

The Corporation Of The Town of Ajax

By-Law Number 75-2024

Fire Department Establishing And Regulating By-Law

Whereas the Fire Protection and Prevention Act, (FPPA) 1997, S.O., c 4, as amended, requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other Fire Protection Services as it determines may be necessary in accordance with its needs and circumstances; and

Whereas Section 5 of the FPPA authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality; and

Whereas Sections 8 and 11 of the Municipal Act authorizes a municipality to provide any services that the municipality considers necessary or desirable for the public, and to pass by-laws respecting interalia, health, safety and wellbeing of persons, protection of persons and property, and services that the municipality is authorized to provide.

Now Therefore the Council of the Corporation of the Town of Ajax enacts as follows:

1. Definitions

In this by-law, unless the context otherwise requires.

- 1.1. "Approved" means approved by the Council.
- 1.2. "Automatic Aid" means an approved agreement under with the municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or other emergencies that may occur in another municipality.
- 1.3. "CAO" means the Chief Administrative Officer appointed by Council to act as Chief Administrative Officer for the Corporation.
- 1.4. "Confined Space" means any space that has limited or restricted means for entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for continuous human occupancy and which atmospheric hazards may occur because of its construction, location, or contents, or because of work that is being done in it.
- 1.5. "Corporation" means The Corporation of the Town of Ajax.
- 1.6. "Council" means the Council of the Corporation.
- 1.7. "CPR" means Cardiopulmonary Resuscitation
- 1.8. "Deputy Fire Chief" means the person appointed by the Fire Chief to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief.
- 1.9. "Division" means a Division of the Fire Department as provided for in this By-law.
- 1.10. "Emergency Management and Civil Protection Act" means Emergency Management and Civil Protection Act, 1990, S.O. 1990, c. E.9, as amended, and any successor legislation.
- 1.11. "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the FPPA.
- 1.12. "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.
- 1.13. "Fire Department" means the Town of Ajax Fire & Emergency Services.
- 1.14. "Firefighter" means the Fire Chief or any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services.
- 1.15. "FPPA" means the Fire Protection and Prevention Act, 1997, S.O., c 4, as may be amended from time to time, or any successor legislation, and any regulation made thereunder.

- 1.16. "Fire Protection Services" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, prevention and education of the risk created by unsafe levels of carbon monoxide, training of persons involved in the provision of Fire Protection Services and the delivery of all those services.
- 1.17. "High Angle" means an environment in which the load is predominately supported by a rope rescue system.
- 1.18. "HUSAR" means Heavy Urban Search and Rescue.
- 1.19. "Limited Service" means a variation of services differentiating from the norm because of extenuating circumstances including but not limited to a reduction in staffing, concurrent emergency responses, environmental factors, equipment availability, availability of trained personnel, remote properties, impeded access, private roadways, lanes and driveways, obstructions, or other extraordinary hazards or unsafe conditions.
- 1.20. "Member" means any person employed in or appointed to the Fire Department and assigned to undertake Fire Protection Services.
- 1.21. "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended or any successor legislation.
- 1.22. "Mutual Aid" means a plan established pursuant to Section 7 of the FPPA under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- 1.23. "Officer" means the Fire Chief, Deputy Fire Chief, Platoon Chief, Qualified Platoon Chief, Chief Training Officer, Chief Fire Prevention Officer, Fire Prevention Officer, Training Officer, Qualified Captain, and any other person designated by the Fire Chief to supervise Firefighters.
- 1.24. "Town" means the Corporation of the Town of Ajax.
- 1.25. "Qualifications" means certified to the legislated standard and/or regulations.
- 1.26. "NFPA" means National Fire Protection Association.

2. Establishment

- 2.1. The Fire Department for the Town of Ajax is to be known as the Ajax Fire & Emergency Services (AFES) is hereby established. The head of the Fire Department shall be known as the Fire Chief.

3. Composition

- 3.1. The Fire Department shall consist of the Fire Chief, Deputy Fire Chiefs, Division Chiefs, Platoon Chiefs, Qualified Platoon Chiefs, Captains, Qualified Captains, Training Officers, Fire Prevention Officer, Fire Prevention Inspectors, Administrative Staff, Firefighters and any other person as may be authorized or considered necessary from time to time by Council or by the CAO for the Fire Department to perform Fire Protection Services.

4. Employment

- 4.1. The Fire Chief may recommend to the CAO, the employment in or the appointment to the Fire Department, as the case may be, of any person, as an officer or member or as administrative support staff, who meet the qualifications and, if applicable, completes successfully criteria (including without limitation training courses and physical, skills and other examinations) and otherwise satisfies any hiring policies, practices or procedures established or approved by Council for such employment or appointment.

5. Terms And Conditions Of Employment

- 5.1. Subject to the FPPA, the remuneration and other terms and conditions of employment or appointment of the members and administrative support staff that comprise the Fire Department shall be determined by Council or by the CAO acting in accordance with policies and programs established or approved by Council.

6. Organization

- 6.1. The Fire Department shall be organized into Divisions such as:
 - 6.1.1. Administrative Services

- 6.1.2. Fire Prevention & Public Safety
- 6.1.3. Fire Suppression
- 6.1.4. Training
- 6.2. The Fire Chief, with prior approval of the CAO, may re-organize, rename, or eliminate Divisions or establish other Divisions or may do all or any of these things or any combination of them as may be required to ensure the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.
- 6.3. The Fire Chief may assign or re-assign such members to a division to assist in the administration and operation of that Division.

7. Core Services

- 7.1. For the purposes of this By-law core services provided by the Fire Department will be as per Appendix "A" forming part of this By-law.
- 7.2. Nothing in this By-law will restrict the Fire Department to providing only core services listed herein or limit the provisions of Fire Protection Services. Core services provided may be restricted because of Limited Services as provided in the definitions of this by-law.
- 7.3. If provincial legislation or regulations requires that a specific standard be followed in relation to services provided, or training provided to or by the Fire Department, the Fire Department shall ensure that they train and certify (where required) to such specific standard(s).
- 7.4. It should be noted that the ability to provide core services may be limited by factors such as but not limited to, access to site, other environmental and situational factors, availability of an appropriate amount of total personnel, availability of equipment and resources and availability of qualified / trained personnel at the scene.
- 7.5. The core services listed in Appendix "A" may be updated from time to time based upon operational needs and circumstances with the approval of the Fire Chief and the Chief Administrative Officer. Any changes to the core services will be communicated to Council through email from the Fire Chief copying the Chief Administrative Officer.

8. Responsibilities And Authority Of Fire Chief

- 8.1. The Fire Chief shall be the head of the Fire Department and is ultimately responsible to Council for proper administration and operation of the Fire Department including the delivery of Fire Protection Services. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including without limitation of the authority to enforce compliance with the Fire Code.
- 8.2. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the FPPA and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof. These responsibilities may be delegated where appropriate as determined by the Chief Fire Official or through this by-law.
- 8.3. The Fire Chief shall be authorized to make such general orders, policies, procedures, rules, and regulations and to take such other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Corporation and for the prevention, control and extinguishment of fires, the protection of life and property and the management of emergencies and, without restricting the generality of the foregoing;
 - 8.3.1. For the care and protection of all property belonging to the Fire Department.
 - 8.3.2. For arranging for the provision of necessary and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - 8.3.3. For determining and establishing the qualifications and criteria for employment or appointment and the duties of all members and administrative support staff of the Fire Department.
 - 8.3.4. For the conduct and the discipline of personnel of the Fire Department.

