

THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE



**BY-LAW**

**By-law No. 2024 - 141**

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**Being a By-law to Establish and Regulate a Fire Department in the Municipality of Kincardine**

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**Whereas** Section 2.2 (b) of the Fire Protection and Prevention Act, 1997 S.O. 1997, c.4 as amended, provides that a municipality shall establish a fire department; and

**Whereas** Sections 8 (1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**Whereas** pursuant to the said Municipal Act, Section 11 (2) provides that a lower-tier municipality may pass by-laws, respecting the governance structure of the municipality and its local boards; and

**Whereas** the Council of the Corporation of the Municipality of Kincardine passed a By-law to Establish and Regulate a Fire Department in the Municipality of Kincardine on the 7<sup>th</sup> day of December, 2020 and a new updated By-law is required; and

**Whereas** the Council of the Corporation of the Municipality of Kincardine deems it necessary to replace these by-laws; now therefore be it

**Resolved** that the Council of the Corporation of the Municipality of Kincardine **Enacts** as follows:

1. Definitions in this By-law, unless the context otherwise requires.

Fire Chief	means the person appointed by Council to act as the Fire Chief for the Corporation
Anniversary Date	means the date upon which the Firefighter is appointed to be a member of the Department
Bona Fide Retirement	A Firefighter is deemed to have a bona fide retirement if they have continuous service greater than 10 years
CAO	means the Chief Administrative Officer for the Municipality of Kincardine
Council	means the Council for The Corporation of the Municipality of Kincardine

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Department	means the Municipality of Kincardine Fire Department
Deputy Chief	means a person appointed by Council to act on behalf of the Fire Chief either at the Kincardine or Tiverton Station in their absence
Firefighter	means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer Firefighter
Fire Protection Services	includes fire suppression, fire prevention, and fire safety
Services	education, communication, training of persons involved in the provision of fire protection services, rescue, and emergency services
First Responder	means any Firefighter who is assigned a long weekend on call assignment shall be in a position to respond to an emergency call with suitable personal protection equipment to begin safely and effectively controlling the incident and performing assigned tasks
Grandfathering	implemented by the Office of the Fire Marshal and Emergency Management (OFMEM) to transition to National Fire Protection Association (NFPA) professional qualifications to provide recognition for training and education previously completed and experience gained.
Municipality	means the Corporation of the Municipality of Kincardine
Officer in Charge	means the most Senior Officer on scene
Officer	means the followings ranks: Training Officer, Acting Captain, Captain, Deputy Chief and Fire Chief
Volunteer Firefighter	means a Firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance; shall mean the same as member. Hereafter referred to as Firefighter
Probationary Firefighter	means a new Firefighter hired to the department, subject to the terms contained in Section 6. & 7.

2. The Fire Department for the Corporation of the Municipality of Kincardine to be known as the Kincardine Fire and Emergency Services. The term Municipality of Kincardine Fire Department may also be used to reference the department and is hereby established, and the Head of the Department shall be known as the Fire Chief.
3. In addition to the Fire Chief, the Council shall appoint two Deputy Chiefs: one for the Tiverton Station, one for the Kincardine Station.
  - 3.1 The Fire Department shall be structured in conformance with the approved organizational chart, (Appendix A), forming part of this By-law.

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- 3.2 The Fire Chief has the obligation to manage the Human Resources contained in the Kincardine Fire Department.
4. The Fire Chief appoints qualified persons as members of the Fire Department subject to the approved hiring process of the Municipality of Kincardine Fire Department.
  - 4.1 See Firefighter Hiring Procedure (Appendix B).

Firefighters may apply for positions within the other Municipal departments as per the corporate procedure.
5. A person is qualified to be appointed a member of the Department for firefighting duties who:
  - 5.1 is at least 18 years of age;
  - 5.2 has successfully completed at least Grade 12 or has obtained equivalent industry experience;
  - 5.3 lives and works within the Municipality of Kincardine fire protection area;
  - 5.4 passes such aptitude tests as may be required by the Fire Chief of the Department;
  - 5.5 is medically fit to be a member as certified by a qualified physician;
  - 5.6 follows the Municipal and Department Code of Conduct.
6. A person appointed as a member of the Department for firefighting duties shall be on probation for a period of twelve (12) months during which period they shall take such training and examinations as may be required by the Fire Chief.
7. Prior to the completion of the probationary period, the Fire Chief shall review their performance as a Firefighter. If a probationary member appointed to provide fire protection services fails any such examinations, the Fire Chief may recommend to the CAO that their probation be extended or be dismissed as per the Termination Section in this By-Law.
8. The remuneration (Appendix C) of all members of the Department shall be determined by Council through the negotiation process.
9. The Fire Chief is responsible for the proper administration and operation of the Fire Department, including the delivery of fire protection services and:
  - 9.1 shall review periodically the policies and procedures, orders, rules and guidelines of the Fire Department;
  - 9.2 shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers and duties imposed by the Fire Protection and Prevention Act 1997;
  - 9.3 is responsible for the enforcement of this by-law and the general orders and departmental rules;
  - 9.4 shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act 1997;

