HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 24
RESPECTING FIRE AND EMERGENCY SERVICE
IN HALIFAX REGIONAL MUNICIPALITY

BE IT RESOLVED as a policy of the Council of the Halifax Regional Municipality pursuant to the *Municipal Government Act* as follows:

SHORT TITLE

1. The Administrative Order may be cited as Administrative Order Number 24 the Halifax Regional Municipality Fire and Emergency Service Administrative Order.

DEFINITIONS

2. In this Administrative Order,

(a) "Council" means the Halifax Regional Council;

(b) "Fire Service" means Halifax Regional Fire and Emergency Service;

(c) "Halifax Regional Fire and Emergency Service" means collectively the full-time, composite and volunteer fire services within the Halifax Regional Municipality with the exception of a volunteer department that has registered independently as a fire department and/or emergency service provider pursuant to Part II of this Administrative Order.

(d) "Member" means a firefighter employed by the Fire Service or a volunteer firefighter who is a member of a volunteer fire department that is part of the Fire Service.

PART I
HALIFAX REGIONAL FIRE AND EMERGENCY SERVICE

DEPARTMENT

3. (1) The Halifax Regional Fire and Emergency Service is hereby registered as a fire department pursuant to Section 294 of the *Municipal Government Act*.

(2) The Fire Service shall endeavour to provide the emergency services designated in Appendix "A" in the whole of Halifax Regional Municipality with the exception of those areas serviced by a volunteer fire department registered pursuant to Part II of this Administrative

Order.

CHIEF OFFICER

4. (1) The Chief Director of Fire and Emergency Services of the Halifax Regional Municipality shall be the Chief Officer of the Fire Service.

(2) The Chief Officer shall administer the day to day business affairs of the Fire Service in accordance with the policies, plans and budgets approved by the Council and as the senior fire services manager within HRM, advise the Chief Administrative Officer or his delegate with respect to the provision of efficient, effective and economical municipal fire services within Halifax Regional Municipality.

(3) The Chief Officer shall have under his/her direction and control all members constituting the Fire Service and he/she shall be responsible for keeping discipline in the Fire Service.

(4) The Chief Officer may appoint a Deputy Chief Officer(s) who shall assist the Chief Officer in the discharge of his/her duties and for such purposes he/she shall have like powers as the Chief Officer, provided that at all times the Deputy Chief Officer(s) shall be subject to the lawful direction of the Chief Officer.

(5) The Deputy Chief Officer(s) shall, in the case of the Chief Officer's absence from the municipality, vacation, illness or other incapacity, or during a vacancy in the office of the Chief Officer, have all of the powers and privileges of the Chief Officer and perform all of the duties of the Chief Officer.

(6) The Chief Officer may delegate such powers and responsibilities as he/she sees fit.

(7) The Chief Officer may enter into an agreement to provide fire and emergency services to, or obtain such services from another municipality or registered fire department. Services provided to Halifax Regional Municipality under such circumstances shall be defined by contract and/or mutual aid agreement outlining the type and level of services.

QUALIFICATIONS

5 (1) No person shall be eligible for entry in the Fire Service either on a full time, part time or voluntary basis unless the person meets the criteria as developed by the Halifax Regional Fire and Emergency Service.

(2) The Chief Officer may appoint to the Fire Service any person qualified under subsection (1) when a vacancy occurs through the death, retirement, resignation or discharge of a member with the result that the complement of the Fire Service is below the staff complement approved by Council or where the Council increases the staff complement of the

Fire Service.

(3) Any firefighter hired by the Fire Service shall be employed for a probation period of one year during which time the Chief Officer may summarily dismiss any such firefighter if, in the opinion of the Chief Officer, such firefighter is unsuitable to continue to be a member of the Fire Service.

PROMOTIONS

6 (1) The Chief Officer may summarily reduce the rank of any member of the Fire Service within one year from the date of the appointment of such member to any rank, if, in the opinion of the Chief Officer, such member is incapable of properly performing or has failed to perform properly the duties pertaining to such rank or is otherwise unsuitable to hold such rank.

(2) The Chief Officer may summarily extend the probation period of a member in a rank for up to one additional year if the Chief Officer has reservations about the performance of such member in that rank.

(3) Nothing in this Section is intended to amend the provisions of any collective agreement in place from time to time in respect of the employment of any members of the Fire Service and this Section shall be interpreted to be consistent with the provisions of such collective agreements as may be in place from time to time.

DISCIPLINE

7 (1) Without restricting the generality of Section 4, the Chief Officer shall have the power to hire, discharge, transfer, promote, demote, suspend and otherwise discipline any member of the Fire Service.

(2) In exercising his/her jurisdiction pursuant to subsection (1), the Chief Officer shall comply with any applicable provisions of any collective agreement in force and effect from time to time.