- 8.3.5. For preparing and, upon approval by the Council, implementing and maintaining an emergency fire service plan and program for the Corporation of the Town of Ajax.
- 8.3.6. For coordinating any emergency fire service plan and program adopted or to be adopted by the Council with and assisting in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Corporation, alone or with others, and, if so requested or required, any emergency plan established or to be established by the Province of Ontario or the Government of Canada and for coordinating with and assisting any other public official in an emergency declared by the Mayor of the Corporation, the Premier of Ontario or the Governor in Council;
- 8.3.7. For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under the FPPA.
- 8.3.8. For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department.
- 8.3.9. For keeping such other records as may be required by the Council and all required legislation and/or any other regulations.
- 8.3.10. For preparing and overseeing the creation of the annual Fire Department Summary Report for Council; and
- 8.3.11. As required shall prepare and overseeing the implementation reports related to the Fire Master Plan for Council.
- 8.3.12. For preparing the operational and capital budgets of the Fire Department for the Mayor and/or Council and for exercising control over the budget approved by the Council for the Fire Department, provided that such general orders, policies, procedures, rules, regulations, and other measures do not conflict with the provisions of this By-law or any other By-law of the Corporation, including without limitation those requiring the prior approval of or prior notice to the Council or the satisfaction of certain conditions, general or otherwise, specified by the Council before such measures can be implemented, or with the provisions of the FPPA or with the provisions of any collective agreement or other written agreement that may be applicable.
- 8.4. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules, and regulations made under this By-law and for the enforcement of any other By-laws of the Corporation respecting Fire Protection Services, and shall review periodically such By-laws, and may for this purpose, establish an advisory committee consisting of such officers and other persons, including members of the general public as the Fire Chief may determine from time to time to assist him in the discharge of this duty and, in the case of such By-laws, including this By-law, recommend to the Council such amendments as the Fire Chief considers appropriate and, in the case of general orders, policies, procedures, rules, and regulations made under this by-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- 8.5. The Fire Chief may liaise with any union representing firefighters or administrative support staff of the Fire Department or any of them.
- 8.6. The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Corporation.
- 8.7. The Fire Chief may utilize such members and administrative support staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of their duties.

9. Deputy Fire Chief

- 9.1. The Deputy Fire Chief(s) shall be the second ranking officer(s) of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief and shall perform such duties as are assigned to them by the Fire Chief and shall act on

behalf of the Fire Chief in case of absence or a vacancy in the office of Fire Chief.

10. Supervision

- 10.1. Administration Division staff of the Fire Department while on duty shall report to their supervisor as defined by AFES Operating Procedure(s).

11. General Duties And Responsibilities

- 11.1. Administrative Division personnel shall conduct themselves in accordance with general orders, policies, procedures, rules and regulations made by the Fire Chief or designate and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and any collective agreement or other written agreement that may be applicable.

12. Property

- 12.1. Unless contractually required, no person shall supply any apparatus, equipment, or other property of the Fire Department for any personal or private use.
- 12.2. No person shall willfully damage or render ineffective or inoperative any apparatus, equipment or other property belonging to or used by the Fire Department.

13. Fire Suppression

- 13.1. The Fire Department may suppress any fire or other hazardous condition by extinguishing it or by other reasonable action and, for this purpose, may enter private property, if necessary, to do so.
- 13.2. The Fire Department may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.
- 13.3. The Fire Department may request other persons present at a fire to assist in:
 - 13.3.1. Extinguishing fires.
 - 13.3.2. Pulling down or demolishing buildings or structures to prevent the spread of fire.
 - 13.3.3. Crowd and traffic control; or
 - 13.3.4. Suppression of fires or other hazardous conditions in other reasonable ways

14. Refusal To Leave

- 14.1. No person present at a fire shall refuse to leave the immediate vicinity when required to do so by the Fire Department.

15. Conduct At Fires

- 15.1. During a fire and for the time after it has been extinguished that is required to remove the apparatus and equipment of the Fire Department and render the location and vicinity safe from fire, no person, either on foot or with a vehicle of any kind, shall enter or remain upon or within:
 - 15.1.1. The portion of any street or lane upon which the site of the fire abuts or upon any street or lane for fifteen (15) metres on each side of the property damaged by fire; or;
 - 15.1.2. Any additional street or lane or part of a street or lane or any additional limits in the vicinity of the fire as may be prescribed by the Fire Chief or the next ranking officer present at the fire.
- 15.2. The provisions of section 15.1 shall not apply to a resident of any street or lane or within any prescribed additional limit or to any person so authorized to enter or remain by an officer of the Fire Department or by a police officer.

16. Recovery Of Expenses

- 16.1. Expenses related to User Fees and other charges from the AFES shall be recovered through the Town of Ajax's User Fee by-law 54-2023 as amended, or any successor by-law.

17. Emergency Responses Outside The Limits Of The Municipality

- 17.1. The Fire Department shall not respond to a call with respect to a fire or emergency outside the territorial limits of the Corporation except with respect to a fire or emergency.
 - 17.1.1. That, in the opinion of the Fire Chief or designate of the Fire Department, threatens property within the territorial limits of the Corporation or property situated outside the territorial limits of the Corporation that is owned or occupied by the Corporation.
 - 17.1.2. In a municipality with which an approved automatic aid or mutual aid agreement has been entered into to provide Fire Protection Services.
 - 17.1.3. On property with which an approved agreement has been entered into with any person or corporation to provide Fire Protection Services.
 - 17.1.4. At the discretion of the Fire Chief, to a municipality authorized to participate in any regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; and
 - 17.1.5. On property beyond the territorial limits of the Corporation where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate fire department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

18. Interference

- 18.1. No person shall impede or interfere with or hinder the Fire Department in the performance of its duties.

