

TOWNSHIP OF HORTON FIRE DEPARTMENT

Appendix A

CORE SERVICES

As per the Establishing and Regulating Bylaw governing the establishment of the Township of Horton Fire Department the following **Core Services** have been approved. The Horton Fire Department is expected to use these identified core services as guiding principles for providing fire services in the community.

The *approved* core services are:

Emergency Response:

1. Structural fire fighting including rescue
2. Vehicle fire fighting
3. Grass, bush, forestry fire fighting
4. Mutual aid
5. Awareness level hazardous materials
6. Vehicle accidents
7. Vehicle extrication (basic)
8. Water and Ice Rescue – shore based
9. Public assistance
10. Ambulance assistance
11. Police assistance
12. Public utilities assistance
13. Community emergency plan participation
14. Farm rescue
15. Role as Assistant to the Fire Marshal re suppression
16. Emergency First Aid

Fire Prevention and Public Education:

1. Selection of appropriate programs
2. Role as chief fire official
3. Role of Assistant to the Fire Marshal re prevention
4. Input into fire prevention policy development
5. Code development input
6. Development of fire prevention by-laws
7. Inter-action with building department
8. Inter-action with other government agencies
9. Inspection practices, including
 - complaint inspections
 - conducting routine inspections per fire prevention and public education policy
 - dealing with code compliance issues (mandated)

- enforcing municipal by-laws
 - conducting inspections, preparing reports and issuing written responses to requests
10. Public education practices, including
- providing routine education programs as per fire prevention and public education policy
 - facilitating smoke alarm initiatives
 - providing access for media
 - delivery of specialized programs
11. Fire investigation practices, including
- determining cause and origin of all fires
 - assessing code compliance
 - assessing fire suppression effectiveness
 - determining compliance with building standards
 - determining effectiveness of built-in suppression features
 - interacting with OFM investigator
 - supporting criminal prosecutions
 - consulting with police and other agencies
12. Plans examination and approval practices, including
- examining and approving new construction plans in consultation with the Chief Building Official (over 2500 sq ft)
 - examining and approving renovation plans in consultation with the Chief Building Official
 - reviewing and approving sub-division/development agreements
 - reviewing and approving site plans
 - providing joint on-site inspection of approved plans to determine compliance
 - input into the issuing of occupancy permits
13. Preparation for and appearances in court
14. Oversee systems checking , testing and approval
15. Compile analyze and disseminate functional statistics
16. Consultation with architects, engineers, planners, contractors and building trades

Fire Administration:

1. Planning & growth practices, including
- evaluating programs and services
 - determining staffing levels and assignments

- co-ordinating with other emergency services
 - co-ordinating development with other community departments
 - co-ordinating with other Counties/Districts/Regions
2. Financial & records analysis practices, including
- co-ordinating use of information from suppression activities
 - co-ordinating use of information from fire prevention activities
 - transitional adjustments for capital stock
 - input into level of service issues (based on available funding)
 - developing, controlling and monitoring budgets
 - co-ordinating with department divisions
 - identifying alternative sources of revenue and fees for services
 - operating
 - capital
 - purchasing
3. Records management, including
- note taking
 - records retention
 - freedom of information legislation
4. Human resources practices, including
- recruitment, selection and retention
 - promotion
 - performance evaluation
 - career development and higher education
 - job classifications
5. Client/customer relation's practices, including
- preserving local identity
 - enhancing fire department image
 - marketing
 - environmental scanning, anticipating pressures and developing communication strategies
 - enhancing public perception of access to fire department staff
 - developing inter-agency relationships
6. Health and safety practices, including communicable diseases

Communication / Resource Centre:

1. Dispatch practices, including
 - liaising with dispatch center
 - providing access points for operational supervisors
 - receiving emergency calls
 - dispatching of appropriate resources
 - providing on-going resources to operation during emergency
 - compiling emergency response data and inputting of information in data bases
 - sharing data with other department divisions
 - sharing data with other municipal departments
 - accessing information form other sources

2. Technology issues including,
 - maintaining and repairing communications systems and components (both routine and emergency)
 - providing technical support
 - developing specifications for radios, pagers, telephones, and computers
 - providing interface capability with other data systems, e.g. assessment, building department, roads department.

Training & Education:

1. Program development practices, including
 - developing trainer facilitators
 - co-ordinating core curriculum
 - developing specialized staff development programs
 - suppression
 - prevention
 - administration
 - communications
 - maintenance
 - support services
 - developing succession training programs
 - developing self-directed learning programs

2. Providing access to training facilities, including
 - co-ordinating access to facility
 - delivering hands-on training to staff

3. Station training practices, including
 - delivery of curriculum specific to discipline's needs

- supervisory training drills
 - providing support and direction
4. Development, approval and delivery of incident management and accountability systems and procedures
 5. Co-ordination, development, approval and distribution of operating guidelines for various disciplines

Maintenance:

1. Fleet and equipment maintenance practices, including
 - maintaining fleet and equipment (both routine and emergency)
 - providing annual testing programs
 - mechanical worthiness
 - Ministry of Labour requirements
 - pump capacity and certification
 - specification development
 - acceptance testing and approval of new apparatus and equipment
 - maintaining specialized equipment. e.g. SCBA
 - central supply facility
2. Facilities maintenance, including
 - maintenance of station infrastructure
3. Providing input re design and construction considerations for fire stations

Support Services (shared municipal / fire department functions)

1. Purchasing practices, including
 - bulk purchasing through local and area organizations
 - developing standardized specifications for all apparatus and equipment
2. Financial practices, including
 - financial analysis
 - liaising with other are departments
 - co-ordinating day-to-day financial services
 - arranging long term funding as *approved*
3. Risk management practices, including
 - assessing changing risk
 - operationalizing risk management into every function

- providing insurance
 - prevention planning
 - risk avoidance
 - loss control
 - loss reduction
 - separation and diversification of losses
 - risk transfer
4. Human resources practices, including
- developing recruitment and retention programs
 - specializing in fire service legislation and related issues
5. Co-ordination with other agencies for shared infrastructure, including maintenance and access to water supply.

TOWNSHIP OF HORTON FIRE DEPARTMENT

Appendix B

Lists of Typical Equipment carried on Apparatus

As per the establishing and Regulating Bylaw governing the establishment of the Township of Horton Fire Department the following Equipment Listing shall be the minimum carried on Apparatus. The Horton Fire Department is expected to use and maintain this equipment for the purpose of providing fire and emergency services in the community. Apparatus and equipment configurations may vary. Substitute 38mm for 1-1/2" and 65mm for 2-1/2" trade sizes on equipment.

PUMPER APPARATUS

- 12 - SCBA Air bottle 2216 PSI
- 10 – SCBA Apparatus (c/w 2216 PSI air bottle)
- 10 – PASS Alarm device
- 1 – Chainsaw
- 1 – Rescue Saw (gas powered)
- 1 – Pr Bolt Cutter
- 1 – Hydrant wrench
- 1 – Tool kit (hammer, pliers, nails, socket set,
- 1 – Positive pressure ventilation fan unit
- 7 to 10 – Salvage tarp
- 3 – Fifty foot length approved safety rope
- 4 – High visibility reflective traffic tearaway vest
- 1 – Portable electric generator (2500W minimum)
- 2 – Extension cord (100')
- 2 – Set portable electric flood light
- 1 – Foam Eductor system complete
- 1 – Gated wye adapter (1-1/2 x 1-1/2 x 1-1/2)
- 3 - Gated wye adapter (2-1/2 x 1-1/2 x 1-1/2)
- 2 – Combination hose nozzle (2-1/2)
- 6 – Combination hose nozzle (1-1/2)
- 1 – Wye adapter (2-1/2 non gated)
- 2 – Exposure protection device (water wall 2-1/2)
- 2 - Bottom strainer hard suction adapter (5"x 3m length)
- 2 – Fire Axe
- 1 – Standard first-aid kit complete

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- 5 – Portable radio (rechargeable, tuned to Dept. Frequencies)
- 4 – Rechargeable hand light
- 4 – Regular battery powered hand light
- 2 – Length hard suction hose (5" x 3m length)
- 2 – Length hard suction hose (2-1/2" x 3m length)
- 1 - Folding attic ladder
- 1 – extension ladder (24 ft (7m) minimum)
- 1 – Roof ladder (c/w roof hooks 4m length)
- 950' – Double jacket fire hose (2-1/2")
- 500' – Double jacket fire hose (1-1/2")
- 1 – Pike pole (12')
- 1 – Pike pole (6')
- 1 – Pike pole (4')
- 1 – Metal Pry Bar
- 1 – Portable gas detector/analyser (multiple gas detection system)
- 1 – Hose clamping system
- 4 – Spanner wrench (small)
- 2 – Spanner wrench (large)
- 1 – Fire extinguisher (Class ABC 20BC hand portable)
- 1 – Fire extinguisher (CO-2 10BC hand portable)
- 1 – Fire extinguisher (water 2A rated)
- 2 - Fire blanket
- 4 – Hose strap
- 1 – Pr insulated wire cutter
- 1 – Oxygen operated resuscitator (c/w bag mask, std masks, spare cylinder)
- 2 – Traffic wand hand light
- 1 – Double male hose coupling (2-1/2 x 2-1/2)
- 1 – Double female hose coupling (2-1/2 x 2-1/2)
- 1 – Hose coupling reducer (2-1/2 x 1-1/2)

TANKER APPARATUS

- 250' – Double jacket fire hose (2-1/2")
- 1 – Bottom strainer hard suction device (4")
- 1 – Portable water pump (gas powered 250GPM minimum)
- Assorted – Wooden cribbing apparatus (vehicle stabilization – extrication)
- 1 – Pr bolt cutter
- 2 – Combination hose nozzle (1-1/2")
- 2 – Portable water tank (1000 gal capacity min)

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- 1 – Extension ladder (3 fly 10m length)
- 1 – Standard first aid kit
- 1 – Fire extinguisher (class ABC 20BC hand portable)
- 1 – Portable gas detector / analyser (multiple gas detection system)
- 2 – Traffic wand hand light
- 2 – Spanner wrench (small)
- 2 – Spanner wrench (large)
- 1 – Double male hose coupling (2-1/2 x 2-1/2)
- 1 – Double female hose coupling (2-1/2 x 2-1/2)
- 1 – Hose coupling reducer (2-1/2 x 1-1/2)
- 1 – Gated wye (2-1/2 x 1-1/2 x 1-1/2)
- 1 – Stortz hose coupling (4")
- 4 – Fire broom
- 2 – Hydrant wrench
- 1 – Forcible entry tool
- 2 – Sledge hammer
- 1 – Metal pry bar
- 1 – Floating dock hard suction strainer assembly (4")
- 2 – Class A AFF fire fighting foam (20L pail)
- 1 – Class B AFF fire fighting foam (20L pail)
- 1 – Fibreglass step ladder (6')
- 2 – Length hard suction hose (4"x 3m length)
- 4 – Utility push broom
- 2 – Square mouth shovel

UTILITY (FORESTRY) APPARATUS

- 1 – Folding Stretcher
- 1 – Traffic wand hand light
- 2 – High visibility traffic tearaway vest
- 1 – Case roadside flares
- 6 – Polaski axe
- 6 – Round mouth shovel
- 6 – Forestry water backpack
- 1 – Extrication kit (hand tools and light pneumatic tools)
- 1 – Electric sawzall kit
- 2600' – Single jacket forestry hose
- 5 – Forestry Hose Strangler adapter
- 5 – Forestry hose nozzle (1-1/2" stacking)
- 2 – Wajax forestry pump (Mark III)

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- 2 – Forestry pump toolkit
- 2 – Length hard suction hose (1-1/2" with strainer – for Wajax Mark III)
- 1 – Standard first aid kit
- 1 – Crate wood cribbing
- 1 – Portable gas powered chainsaw
- 1 – Fire extinguisher (class ABC 20BC hand portable)
- 2 – Stop/Slow high visibility traffic sign
- 10 – Orange pylon (traffic control pylon)
- 2 – Adjustable safety harness (5 point harness)
- 2 – Life safety rope (50' length)
- 1 – Metal pry bar
- 1 – Water rescue bag kit (1x25' floating rope in throw bag, 4 adjustable life jacket)

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TOWNSHIP OF

HORTON



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HORTON FIRE DEPARTMENT

OUR MISSION STATEMENT

We, the members of the Horton Fire Department dedicate our efforts to provide for the safety and welfare of the public through preservation of life, property, and the environment.

It is the responsibility of each member to support the mission by subscribing to the following values.

For the Community:

- We recognize that the community is the reason for our presence.
- We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct and accomplishments.
- Lives are more valuable than property.
- The safety of the public is of paramount importance, followed closely by the safety of our members.
- All members of the public are entitled to our best efforts.

For the Department

- We strive for excellence in everything we do.
- Honesty, fairness, and integrity will not be compromised.
- We continually seek effectiveness, efficiency, and economy.
- Unity and teamwork are stressed as being to our mutual advantage as individuals and as an organization.
- Members are continually encouraged to improve themselves as individuals and employees.
- The free exchange of ideas is encouraged.
- We will provide professional and courteous service at all times.
- We are sensitive to changing community needs.