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- 9.5 shall submit to the Director of Corporate Services/Treasurer for review, as required by the municipality, the annual estimates of the Department, which subsequently will be forwarded to the Council for approval;
- 9.6 may liaise with the Office of the Fire Marshal of Ontario and any other office or organization considered necessary or advisable.
10. The Deputy Chiefs shall report to the Fire Chief on the activities of the divisions that are their responsibilities and carry out orders of the Fire Chief, and, in the absence of the Fire Chief, has all the powers and shall perform all the duties of the Fire Chief within the station. In the absence of the Fire Chief and one of the Deputy Chiefs simultaneously, the remaining Deputy Chief shall have all the powers and shall perform all the duties of the Fire Chief within the Municipality.
11. Each division of the fire department is under the responsibility of the Fire Chief or a member designated by them. Designated members shall report to the Fire Chief on activities under their supervision and shall carry out all orders of the Fire Chief.
12. The Firefighting and Training Divisions are under the direction of the Deputy Chiefs who are responsible to the Fire Chief for the proper operation of each Division.
13. The Fire Chief's primary responsibilities are to:
  - 13.1 provide administration services for the Department;
  - 13.2 prepare the Department Budget and exercise control of the Budget;
  - 13.3 prepare the payroll of the Department and initiate requisitions for materials and services and certify all accounts of the Department;
  - 13.4 maintain employee records;
  - 13.5 arrange for the provision of medical services;
  - 13.6 arrange for the provision of capital facilities;
  - 13.7 prepare the Annual Report of the Department;
  - 13.8 carry out the general duties of the Department;
  - 13.9 provide liaison with the County Fire Coordinator;
  - 13.10 assist the County Fire Coordinator in the preparation of a County Emergency Fire Service Plan and Program and Operating Guidelines;
  - 13.11 provide personnel to conduct fire prevention inspection of premises upon request, complaint, routine basis or when a known violation exist;
  - 13.12 enforce fire prevention by-laws;
  - 13.13 examine building plans of new construction;
  - 13.14 provide personnel for fire prevention lectures and public education related to fire safety;
  - 13.15 maintain fire loss records;
  - 13.16 receive, process and follow up on reports of fire prevention inspections conducted under the Division of Firefighting;

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13.17 the Ontario Fire Service Standard for Fire Prevention Officers and the Ministry of Municipal Affairs Standards shall be used as a reference guide for fire prevention training;

13.18 a residential home fire safety awareness program shall be ongoing;

13.19 smoke alarms for residential occupancies shall be provided to those in need;

13.20 provide a fire extinguisher training program to public and businesses within the municipality upon request;

13.21 other duties as assigned.

All responsibilities are further described in the Municipality of Kincardine job description for the Fire Chief position.

14. The Fire Chief is responsible for the division of apparatus, equipment and communications and is responsible for carrying out the following duties of the Division:

14.1 prepare specifications for the purchase of apparatus and equipment, with assistance from the Deputy Chiefs;

14.2 maintain and keep in repair all existing buildings, firefighting, rescues, and salvage apparatus of the Department;

14.3 modify apparatus and equipment;

14.4 provide recharging facilities for firefighting extinguishers and breathing air cylinders and test and repair hose;

14.5 act as a liaison with the Municipality of Kincardine Director of Infrastructure & Development to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing water-works facilities for the use of the Department;

14.6 issue clothing, equipment and other items as required;

14.7 receive alarms and dispatch apparatus;

14.8 maintain the communication systems of the Department;

14.9 complete other duties as assigned.

15.0 The goal of the Fire Department is to provide fire protection services through a range of programs to protect lives and property of the inhabitants.

The Deputy Chiefs are responsible to the Fire Chief for the management and operation of the Division of Firefighting and for carrying out the following duties of the Division:

15.1 prevent, control and extinguish fires including pulling down or demolishing any building or structure when considered necessary to prevent the spread of fire; fire suppression services shall be delivered in both an offensive and defensive mode and shall include search and rescue operations, forcible entry, ventilation, protecting exposures, salvage and overhaul as appropriate (vehicle, building, construction, industrial);

15.2 requesting other persons present at a fire to assist in;