19. Fire alarm

- 19.1. No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated.

20. Offences

- 20.1. Every person who contravenes any provisions of this By-law is guilty of an offence and on conviction is liable to the penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended or replaced from time to time, inclusive of costs.

21. Conflict

- 21.1. Where this By-law may conflict with any other By-law of the Corporation, this By-law shall supersede and prevail over that other By-law to the extent of the conflict.

22. Severability

- 22.1. If any section or part of this By-law is found to be illegal or beyond the power of the Corporation, such section or part or item shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such.

23. This bylaw comes into effect the day it is passed by council.

24. Repeal

By-Law Number 143-2006 is hereby repealed.

Read a first and second time
this Twenty-first day of
October, 2024

Read a first and third time
this Twenty-first day of
October, 2024

Mayor

Clerk

Appendix “A” To By-Law 75-2024

Core Services

1. Fire Suppression And Emergency Response Services

1.1. Fire Suppression Responses:

- 1.1.1. Fire Suppression responses shall be delivered in both interior offensive and exterior defensive modes and shall include but is not limited to search and rescue operations, forcible entry, ventilation, protecting exposures, salvage, and overhaul as appropriate.
- 1.1.2. These responses shall include but not be limited to responses to structural fires, vehicles fires, exposure fires, grass/brush fires, pre-fire conditions, content fires and fire alarms.

1.2. Emergency Medical Responses:

- 1.2.1. Emergency medical responses shall be provided and shall include medical acts such as defibrillation, standard first aid, CPR, and any other delegated acts in accordance with the firefighter medical training program and agreement.
- 1.2.2. Responses shall be in accordance with the Tiered Response Agreement with Durham Paramedic Services and the Town of Ajax.

1.3. Ambulance Assistance Services:

- 1.3.1. Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.
- 1.3.2. Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the situation. Fire Service personnel do not have the appropriate license or training to drive an Ambulance and shall not perform this function.

1.4. Police Assistance Services:

- 1.4.1. Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills and training to assist in the mitigation of the incident.

1.5. Automatic Aid Response Services:

- 1.5.1. Service shall be provided in accordance with any Automatic Aid Agreements approved by Council.

1.6. Mutual Aid Response Services:

- 1.6.1. Services shall be provided in accordance with the Regional of Durham Fire Services Mutual Aid Agreement.

1.7. Public Assistance Services:

- 1.7.1. Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills and training to mitigate the incident.

1.8. Vehicle Collision Services:

- 1.8.1. The Fire Department shall respond to vehicle collisions to provide the following services:
 - Stabilize the scene of the collision.
 - Stabilize the vehicle(s) involved in the collision.
 - Provide aid to injured or trapped persons.
 - Mitigate adverse effects to the natural environment.
- 1.9. Vehicle Extrication Services:
 - 1.9.1. Vehicle search and rescue services, including extraction, shall be provided to the Technician level.
 - 1.9.2. Rescue/extrication of animals from motor vehicles when life could be in jeopardy.
- 1.10. Transportation Incidents Involving Common Passenger Vehicles, Heavy Vehicles, Trains, Aircraft and Watercraft:
 - 1.10.1. Responses shall be provided to large-scale transportation incidents that may involve many casualties, widespread damage to property, and/or significant environmental impact. Activities by Fire Department personnel at these incidents shall be limited based upon their specialized skills, abilities, available personnel, and equipment.
 - 1.10.2. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.
- 1.11. Highway Incident Services:
 - 1.11.1. Fire Protection Services shall be provided to the Queen Elizabeth Highway (401) and other provincial highways.
 - 1.11.2. Costs associated with Fire Department responses to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.
- 1.12. Hazardous Materials Response Services:
 - 1.12.1. Hazardous Materials Response shall be to the level of Operations Mission Specific. The service levels of Mission Specific shall be based upon the level of training and/or certification level achieved by the Fire Department.
 - 1.12.2. Except for Technician services provided at the Operations Mission Specific Level, Hazardous Materials Response to the Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.
- 1.13. Water and Ice Rescue Services:
 - 1.13.1. Surface Water Rescue may include shore based, water entry and floatation craft rescue operations and shall be the technician level.
 - 1.13.2. Swift Water Rescue to the awareness level only.
 - 1.13.3. Ice Rescue to the technician level.
 - 1.13.4. Dive Rescue services shall not be provided by the Fire Department.
- 1.14. Rope Rescue Services:
 - 1.14.1. Rope Rescue Services, such as high-angle and low-angle rescue services shall be provided at the Technician Level.
 - 1.14.2. In the event that an emergency incident is encountered that may be beyond the scope or capabilities of the Ajax Fire & Emergency Services, specially trained external agencies, other Fire

Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.15. Confined Space Rescue Services:

- 1.15.1. The Fire Department shall provide Confined Space Rescue services at the Awareness Level only.
- 1.15.2. Confined Space Rescue Services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.16. Trench Rescue Services:

- 1.16.1. The Fire Department shall provide Trench Rescue services at the Awareness Level only.
- 1.16.2. Trench Rescue services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.17. Tunnel Rescue Services:

- 1.17.1. The Fire Department shall provide Tunnel Rescue services at the Awareness Level only.
- 1.17.2. Tunnel Rescue services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.18. Heavy Urban Search and Rescue Services (HUSAR) (Structural Collapse):

- 1.18.1. The Fire Department shall provide HUSAR services at the Awareness Level only.
- 1.18.2. HUSAR services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.19. Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) response:

- 1.19.1. Except for the services detailed above, the Fire Department shall provide CBRNE services at the Awareness Level only.
- 1.19.2. Except for services detailed above, CBRNE services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

1.20. Farm Silo Rescue Services:

- 1.20.1. The Fire Department shall provide Farm Silo Rescue services at the Awareness Level only.
- 1.20.2. Farm Silo rescuing incidents involving Confined Space Rescue Services to the Operations or Technician Level shall not be provided by the Fire Department. Specially trained external agencies, other Fire Department(s) and / or the Provincial Emergency Operations Centre may be contacted to assist with the provision of this service.

2. Fire Prevention & Public Safety Division

- 2.1. Fire Inspection Service (designated staff will maintain appropriate qualifications):
 - 2.1.1. Conducting complaint inspections.
 - 2.1.2. Conducting Licensing Inspections.
 - 2.1.3. Conducting request inspections.
 - 2.1.4. Conducting routine inspections.
 - 2.1.5. Conducting vulnerable occupancy inspections.
 - 2.1.6. Enforcing code compliance.
 - 2.1.7. Enforcing municipal by-laws.
 - 2.1.8. Issuing permits.
 - 2.1.9. Preparing reports and issuing written responses to responses to requests.
 - 2.1.10. System checking, testing and approval.
 - 2.1.11. Review and approve fire safety plans.
- 2.2. Plans Review and New Construction Inspections (designated staff will maintain appropriate qualifications):
 - 2.2.1. Reviews, inspections, and approvals will be in accordance with the applicable By-law and operating procedures.
 - 2.2.2. Conduct site plan reviews and provide feedback and approvals on matters related to fire protection services.
 - 2.2.3. Conduct subdivision reviews and provide feedback and approvals on matters related to fire protection services.
 - 2.2.4. Conduct plans reviews and provide feedback and approval for new construction and renovations on matters related to fire protection services.
 - 2.2.5. Conduct inspections and provide feedback and approvals for site plans, subdivisions, new construction and renovations on matters related to fire protection services.
- 2.3. Public Education Services (designated staff will maintain appropriate qualifications):
 - 2.3.1. Public education programs shall be administered in accordance with the FPPA and policies of the departments Fire Prevention & Public Safety Division.
 - 2.3.2. Distribution of fire and life safety information to the public.
 - 2.3.3. Fire and life-safety messaging shall be distributed to the media regularly.
 - 2.3.4. A residential home fire safety awareness program shall be ongoing.
 - 2.3.5. Smoke alarms and carbon monoxide alarms for residential occupancies shall be provided to those in need.
 - 2.3.6. Facilitating smoke alarm and carbon monoxide alarm initiatives.
 - 2.3.7. Delivery of specialized programs.
- 2.4. Fire Investigation Services (designated staff will maintain appropriate qualifications):
 - 2.4.1. Determining cause and origin of fires and explosions.
 - 2.4.2. Assessing code compliance.
 - 2.4.3. Determining effectiveness of built-in suppression features.
 - 2.4.4. Determining compliance with building standards.
 - 2.4.5. Interacting with police, fire investigators and other agencies.
 - 2.4.6. Supporting criminal prosecutions, including appearance in court.
- 2.5. Risk Assessment Services:
 - 2.5.1. Conducting a community fire risk assessment.
 - 2.5.2. Compiling, analyzing, and disseminating functional statistics.
 - 2.5.3. Selecting appropriate fire service programs.

