



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Regular Meeting of Council

Monday, March 25, 2013

Following Court of Revision

Municipal Office Council Chambers, Kenilworth

SUPPLEMENTARY AGENDA

Page 1 of 1

AGENDA ITEM	PAGE NO.
<p><u>BY-LAWS</u></p> <p>5. 23-13 Being a By-law to Appoint a Full Time Fire chief for Wellington North Fire Service</p>	

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 23-13

**BEING A BY-LAW TO APPOINT A FULL TIME FIRE CHIEF FOR
WELLINGTON NORTH FIRE SERVICE.**

AUTHORITY: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended.
Fire Protection and Prevention Act, S.O. 1997, Chapter 4, Section 6.

WHEREAS the Fire Protection and Prevention Act authorizes by-laws for providing fire fighting and fire protection services and authorizes the establishment, maintenance and operation of a fire department to serve defined areas of the municipality;

AND WHEREAS The Corporation of the Township of Wellington North has established the Wellington North Fire Service.

AND WHEREAS The Corporation of the Township of Wellington North requires a Full Time Fire Chief for the operation of the Township of Wellington North Fire Service.

NOW THEREFORE the Council of The Corporation of the Township of Wellington North enacts as follows:

1. THAT Section 1. of By-law No. 30-06 is hereby repealed upon the coming into effect of By-law No. 23-13;
2. THAT Section 1. of By-law No. 100-07 is hereby repealed upon the coming into effect of By-law No. 23-13;
3. THAT **Jeff Dahms** be appointed Fire Chief for the Corporation of the Township of Wellington to hold office until his successor is appointed. A copy of the job description for this position is attached as Schedule "A" to this by-law
4. This By-law shall come into effect on April 8, 2013.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF MARCH, 2013.**

**RAYMOND TOUT,
MAYOR**

**LORRAINE HEINBUCH,
CHIEF ADMINISTRATIVE OFFICER/CLERK**

THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
BY-LAW NUMBER 23-13
SCHEDULE "A"



TOWNSHIP OF WELLINGTON NORTH

Department	Fire Department
Position Title	Fire Chief
Reports To:	Chief Administrative Officer
Location:	Mount Forest/Arthur Fire Stations
Approved Date	October, 2012

Purpose of Position:

The Fire Chief directs, oversees and advises on all operations of Wellington North Fire Services, including fire prevention and emergency planning. The Fire Chief's role is administrative in nature and involves the responsibility for the overall leadership, planning, coordination, operation, and efficiency of the fire department.

Scope of Position

The Fire Chief is responsible for the overall operation of the department including firefighting, fire prevention, hazardous materials incidents, auto extrication incidents, rescue – including all life and property saving functions with which the department may be involved, purchasing, maintenance and budgeting. His work is supervisory, operational and administrative oriented.

Duties include:

Supervisory:

- Supervises 2 volunteer Deputy Chiefs and approximately 44 volunteer firefighters.
- Oversees the function of training by reviewing training programmes with training officers and County Training Officer, participating in preparation and conducting of examinations, developing approved fire department promotional policies and providing evaluation of fire department personnel
- Implements the job performance evaluation program for the department
- Recruits personnel as required and as approved by the Fire Committee.
- Assists with the development and implementation of Wellington North Fire Services Public Education program.

Supervisory: (continued)

- Confers with the Fire Committee to ensure that the activities of Wellington North Fire Services are consistent with the goals and objectives as established by the Fire Committee and set out in the E & R Program By-law
- Meets regularly with the Deputy Chiefs and other Officers to ensure that they are following the policies, procedures and objectives of Wellington North Fire Services.
- Writes and updates SOGS (Standard Operating Guidelines) for Wellington North Fire Services, implementing those guidelines and ensuring they are continually followed.
- Meets with the Fire Committee monthly to present reports and follow ups.
- Ensures Wellington North Fire Services operates under the Fire Protection and Prevention Act and works with the Wellington County Mutual Aid Plan
- Develops short and long term goals of Wellington North Fire Services in consultation with the Fire Committee

Operational:

- Responsible for fire suppression and rescue, conduct investigations, perform rescue and salvage operations, respond and assist at emergencies, and participate in training.
- Oversees fire protection activities, including inspection of premises, enforcing fire prevention by-laws, examining building plans, providing fire prevention lectures, maintaining fire loss records and follow-up reports
- Maintain and keep in good repair all existing buildings, firefighting equipment, rescue equipment, etc.
- Maintain the department communications systems
- Directs all activities and personnel during major incidents utilizing the Incident Management System.
- Acts as main Fire Investigation Officer in all fire investigations in the Township of Wellington North under \$500,000 damage with no serious injury or death. Acts as the secondary contact to assist the Fire Marshal's Office with any investigations of fires as per the Ontario Fire Marshal Guidelines.