15.2.1 Extinguishing fires;

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- 15.2.2 pulling down or demolishing buildings or structures to prevent the spread of fire;
- 15.2.3 crowd and traffic control; or
- 15.2.4 suppression of fires or other hazardous conditions in other reasonable ways.
- 15.3 Medical First Response including defibrillator, first aid, CPR, and oxygen therapy;
- 15.4 high angle rescue and slope rescue;
- 15.5 special technical and/or rescue services shall include performing confined space rescue, extrication using hand tools, air bags and heavy hydraulic tools as required and water/ice rescue services;
- 15.6 provide Hazardous Material Response at the Awareness level, but in addition, provide the following specific services including the application and use of absorbent pads, booms and other containment devices during situations whereby the use of these items does not endanger Firefighters beyond the normal risk associated with a Hazardous Material First Responder level response;
- 15.7 conduct, with the assistance of the Fire Prevention Division, investigations of fires in order to determine cause, origin, and where appropriate, to notify the authority having jurisdiction to conduct an investigation;
- 15.8 respond and assist at such emergencies as may be required by the Fire Chief;
- 15.9 participate in training in and outside of the Station;
- 15.10 conduct company fire prevention and familiarization inspections of premises;
- 15.11 perform minor apparatus maintenance and cleaning duties at the Station including the cleaning of emergency response vehicles and facilities following use;
- 15.12 other duties as assigned.
- 16. A Captain is in command of the crew to which they are assigned and is responsible to the Deputy Chiefs for the proper operation of that crew.
- 17. Where the Fire Chief or Deputy Chief designates a member to act in the place of an Officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.
- 18. The Training Officers are responsible for carrying out the following duties of the Division of Training:
  - 18.1 conduct training for all personnel of the Department in Fire Administration, Fire Prevention and Firefighting;
  - 18.2 administer training programs in and outside of the Station using the National Fire Protection Association (NFPA) Standards and other related industry training standards and reference materials as reference guides for training as approved by the Fire Chief. All training will comply with the Occupational Health and Safety Act and applicable provincial legislation;

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- 18.3 prepare and conduct examinations of members as required by the Fire Chief;
  - 18.4 prepare the Annual Report and Budget of the Division of Training to be submitted to the Fire Chief;
  - 18.5 other duties as assigned.
19. The Deputy Fire Chiefs shall appoint a member from each fire station to represent the station on the Joint Health and Safety Committee (JHSC).
- 19.1 The members of the JHSC are responsible to the Deputy Chiefs to see that all operations of the Department are carried out in a safe manner by providing advice and guidance when necessary;
  - 19.2 That all current and relevant safety related items are brought forward to the Deputy Chief and/or Fire Chief;
  - 19.3 The Incident Commander at an incident scene may designate an Incident Safety Officer (ISO) to ensure the safety of responders by ensuring the Incident Commander is immediately made aware of situations that may lead to or cause injury to Firefighters or civilians. When available the ISO shall designate a person with NFPA ISO certification or a competent person who is qualified because of knowledge, training and experience.
- 20.0 The provisions of Section 20.1 with respect to the promotion of members does not apply to the Fire Chief or Deputy Chiefs who will be hired through the Municipal Human Resource process.
- 20.1 Every recommendation for promotion of a member made to the Fire Chief shall be based on the evaluation of:
    - 20.1.0 education, qualifications, training and experience or similar experience in the role;
    - 20.1.1 time served with the Department;
    - 20.1.2 the results of examinations taken by the member;
    - 20.1.3 the physical fitness of the member; and
    - 20.1.4. the firefighting and station training attendance record of the member.
  - 20.2 When, in the opinion of the Fire Chief, all other factors for the promotion of two or more members are equal, seniority of service in the Department governs.
  - 20.3 The firefighting and station training attendance record of each member of the Department shall be evaluated by the Captain of each Crew.
  - 20.4 The Fire Chief and the Deputy Chiefs shall evaluate all members of the Department who are participating in an examination for promotion.
  - 20.5 Every applicant for promotion shall take such written, oral and practical examinations as may be required by the Fire Chief.
21. Every new member of the Department appointed for firefighting duties shall complete a medical examination and annually thereafter on forms provided by the Department and filed with the Fire Chief.

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If the cost of this medical is not eligible to be submitted to the Ontario Health Insurance Plan for payment, then the Department will reimburse said member for this expenditure.

22. Due to the often physical, mental and emotionally stressful environment Firefighters may be subject to, in compliance with the Fire Protection & Prevention Act, Section 53.1, every member of the Fire Department shall retire upon attaining the age of 65
23. Every member of the Department shall report for duty at the time prescribed by the departmental rules and shall remain on duty until relieved.
24. In the case of a member failing to report for duty, the Officer in Charge shall report this in writing through the Officer, to the Fire Chief.
25. No member shall:
  - 25.1 while in uniform enter any premises where alcoholic beverages or cannabis is sold or consumed, except in the performance of departmental duties;
  - 25.2 report for duty, including responding to an emergency call and being on premises or in any vehicle if their ability is impaired by the use of an intoxicating beverage or drug;
  - 25.3 while on duty, consume any intoxicating beverage or drug;
  - 25.4 smoke within or near a municipal building, vehicle or workplace as prescribed by existing legislation
26. The Fire Chief may reprimand, suspend, or recommend dismissal of any member for insubordination, misconduct, tardiness or for non-compliance with any of the provisions of this by-law, general orders, departmental rules, guidelines, or policies that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the Department.
27. **Code of Conduct**
  - 27.1 The Municipality has undertaken this initiative in order to both promote professionalism and to ensure that the relationship of trust that exists between staff and the public remains an integral part of local government in Ontario. Since its inception, local government has been understood to be an open, accessible and accountable form of government.
  - 27.2 The purpose of a code of conduct for Firefighters is to foster universal understanding of the fundamental rights, privileges and obligations of a municipal public servant.