2.6. Consultation Service:

- 2.6.1. Consulting with families, schools, health professionals and police about TAPP- C and other juvenile fire-starting programs.
- 2.6.2. Consulting services for the development of fire safety plans.
- 2.6.3. Consulting with architects, engineers, planners, builders, property managers, Town staff and the public.
- 2.6.4. Interacting with other government agencies.
- 2.6.5. Providing input into fire prevention and public education policy development.

3. Emergency Management

- 3.1. The Fire Department shall complete services in accordance with the Town of Ajax's Emergency Management Plan and by-law 82-2019 as amended, or any successor by- law.

4. Fire Department Administration

- 4.1. The Fire Department Administration Division shall maintain effective and efficient management, leadership, and administrative support capabilities in order to ensure that the operations of Ajax Fire and Emergency Services are conducted with the highest standards of quality, customer service and corporate responsibility. The following services shall be provided:
 - 4.1.1. Overall administration and operation of AFES.
 - 4.1.2. The management and leadership of all personnel.
 - 4.1.3. Establish and maintain departmental operating procedures, rules and orders.
 - 4.1.4. Maintain overall order and discipline.
 - 4.1.5. Maintain effective emergency response capabilities, procedures, and plans.
 - 4.1.6. Maintaining accurate records and files for the AFES.
 - 4.1.7. Produce routine and special reports.
 - 4.1.8. Prepare, exercise and manage capital and operating budgets.
 - 4.1.9. Maintain effective labour relations.

5. Fire Department Training & Education

- 5.1. The following functions are performed by the AFES Training Division:
 - 5.1.1. Develop and coordinate the delivery of all AFES training programs.
 - 5.1.2. Manage the overall AFES training environment.
 - 5.1.3. Deliver AFES training programs.
 - 5.1.4. Assess the performance of AFES personnel by setting, administering, and marking examinations, attending emergency incidents, evaluating practical skills, and by providing feedback.
 - 5.1.5. Monitor and evaluate ongoing training programs.
 - 5.1.6. Research and evaluate AFES policies, procedures, techniques, and equipment.
 - 5.1.7. Conduct career development activities for AFES personnel.
 - 5.1.8. Maintain complete and accurate AFES training records and prepare comprehensive reports.
 - 5.1.9. Maintain current, accurate and appropriate AFES training resources and reference materials.
 - 5.1.10. Actively participate in the fire fighter recruitment process.
 - 5.1.11. Actively participate in the AFES promotional processes.
 - 5.1.12. Maintain AFES equipment as assigned and assist with the research, design and acquisition of new apparatus and equipment.

- 5.1.13. Work to ensure the fire department is planning for and offering appropriate courses related to certification in the fire service.

6. Fire Department Fleet Maintenance

- 6.1. In coordination with the Town of Ajax Fleet Services, Ajax Fire & Emergency Services staff shall work to organize the testing of ground ladders, pump testing and aerial ladders annually. This shall be scheduled in accordance with Ajax Fire Operating procedure(s).
- 6.2. The Fire Department shall liaise with Town of Ajax Fleet Services so that maintenance and repairs to Fire's Fleet are being met in a timely manner to ensure operational effectiveness and readiness of the Fire Fleet.
- 6.3. In coordination with the Town of Ajax Fleet Services, Ajax Fire & Emergency Services staff shall work to develop appropriate specifications for vehicles and apparatus that meet required NFPA and industry standards.
- 6.4. In coordination with the Town of Ajax Fleet Services, preventative maintenance performed on fire vehicles and apparatus shall be in accordance with the relevant NFPA standard(s) and manufacturer(s) recommendations.