Administrative:

- Responsible for hiring, firing, evaluating, motivating, training and developing all Wellington North Fire Services staff, with the exception of Senior level staff (i.e. Deputy Chief's), which must have approval by the Fire Committee and Council.
- Responsible for creating and maintaining a master fire plan to assist in mapping out the future of Wellington North Fire Services
- Develops and assists in implementing a training program based on the Fire Marshall's Curriculum training program. Oversees all aspects of the training program.
- Responsible for designing and ensuring the training plan for the department is written and followed by all Training Officers
- Ensures all training records are completed and kept in a central filing location
- Develop and implement Operating Guidelines and Departmental Rules as necessary
- Enforce all municipal by-laws respecting fire prevention and take proper measures for the prevention, control and extinguishment of fires, and for protection of life and property
- Be responsible for the enforcement of the regulating by-law, general orders and departmental rules
- Provide annual reports to the Fire Committee/Council and submit required reports to the Fire Marshal's office accordingly
- Provide liaison with the local firefighters' associations, the County of Wellington Fire Co-ordinator and the Fire Committee
- Prepare specifications for the purchase of apparatus and equipment
- Directs the purchase of all equipment needed for Wellington North Fire Services and ensures all equipment is maintained and accounted for.
- Acts as the H&S Committee Rep for Wellington North Fire Services, preparing SOG's (Standard Operating Guidelines), planning meetings for the H&S Committee and carrying out all H&S requirements of Section 21 of the Ontario Fire Service and the Ontario Ministry of Labour.
- Submits all data quarterly to the Office of the Fire Marshal as mandated in the FPPA.

Administrative: (continued)

- Stays abreast of all pertinent information from various different government agencies and instructs all firefighters about legislation that affects them

Financial Resources:

- Maintain personnel records, prepare payroll as required, initiate requisitions for materials and services and authorize all accounts for the department
- Prepares a detailed operating budget for Wellington North Fire Services, which is then approved by Fire Committee and forwarded to Treasurer and Council for inclusion and approval in township's operating budget and monitored by the Fire Chief once approved.
- Prepares capital budgets and long term reserve plans for the purchase of trucks, equipment and infrastructure
- Oversee Wellington North Fire Services operating and capital budgets

Education:

- Post secondary education degree or diploma in Fire Department Management or in another related field or equivalent training

Job Skills and Knowledge:

- Minimum 10 years of experience on a fire department, 5 of those years as an officer.
- Must be familiar with regulations and related legislation.
- Must have valid DZ level license.
- Must have training in the Incident Management System or approved experience working with IMS.
- Company Officer (OFM) Leadership courses or other related Leadership Management courses
- Ability to organize, manage and administer numerous volunteers with varying work schedules
- Ability to make decisions rapidly and effectively paying attention to all internal and external guidelines.
- Possess effective negotiating skills when dealing with both the public on complaint basis and fire fighters
- Ability to communicate effectively in numerous different means to reach a wide variety of personnel.

Job Skills and Knowledge:

- Possess a high degree of computer literacy.
- Be able to work in a wide variety of conditions including extreme heat and extreme cold. Also be capable of strenuous lifting and twisting as well as heights when conducting fire investigations
- Possess ability to deal with high levels of stress and ensure all staff receive proper debriefing and follow ups during stressful incidents.
- Hazardous environments may be encountered during incidents. Proper knowledge is key when dealing with these incidents.
- Possess ability to deal effectively with the public during both negative and positive situations.
- (Other duties as assigned)

Working Relationships:

Reports to: Chief Administrative Officer

Supervises: 2 volunteer Deputy Chiefs
44 (approx.) volunteer firefighters.

Work Schedule:

Hours of work are varied, subject to emergency and fire calls, and some evenings