A code of conduct serves as an embodiment of the basic principles of integrity, honesty, impartiality and common sense and recognizes that at the very least, a municipal public servant has a responsibility to uphold these principles.
  - 27.3 The proper operation of a municipal government requires that Firefighters be independent, impartial, and responsible to the citizens; that their positions not be used for personal advantage; and that the public have confidence in the integrity of the Municipal Firefighters.
  - 27.4 The code of conduct is intended as a guide for Firefighters in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidelines in every circumstance.

## **27.5 Private Interests Defined**

27.5.1 Private interests are all those aspects of a Firefighter's activity outside those connected with official municipal duties which include:

- a. financial interest;
- b. paid and unpaid activities beyond official duty;
- c. relationships with third parties who may be:
  - i. employed by the Municipality
  - ii. doing business with the Municipality
  - iii. seeking employment or benefits from the Municipality.

27.5.2 It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as to actual or intended wrongdoing.

## **27.6 Outside Employment**

27.6.1 No Firefighter may engage in outside work or a business undertaking that:

- a. interferes with the performance of duties under the employment of the Municipality;
- b. may provide an advantage derived from Municipal employment;
- c. is likely to influence or affect the carrying out of municipal duties.

## **27.7 Gifts, Favours, and Services**

27.7.1 A Firefighter shall not accept a gift, favour, or service from any individual or organization in the course of the performance of civic duties other than:

- a. the normal exchange of hospitality among persons doing business, in an amount not to exceed \$100.00; (individual level);
- b. tokens exchanged as a part of protocol;
- c. normal presentations made to persons participating in public functions;
- d. gifts to the Municipality of Kincardine shall be used for the benefit of the Municipality and shall not exceed \$500.00.

27.7.2 Monetary or other payment may not be accepted for the performance of any service connected to municipal government.

27.7.3 Firefighters shall not use the name "Corporation of the Municipality of Kincardine" to obtain discounts for privately purchased goods and services.

27.7.4 Firefighters shall not receive or demand preferential treatment in the use of municipal facilities or services unless it is a requirement of formal duties or as provided for under the authority of Council.

27.7.5 Exceptions to this section must be approved in writing by both the Mayor and CAO.

## **27.8 Misuses of Property and Information**

27.8.1 Municipal property, including vehicles, equipment and material, shall be used only in the performance of municipal duties and shall not be used or converted for personal benefit or use.

27.8.2 Unauthorized use of Municipal property for other than civic purposes is not permitted and may result in disciplinary action.

27.8.3 Every Firefighter is held responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of, Municipal equipment or material entrusted to the Firefighter's care.

27.8.4 Firefighters are entrusted with information and data used for the administration of the municipal government and not generally available to the public. Moreover, certain Firefighters have access to information of a sensitive or confidential nature, which is not to be made known to others in the Corporate structure. Both types of information must be distributed on a need-to-know basis only.

27.8.5 Systems, procedures, reports, photographs and information developed by the Municipality shall not be given or loaned to, or shared with, any other persons, company or organization without the permission of the Fire Chief. The approval of the CAO must be secured before information regarding computerized systems is divulged.

## **27.9 Public Statements**

27.9.1 The CAO is responsible for making policy statements concerning municipal business to the news media. The Fire Chief may deal with all departmental operational issues.

## **27.10 Criminal Code Offences**

27.10.1 Any Firefighter convicted of an offence under the Criminal Code of Canada may be suspended from employment dependent on the nature of the offence and its relationship to the duties of the Firefighter.

## **27.11 Penalties and Appeals**

27.11.1. Any infraction or transgression of the Code of Conduct may result in the Municipality taking the following action:

- a. instruct the Firefighter to divest themselves of the outside interest or transfer it to a blind trust;
- b. remove the Firefighter temporarily from the duties which brought about the conflict of interest;

- c. accept the resignation of the Firefighter;
- d. initiate disciplinary action in the form of:
  - i. an oral or written reprimand
  - ii. suspension without pay for a period of time
  - iii. a recommendation that the Firefighter be dismissed.

### **27.12 Compliance**

- 27.12.1 The Code of Conduct must be observed by all Firefighters of the Municipality.
- 27.12.2 The Fire Chief and Deputy Chiefs are responsible for ensuring that Firefighters are aware of the Code of Conduct, that it is regularly re-circulated and reviewed by Firefighters, and that Firefighters comply with its provisions.
- 27.12.3 If the Fire Chief is of the opinion that a Firefighter is breaching the Code of Conduct, they shall immediately notify the CAO of this situation in writing.
- 27.12.4 Compliance with the Code of Conduct constitutes a condition of employment, and breaches of the Code of Conduct may result in disciplinary action up to and including dismissal. When a Firefighter has breached the Code of Conduct, the Fire Chief and the Human Resources Department shall determine jointly if disciplinary action is warranted and, if so, what disciplinary action is appropriate.
- 27.12.5 Where a Firefighter has reason to believe that a Fire Chief has committed a breach of the Code of Ethics, the Firefighter may approach the CAO directly and in strict confidence.

All new Firefighters shall read and subscribe in writing to the Code of Conduct upon commencing their employment with the Municipality.

### **28. Fire Training and Response Call Attendance**

To establish expectations of Firefighter attendance at regular bi-weekly training and response calls.

- 28.1 Firefighters are expected to maintain their firefighting skills, qualifications and competencies while on active duty. Regular bi-weekly training helps ensure this minimum standard is met. Good skills retention minimizes the risk of injury to other Firefighters, the general public and the Firefighter.
- 28.2 The National Fire Protection Association (NFPA) shall be standard for measuring Firefighter skills.
- 28.3 Firefighters are essential to the public safety of our community and as such are expected to respond to emergency calls whenever available to do so and within the fire response area.
- 28.4 Due to the nature and composition of fire departments, unavoidable circumstances combined with normal lifestyles may create situations where Firefighters cannot attend response

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calls and training from time to time. This has been and will be considered the status quo.

- 28.5 Valid reasons for not attending regular bi-weekly training or response calls shall include but not be limited to personal/family matters, work commitments, vacation and illness. Other reason may be accepted at the discretion of the Deputy Chief(s) and/or Fire Chief
- 28.6 All Firefighters, as soon as becoming aware shall notify their Deputy Chief or the Fire Chief of their inability to attend regular bi-weekly training.
- 28.7 Individual Firefighter attendance shall be reviewed semi-annually by the respective Deputy Chief and the Fire Chief for trends or anomalies with regard to lack of attendance at regular bi-weekly training or response calls.
- 28.8 Expected attendance levels for Firefighters shall meet the following criteria as recommended by the most current version of the Ontario Fire Marshal recruitment and retention program:
- a) New hired Firefighters (on probation) with one year or less of firefighting experience (probation may be extended due to individual circumstances at discretion of Fire Chief and Deputy Chief):  
**80% annual attendance at regular bi-weekly training**  
**40% annual attendance at response calls**
  - b) Experienced Firefighters (not on probation) with one or more years of firefighting experience:  
**60% annual attendance at regular bi-weekly training**  
**40% annual attendance at response calls**
- 28.9 If any Firefighter misses more than two consecutive regular bi-weekly trainings, without valid reason and previous approval from the Deputy Chief and/or Fire Chief, this may be considered just cause for disciplinary action against the Firefighter. This may lead to dismissal.
- 28.10 Should attendance trends of individual Firefighters indicate lower than acceptable levels, the Firefighter shall meet with their respective Deputy Chief and the Fire Chief to review and discuss causes and to find possible resolution.
- 28.11 Should attendance levels continue to decline or remain below expected standards for a period longer than twelve (12) months, this may be considered just cause for disciplinary action against the Firefighter. This may lead to dismissal.
- 28.12 It shall be the option of the Deputy Chief and/or Fire Chief to place any Firefighter on probation for a period of not less than 90 days should regular bi-weekly training attendance fall below the expected levels or more than three (3) consecutive regular bi-weekly training are missed without previous approval and valid reason. The minimum probation period for new hired Firefighters shall be twelve (12) months.
- 28.13 Any Firefighter placed on probation shall be expected to attend training and response calls at the level prescribed in Section 28.8 for the period of their probation to avoid further disciplinary action.

28.14 Every effort shall be made by the Firefighter to make up missed training where possible. This may include extra one-on-one training with the Training Officer(s) or attending training sessions at another Fire Station.

## **29. Long Weekend Standby**

To ensure adequate Fire Department staffing levels during long holiday weekends.

29.1 Long weekend standby shall be assigned to Firefighters at the beginning of each calendar year.

29.2 An Officer shall be assigned to every long weekend.

29.3 If Firefighters are unable to work the assigned weekend standby, it is the Firefighters responsibility to find an equal replacement. If an Officer, the replacement must be an Officer. If a Firefighter or driver, the replacement must be a Firefighter or driver. The crew Captain or Station Chief may be able to assist with finding a replacement.

29.4 Substitutions shall only be recognized for a full weekend, a full day, or a half day. Substitution for hours will not be paid!

29.5 When on long-weekend standby, the Firefighter shall be a *“first responder”* to every call.

29.6 Any member reporting for duty intoxicated will be relieved of their duty by the Officer in attendance, and the incident will be reported to the Fire Chief. This action may lead to suspension from Fire Department duty.

29.7 If any call is missed when on long weekend standby, Firefighters will not be eligible for standby pay for one day. If a member of the Fire department is unable to serve long weekend standby, it is up to the member to get an equal replacement.

29.8 The following long weekends shall require long weekend standby: Victoria Day, Canada Day, Civic Holiday, Labour Day. Where Canada Day falls on a Tuesday, Wednesday or Thursday, there shall be no crew or platoon assigned a long weekend standby. An option of assigning a standby crew or platoon for Canada Day only shall be left to the discretion of the Fire Chief.

29.9 Long weekend standby starts at 18:00hrs Friday of the long weekend and ends 18:00hrs Monday of the long weekend. This shall be the standard unless otherwise approved by the Fire Chief.

## **30. Disciplinary Procedures**

30.1 Disciplinary action should be corrective, not punitive.

30.2 When a serious situation arises where the Fire Chief feels that disciplinary action may be required, the Fire Chief will gather all the facts and discuss them with the Human Resources Manager and with the member prior to instituting any disciplinary measures.

30.3 The Fire Chief shall follow the progressive discipline process as outlined below:

- a. The Fire Chief shall discuss the problem with the Firefighter and may give a verbal warning to the Firefighter if warranted. This discussion will be documented by the Chief and placed in the Firefighter's employee file.
- b. Where the infraction continues or is repeated, a clear written warning from the Fire Chief to the Firefighter, outlining the nature of the infraction, expected corrective action within a specified period of time, and consequences if the Firefighter fails to comply. A copy of this letter shall be filed in the Firefighter's employee file.
- c. If necessary, a second written warning will be issued to the Firefighter, indicating that this is a final warning before more serious consequences will follow. A defined time period should be outlined for the Firefighter to correct their conduct. A copy of this letter shall also be placed in the Firefighter's employee file and a copy provided to the CAO.
- d. If the Firefighter does not meet the requirements set out in the letter, the Fire Chief shall meet with the CAO to determine appropriate disciplinary action (and obtain legal advice, if deemed necessary), which may include one or more of the following measures:
  - i. referral to counselling;
  - ii. withholding of a promotion;
  - iii. demotion;
  - iv. suspension with or without pay for a specified period of time;
  - v. dismissal from the department.

30.4 Following the suspension of any Firefighter, the Fire Chief shall report the suspension and their recommendations to the CAO.

30.5 A Firefighter shall not be dismissed without being afforded the opportunity of a hearing before the review committee, as outlined in Section 30.6, if they make a written request for such hearing within seven (7) days after receiving notice of their proposed dismissal.

30.6 The review committee shall be comprised of the Fire Chief, Deputy Chiefs (2) and CAO (a minimum group of three is required). The Firefighter may be afforded representation of their choice.

30.7 Following any hearing, the review committee's decision shall be final.

30.8 In the event of an action by a Firefighter which warrants immediate suspension or dismissal, the review committee may consider the matter immediately and take whatever action it considers appropriate.

### **31. Complaint Procedure**

31.1 With the exception of such matters as are governed by the regulations made under provincial legislation, any complaint shall be dealt with as follows:

- a. Firefighters shall discuss with the Fire Chief any complaints which they may have.

- b. if a Firefighter has a complaint that they feel has not been resolved to their satisfaction by discussion with the Fire Chief, they may, without fear of recrimination, discuss the complaint with the Human Resources Manager. The Human Resources Manager shall document the discussion and must reply to the complaint within five (5) working days. A copy of the reply shall also be provided to the Fire Chief.
- c. failing a satisfactory settlement of the complaint, the Firefighter, without fear of recrimination, may within three (3) working days submit the complaint in writing in full detail to the CAO.
- d. the CAO shall then consider the case and upon reaching a decision, will notify the member in writing, with a copy to the Fire Chief.
- e. the CAO's decision shall be final.

### **32. Response Calls Outside of Municipal Limits**

The Department shall not respond to a call with respect to an emergency outside the limits of the municipality except:

- 32.1 that in the opinion of the Fire Chief threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality;
- 32.2 in a municipality with which an agreement has been entered into to provide fire protection, or
- 32.3 on property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefore;
- 32.4 where, due to unforeseen circumstances, a fire or other emergency is found to be beyond the boundaries of the municipality and immediate action is necessary to protect life and/or property, the Municipality of Kincardine Fire Department will provide fire and emergency services on the site until the designated fire department arrives and command and control of the situation is transferred;
- 32.5 a call regarding the Bruce County Mutual Aid system.

### **33. Negotiation Process**

- 33.1 The negotiation process is a defined process to evaluate only Appendix C of this By-law over the established term of the agreement.
- 33.2 The CAO and two (2) members of Council will negotiate on behalf of the Municipality and report to Council in closed session to obtain authorization and/or general comments from Council. The Fire Chief will serve as a staff resource.
- 33.3 The Firefighters shall choose from amongst themselves a "Negotiating Committee", which shall consist of no more than two (2) current active members from each station, who shall be the liaison between the Firefighters and the Municipality.

A Firefighter who participates on the Negotiation Committee shall not be subject to discrimination or punitive action by the Municipality due to their involvement.

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33.4 The Negotiation process will be eliminated on December 31, 2027 at 4:00pm unless there has been written notice provided to the Municipality by the Firefighter Negotiation Committee indicating the desire to continue with the Negotiation process and providing evidence of this decision by the membership.

33.5 Notification of the continuation of the Negotiation process is to be received no later than June 30, 2027, at 4:00pm. In the absence of any written Notice by the deadline the negotiation process will have been deemed eliminated on December 31, 2027, at 4:01pm.

Upon elimination of the Negotiation process, compensation will be adjusted annually based on cost of living in alignment with the Municipality's Compensation & Benefits Policy. A market review of Firefighter compensation will be completed every 4 years.

33.6 In the event that written notice has been provided to the Municipality by June 30, 2027, to continue the negotiation process, Appendix C will be open for discussion between the Municipality and the Firefighters.

On or before September 15, 2027, the Firefighter Negotiation Committee shall present to the Fire Chief, confidentially, in writing, their requests for compensation for the term of the agreement.

33.7 Upon receiving the requests from the Fire Chief, the CAO shall then meet with two (2) Council representatives and schedule meetings with the Negotiation Committee to discuss the requests. This negotiating process may require several meetings.

33.8 Nothing in this section shall preclude the Council and Firefighters from agreeing to a multi-year salary and benefit package.

33.9 It is the general intention of the Municipality to conclude the negotiating process prior to January 1; however, in an election year this may be difficult, and the out-going Council may wish to leave the salary negotiations for the new Council to carry out.

33.10 In an effort to establish good working relationships, there will be an annual discussion between the CAO, two (2) members of Council and Firefighter representatives in September each year of the agreement. The Firefighters shall choose from amongst themselves no more than four (4) current active representatives, two (2) from each station, who shall represent the Fire Department in the annual discussion with the Municipality.

33.11 Additional quarterly meetings between the Municipality and the Firefighter representatives will be held, as necessary, to discuss department operations.

#### **34. Staff Training**

34.1 Firefighters shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. The Fire Chief, within the approved budget, will schedule Firefighters for specific training or development opportunities which will benefit the department. The Municipality shall cover one hundred percent (100%) of the tuition costs for courses approved by the Fire Chief.

34.2 Firefighters wishing to receive an advance to cover eligible expenses may make a written itemized request and the Fire Chief may authorize an advance up to 85% of eligible expenses. The Firefighters upon return must file an expense report showing

eligible expenses incurred less the advance. Claims for advances or expense claims shall be paid within ten days of Accounts Payable receiving a proper completed and authorized form (by manual cheque if necessary).

- 34.3 The Firefighters shall provide the Department with a copy of any municipally funded certificate/training course, once received, for the employee file and the Department file.
- 34.4 Firefighters shall be reimbursed for all associated fees for any renewals of a DZ license.
- 34.5 When "make-up training" for mandatory curriculum is facilitated by the Training Officer with the approval of the Deputy Chief, due to missed training, the Firefighter(s) shall be paid hourly for the actual time spent training. They will also be credited with attendance for training.

**35. Boot Allowance & Personal Protective Equipment**

- 35.1 All Firefighters shall be eligible for boot allowance if job requires.

Boot Allowance:

The Firefighter after completion of the probationary period may accumulate to a maximum of \$1000.00 within a four-year period (\$250 per year) and Firefighters may purchase up to four pairs from this amount. Any outstanding allotment will not be carried over into the next four-year period. The Fire Chief is responsible to ensure that unused funds are carried forward to the following year's budget.

Note: The intent of this policy is to provide Firefighters with black CSA approved safety footwear or NFPA certified firefighting boots not exceeding one (1) pair of each in the calendar year and providing the Firefighter has a sufficient boot allowance balance. The safety footwear purchased should be a style that is appropriate to be worn with the department issued station wear.

- 35.2 Once per year payment will be issued for boot allowance on or before September 30<sup>th</sup>

Note: receipts for boots must be received on or before September 15<sup>th</sup> of each year.

- 35.3 Payment by exception will be made by the Human Resources Department.
- 35.4 New Firefighters may submit their boot receipts for safety boots (not firefighting boots) within 2 weeks after their start date and payment will be made within 2 weeks.
- 35.5 A PPE Committee will be formed including the Fire Chief and some Firefighters to review PPE equipment to be purchased from the Operating Budget.

**36. Medical Benefits**

- 36.1 The Municipality of Kincardine reserves the right to select the insurance carrier for medical benefits. In all cases, the sole obligation of the Municipality is to determine the benefits to be provided under the plan(s) and pay the premiums required by the plan(s). Any disputes regarding the administration of the plan or payment of benefits lie between the Firefighter and the insurance carrier. The Human Resources Department will act to assist Firefighters in areas of dispute.
- 36.2 Medical benefits are only available to Firefighters who do not have coverage under a different benefits plan.
- 36.3 The Municipality of Kincardine shall pay one hundred percent (100%) of the billed premium for medical benefits for eligible Firefighters.
- 36.4 Coverage commences on the first date of employment.
- 36.5 In the event that a Firefighter dies in the line of duty while employed by the Municipality and is enrolled in the group benefit plan, the Municipality shall continue to pay extended health care, vision plan, and dental plan premiums on behalf of that Firefighter's dependents for a period of ten (10) years from the date of the Firefighter's death, provided the Firefighter's share of the premiums is remitted to the Municipality. This section shall not apply if the insurance company in effect at the time does not offer this benefit as an option.
- 36.6 Particulars of the benefit plan are outlined in the insurance company's handbook to Firefighters and are subject to the provisions of the insurance plan documents.
- 36.7 Firefighters shall be reimbursed costs covered under the benefit pursuant to the applicable insurer's administrative policy in effect at the time. In some cases, a Firefighter may be required to pay for the goods and services and be reimbursed following submission of a claim to the insurance company.

**37. Safety Glasses**

The Municipality will supply exterior safety glasses for all Firefighters as required. If a Firefighter requires prescription safety glasses, the Municipality will reimburse the full cost of prescription safety glasses every two (2) years or sooner with written certification from an optometrist that the prescription has changed significantly in that it may impact safety. Reimbursement will be paid from the fire department operating budget.

**38. Uniforms**

To regulate assignment and use of departmental uniforms, cresting and associated regalia.

- 38.1 Fire Department uniforms shall be assigned based on seniority.
- 38.2 Fire Department members within their first year shall be issued a station wear uniform consisting of dark navy shirt, dark navy trousers, black tie, fire department belt and rank bars and approved department cresting.  
Jacket to be provided on an as needed basis.
- 38.3 Fire Department members with a minimum 2 years of service shall be issued a station wear jacket and uniform hat with approved department cresting.

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- 38.4 Fire Department members with a minimum 4 years of service shall be assigned a full dress uniform consisting of dark navy tunic, navy trousers, black tie, navy uniform shirt, white gloves, uniform hat (if not already assigned), rank bars, approved department cresting, appropriate rank epaulettes, name bar and other regalia as approved.
- 38.5 Officers shall receive after 4 years of service a white uniform shirt in addition to a navy uniform shirt.
- 38.6 White uniform shirts shall be designated for officers only.
- 38.7 Navy uniform shirts shall be designated for Firefighters only. Officers may wear navy uniform shirts as station wear.
- 38.8 It shall be the sole responsibility of the Deputy Chiefs to ensure the Fire Chief has current up to date measurements of all Firefighters on file at all times for uniform ordering. Uniforms will not be provided if measurements are not available.
- 38.9 Firefighters shall not enter any establishment selling cannabis or alcohol at any time while in assigned uniform unless performing their duties as a Firefighter.
- 38.10 Uniforms shall not be worn for any purpose other than fire department assigned duties. Examples of acceptable use include mutual aid meetings, external training, open houses, fire inspections, station training and any other functions as approved. All other uses shall be prohibited.
- 38.11 All uniforms shall be provided only within the constraints of the departmental budget. Yearly uniform assessments will be completed by the Fire Chief prior to budgeting.
- 38.12 Reimbursement of items damaged or lost in the line of duty will be assessed on a case-by-case basis by the Fire Chief.

**39. Firefighter Recognition Plan**

The Municipality will recognize and reward all Firefighters for their continuous years of service and contribution.

- 39.1 Recognition of service will be for Firefighters reaching 5, 10, 15, 20, 25 and 30 years of continuous service. Firefighters will receive an appropriate gift in recognition of their contribution and years of service.
- 39.2 The date used to calculate service for the purpose of this policy will be the year of appointment as a Firefighter.
- 39.3 The Service Recognition will be presented to the Firefighters prior to December 31 each year.
- 39.4 Service Recognition Awards: Firefighters will receive a certificate of achievement and a gift card of their choice, with a value as outlined below, in recognition of years of service.

<b>5 Years</b>	\$50.00 Dinner Gift Certificate*
<b>10 Years</b>	\$200.00
<b>15 Years</b>	\$225.00 Dinner Gift Certificate*
<b>20 Years</b>	\$400.00
<b>25 Years</b>	\$500.00
<b>30 Years</b>	\$300.00
<b>Additional Years of Service will be Recognized in 5 Year Increments</b>	\$300.00

\* Dinner gift certificates to be used at any restaurant in the Municipality of Kincardine

If a Firefighter chooses a gift certificate in which they want to purchase an item which would include the Municipality of Kincardine Fire department logo, please contact the Human Resources department for further information.

- 39.5 When a Firefighter retires from the Municipality of Kincardine Fire Department, the Department may fund a farewell event with the cost not to exceed \$400.00 per retiree.

A Monetary Gift of a value of \$50.00 per year of service will be provided for bona fide retiring Firefighters.

Notes:

- a. In October of each year, the Human Resources Department will provide to the Fire Chief, for verification, a list of those Firefighters who will qualify for a service recognition award for the current year.
- b. Costs associated with recognition and retirement will be included in the Human Resources budget.
- c. The Municipality will pay for all dye charges for pendants, pins, etc.

#### **40. Davidson Centre**

To encourage an active and healthy lifestyle, Firefighters will be provided with free use and access to the following:

- Davidson Centre Health Club
- Municipal Employee Instructed Fitness Programs
- AquaFit, Standard Swimming Lessons, Pool, and Sauna facility access

The Davidson Centre Discount is provided to all Firefighters, retired Firefighters, spouses, and dependent children living in the home of the immediately mentioned groups above.

Access to programs will be conditional upon spaces not used by paying customers. Firefighters take priority over spouses and dependents.

#### **41. