL-CHIEFS MTG			156.06
			02-1094-5141	FOODLAND-CHIEFS MTG			5.99
			02-1094-5146	ANNUAL CASH BACK			-5.94
091220	POWERLAND COMPUTERS LTIN-2071338-01		4 TONERS	001363	2024-11-22	2024-12-03	668.96
			02-1094-5142	4 TONERS			668.96
						Unpaid Invoices	0.00
						Paid Invoices	21,905.46
						Invoices Total	21,905.46
						Selected G/L Account Total	21,905.46

Accounts Payable

AP Operating Listing: Jan 1-16, 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-01 to 2025-01-16 Paid Invoices Cheque Date 2025-01-01 to 2025-01-16

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000080	STILLWATER CONSULTING	LII5303	JAN 2025 FLMS 27 USERS	001376	2025-01-01	2025-01-14	355.44
			02-1094-5118 JAN 2025 FLMS 27 USERS				355.44
091163	ONTARIO ASSOCIATION OF FIORDER #9611		2025 FIRE CHIEF ASSOC MEMBERSH	001374	2025-01-14	2025-01-14	310.75
			02-1094-5119 2025 FIRE CHIEF ASSOC MEMBERSH				310.75
091163	ONTARIO ASSOCIATION OF FIORDER#9485		STRATEGIC MGMT REGIST	001374	2025-01-14	2025-01-14	499.00
			02-1094-5118 MW - STRATEGIC MGMT COURSE				499.00
Unpaid Invoices							0.00
Paid Invoices							1,165.19
Invoices Total							1,165.19
Selected G/L Account Total							1,165.19



Town of Tillsonburg
Fire and Rescue Services

80 Concession Street East, Tillsonburg, ON N4G 4Z8

Tel: (519) 688-3009

Fax: (519) 842-5528

December 20, 2024

Mathew Waterfield
Fire Chief
Mulmur-Melancthon Fire Department
706116 County Road 21
Honeywood, ON
LON 1H0

Dear Chief Waterfield:

Thank you for your willingness to discuss extending the Fire Communications Service Agreement on December 18, 2024.

Pursuant to Schedule A – Scope of Work - Terms of Service Agreement the parties may, upon mutual written agreement, renew the contract for up to two (2) separate and additional (1) year periods. Furthermore, in accordance with Contract Renewal Clause the parties may use reasonable efforts to reach mutual agreement on the renewal of the written agreement.

On November 4, 2021, the Corporation of the Town of Tillsonburg and the Mulmur-Melancthon Fire Department came to a mutual written agreement to renew the three (3) year Fire Services Agreement for two (2) additional (1) year periods; Year 4 and Year 5.

Year 5 commenced August 1, 2024 and is set to expire on July 31, 2025. Further to our December 18, 2024 correspondence, this letter is to confirm our mutual willingness to further extend the Year 5 term to December 31, 2025.

The proposed extension would cover the time period of August 1, 2025 to December 31 2025 and would be calculated as follows:

Year 5 annual rate of \$8,182 + 3% CPI adjustment of \$245 = \$8,427

- (5 Months X \$702/mo) = **\$3,510**

We hope this proposal is mutually agreeable to the Mulmur-Melancthon Fire Department. Please respond by email or in writing if you are agreeable to the renewal terms.



The Town of Tillsonburg values our continued partnership and our ultimate shared goal of reliable and sustainable fire communications services at fair market value for all communications partners.

Tillsonburg has made significant enhancements to Fire Communications including; increased staffing to two dispatchers 24/7, added an Assistant Chief of Communications to increase supervision, quality assurance and IT support and upgraded technology related to dispatch consoles, phone system, Computer Aided Dispatch (CAD), and ergonomics to enhance service delivery and prepare for Next Generation 911 (NG-911) requirements.

We appreciate your understanding and our continued partnership. Please do not hesitate to contact me if you have any questions or wish to further discuss this matter further.

Sincerely,

Shane Caskanette
Fire Chief / CEMC
Town of Tillsonburg
Fire and Rescue Services
80 Concession Street East
Tillsonburg, ON
N4G 4Z8
Phone: 519-688-3009 Ext. 4900
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