(3) The Chief Officer may delegate any of the powers pursuant to subsection (1) to officers of the Fire Service.

PART II
REGISTRATION OF FIRE DEPARTMENT

APPLICATION FOR REGISTRATION

8 (1) If a volunteer fire department desires to be registered as a fire department and/or emergency service provider independent of the Fire Service, the volunteer department shall submit to the Chief Officer of the Fire Service a written application in form attached as

Appendix “B” to this Administrative Order.

(2) The application shall be accompanied by:

(a) A copy of a current certificate of incorporation of the applicant;

(b) Proof of public liability insurance in an amount not less than $20,000,000.00 with a deductible that is 10% of the departments operating budget to a maximum of $5,000 for each occurrence, including the Halifax Regional Municipality as an additional named insured with a cross liability clause;

(c) Proof that the department has insurance that meets or exceeds the level of volunteer insurance currently provided by the Municipality for death, injury and accident;

(d) A statement to the effect that the applicant does not provide the service for a profit;

(e) Information sufficient to demonstrate that the applicant can meet the service standards set out in this Administrative Order;

(f) A Resolution passed by a majority of the members of the applicant, in a vote conducted by secret ballot conducted by the Municipal Clerk, at a General Meeting of the applicant duly called for that purpose indicating that the membership supports the applicant being registered as a fire department and/or emergency service provider independent of the Fire Service.

(3) On receipt of the application for registration, the Chief Officer shall inform Regional Council of the application, whereupon

(i) the Regional Council shall direct the Municipal Clerk to conduct a plebiscite in the community proposed to be served by the applicant at which the community shall be asked whether they are in favour of the applicant being registered as a fire department and/or emergency service provider independent of the Fire Service, and that the community is prepared to directly undertake the financial support of the applicant’s operations and to report the results to the Regional Council ; and

(ii) the Chief Officer shall cause the application to be reviewed and assessed against the provisions of the *Municipal Government Act* and this Administrative Order and shall report to Regional Council with a

recommendation as to whether the applicant shall be registered as a fire department.

(4) If the Regional Council is satisfied that the applicant meets the provisions of the *Municipal Government Act* and this Administrative Order, it shall register the applicant as a fire department.

(5) A fire department registered pursuant to this Administrative Order shall

(a) meet the National Fire Protection Association 1500 for Firefighter Occupational Health and Safety or other standards as adopted by the Fire Service including standards for apparatus, equipment and buildings as well as the provisions of the Occupational Health and Safety Act of the Province of Nova Scotia, where applicable;

(b) submit timely and accurate reports regarding but not limited to training, incidents, fire prevention; and

where the Halifax Regional Municipality provides funding to the department,

(c) comply with the policies of the Halifax Regional Municipality with respect to recruitment and hiring; and

(d) follow all Halifax Regional Municipality policies relevant to finance and procurement practices, as well as the Halifax Regional Municipality's budgeting, reporting and auditing practices and guidelines as applicable from time to time.

(6) A fire department registered pursuant to this Administrative Order shall report to the Council, at least quarterly regarding the complete operation of the department and shall provide audited statements of all expenditures made and income received and of the financial position of the department and the Municipality may withhold funding to the department if the reports and statements are not submitted in a timely manner.

(7) A fire department registered pursuant to this Administrative Order shall hold an annual meeting open to the public in the community served by the department to report to and receive feedback from the community respecting fire and emergency services within the community.

(8) A fire department registered pursuant to this Administrative Order may enter into mutual aid agreement(s) for services that may be required to/from other Halifax Regional Municipality fire departments. A copy of such agreement(s) shall be submitted to the Chief Officer of the Fire Service.

APPENDIX A

The Regional Fire Service shall endeavour to provide emergency services in the Halifax Regional Municipality formerly made up of the City of Halifax, City of Dartmouth, Town of Bedford and the County of Halifax at the service levels indicated below unless otherwise indicated by registration or policy;

Fire and Related Emergencies:	Structural and Wildland
Medical Response:	1st Responder
Vehicle Rescue:	Operational
Water Rescue:	Operational
Ice Rescue:	Operational
Structural/Confined Space Rescue:	Operational
High Angle Rescue:	Operational
Hazardous Materials:	Operational
Search and Rescue:	Assistance
Fire Prevention and Education:	Inspections, Investigations, Public Education

APPENDIX B

Department making application:_____

Contact person:_____

Contact mailing address:_____

Contact phone numbers(s):_____

Communities or area protected:_____

Service area boundaries will be established by the Municipality based on accepted fire service practices.

Please indicate the service(s) the department will provide
and the level of that service by placing a **U** in the appropriate circle.

1. Fire & Related Emergencies:			
Structural •	Defensive •	Wildland •	N/A •
2. Medical Response:			
	Registered 1st Responder •	Medical Assistance •	N/A •
3. Vehicle Rescue:			
Technician •	Operational •	Awareness •	N/A •
4. Water Rescue:			
Technician •	Operational •	Awareness •	N/A •
5. Ice Rescue:			
Technician •	Operational •	Awareness •	N/A •

6. Structural/ Confined Space Rescue:			
Technician •	Operational •	Awareness •	N/A •
7. High Angle Rescue:			
Technician •	Operational •	Awareness •	N/A •
8. Hazardous Materials:			
Technician •	Operational •	Awareness •	N/A •
9. Ground Search & Rescue:			
	Provider •	Assistance •	N/A •
10. Fire Prevention & Public Education:			
Residential Inspections •	Commercial Inspections •	Fire Investigations •	Public Education •
11. Other services:		**Level of service:**	

For an explanation of the terms listed above, please refer to the "Definition of Terms" attached as Appendix "C".

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

13. Does the department have the appropriate, approved equipment and apparatus to safely perform the services identified above? If not, please explain:

14. Does the department have the appropriate training and experience necessary to safely perform the services identified above? Please explain:

Date: _____ Date: _____

_____ _____

Signature of Department Representative

Signature of HRM Chief Officer

Note: An explanation of the terminology used in this registration form is attached as Appendix "C". To register, a department must be incorporated and provide proof of all the valid liability insurances required by the municipality. Registration does not make the department an agent of the municipality and the department must operate on a not-for-profit basis. The department agrees to provide the municipality with the necessary reports in the time prescribed by the municipality and to fulfill it's responsibilities as identified.

All assets purchased with public funds shall remain the property of the Halifax Regional Municipality and shall be maintained in accordance with Fire Service

Policies, applicable standards and legislation.

Failure of the Fire Department to meet the requirements identified shall cause the Fire Service to revoke the registration.

APPENDIX C

DEFINITION OF TERMS USED IN THE REGISTRATION FORM

1. Fire and Fire Related Emergencies:

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

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

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

2. Medical Emergencies: Response to known medical emergencies.

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

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

3. to 7. Vehicle Rescue, Water Rescue, Ice Rescue, Structural/Excavation Collapse

and High Angle Rescue: These activities should be carried out in accordance with NFPA Standard 1670, latest approved edition, *Operations and Training for Technical Rescue Incidents.*

Generally the terms are:

> **Technician:** First responders at the technician level are those personal who respond, as either initial call-out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention.
>
> **Operations:** First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.
>
> **Awareness:** First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

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

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

> **Technician:** Properly maintained complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing, etc and trained as a team to use the equipment, recognize hazards and protect the victim(s).
>
> **Operations:** Properly maintained hand tools, manual hydraulic tools, air tools and trained as a team to use the equipment, recognize hazards and protect the victim(s).
>
> **Awareness:** does not have the equipment for extrication but does respond to motor vehicle accidents.

4. Water Rescue: Means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.

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

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

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

5. Ice Rescue: Rescue of individuals from extremely cold water or ice.

Technician: Full ice rescue kit including floatation suit and ice board or equivalent. Training for cold water rescue. Ropes and other similar equipment should meet NFPA Standard 1983, latest approved edition, *Fire Service Life Safety Rope and System Components*.

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

6. Structural/Excavation Collapse: Rescue of persons from collapsed ditches, etc or collapsed structures. There are five levels of service– each department should examine the document to determine their own level of ability.

Technician: Providing this service should meet the full requirements of NFPA 1670 (latest approved edition).

Operations: Provides a medium level of service in accordance with NFPA 1670 (latest approved edition).

Awareness: Assists visible victims, prevents further collapse.

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

Technician: Equipment recommended by and training provided by a recognized

high angle rescue organization.

Operations: Ropes and other similar equipment should meet NFPA 1983 (latest approved edition) and firefighters should be equipped with the gloves and protective clothing required for the particular incident. Training on knot tying.

Awareness: Secures the scene, stabilizes the incident.

8. Hazardous Materials: Response to chemical incidents. All levels should be in accordance with NFPA Standard 472, latest approved edition, *Professional Competence of Responders to Hazardous Materials Incidents*. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. There is a wide range of service, from a domestic oil spill to an upset gasoline tanker. The important factor is that the department knows its limitations.

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

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

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

9. Ground Search and Rescue:

Provider: Meets the Nova Scotia Emergency Measures Organizations's provincial standard for SAR teams.

Assistance: Members are under the control of a SAR team.

Done and passed in Council this 12th day of June, 2001

_____

MAYOR

_____

MUNICIPAL CLERK

I, Vi Carmichael, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on June 12, 2001.

_____

Vi Carmichael, Municipal Clerk

Administrative Order Number 24

Notive of Motion:	April 3, 2001
Approved:	June 12, 2001