

Recommendation:

That the report Fire Chief-2026-03, dated April 21, 2026, regarding the update and creation of Fire Department policies be received and that Council approves the new and amended Policies as listed below:

- Policy Section 1.01 Turnout Gear
- Policy Section 1.03 PASS Alarm
- Policy Section 1.04 PPE Field Decontamination
- Policy Section 2.01 Use of Seatbelts
- Policy Section 2.02 Riding Exterior of Fire Apparatus
- Policy Section 2.03 Use of Jewelry
- Policy Section 2.04 Accountability
- Policy Section 2.05 Entry Control
- Policy Section 2.06 Emergency Evacuation
- Policy Section 2.07 Rapid Intervention Team
- Policy Section 2.10 Rehabilitation
- Policy Section 2.11 Mayday
- Policy Section 2.13 Exposure reporting
- Policy Section 2.14 Vehicle and Equipment recertifications
- Policy Section 2.15 Out of Service Tags
- Policy Section 2.16 Fuel Handling
- Policy Section 3.00 Certification
- Policy Section 3.02 Chain of Command
- Policy Section 3.04 Code of Conduct
- Policy Section 3.07 Accident Reporting
- Policy Section 3.13 Social Media
- Policy Section 3.15 Level of Service

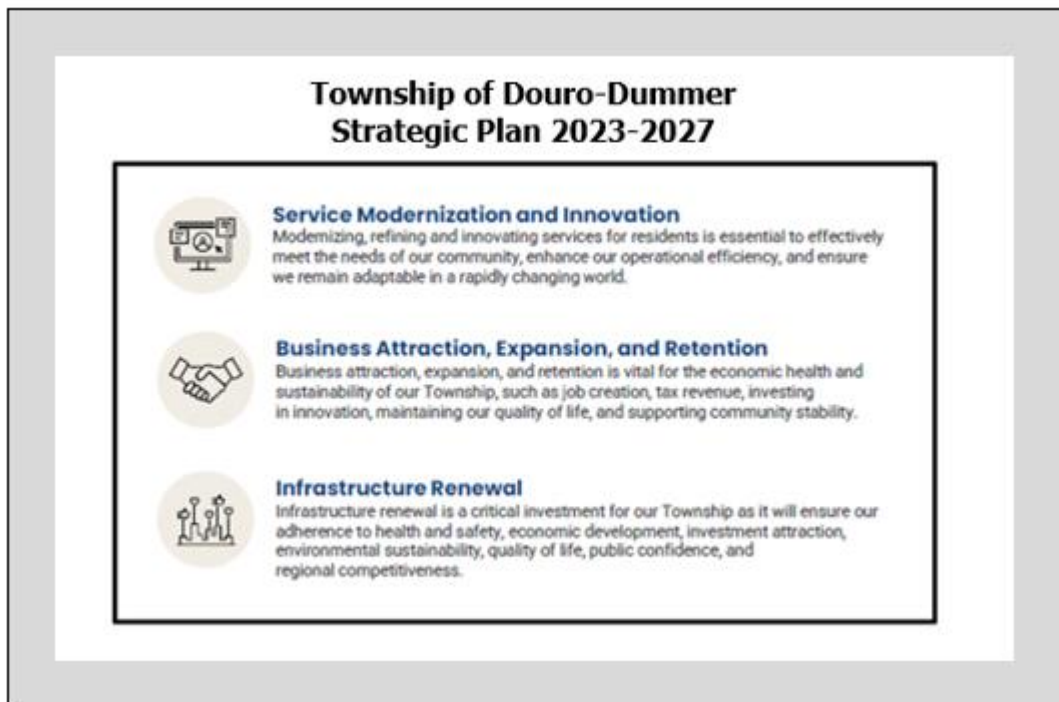
Overview: The Fire Department Operating Guidelines have historically been a mix of guidelines and policies. Over the years the Department has also adopted and implemented some of the Township's HR Policies which have not necessarily fit the role of a volunteer paid on-call firefighter. Part of the Township's Master Fire Plan recommendations was to separate the policies from the guidelines.

The Township's Establishing and Regulating Fire Services By-law outline that Council must approve all policies, and the Fire Chief should approve operational guidelines, procedures and best practices. Many of the attached policies existed previously, with some being divided to create a policy and the associated operational procedure, some having administrative corrections, some are being amended to fit the current department arrangement, some are modified Township Policies to better fit a volunteer Fire Department, and some are new.

To avoid any confusion with old Operating Guidelines, we will be using the term Policy and Best Practices. We are updating the Best Practices in conjunction with the new polices as they are developed since this process often splits a previous Operating Guideline into a Policy portion and a Best Practice portion. Staff have also captured the certification requirements which are coming into effect July 2026. There are additional polices to be developed in the Human Resources section that will be presented to Council at a future meeting.

Conclusion: The updating and improvement of our existing Operating Guidelines as per the Fire Master Plan into the Fire Department’s Policies and Best Practices will help guide the Fire Department forward, provide clear directions for our members, and distinguish what is a discipline issue vs. an issues where more training required.

Financial Impact: There is no financial impact to these changes.



Report Approval Details

Document Title:	Fire Dept. Policies - Fire Chief-2026-03.docx
Attachments:	<ul style="list-style-type: none"> - Policy 1.01 Turnout Gear.docx - Policy 1.03 PASS alarm.docx - Policy 1.04 PPE Field Decontamination.docx - Policy 2.01 Use of Seatbelts.docx - Policy 2.02 Riding Apparatus Exterior.docx - Policy 2.03 Use of Jewelry.docx - Policy 2.04 Accountability.docx - Policy 2.05 Entry Control.docx - Policy 2.06 Emergency Evacuation.docx - Policy 2.07 Rapid Intervention Team.docx - Policy 2.11 Mayday.docx - Policy 2.13 Exposure Reporting.docx - Policy 2.14 Vehicle and Equipment Maintenance.docx - Policy 2.15 Out of Service Tags.docx - Policy 2.16 Fuel Handling.docx - Policy 3.00 Certification.docx - Policy 3.02 Chain of Command.docx - Policy 3.04 Code of Conduct.docx - Policy 3.13 Social Media.docx - Policy 3.15 Level of Service.docx - Policy 3.07 Accident Reporting.docx
Final Approval Date:	Apr 16, 2026

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis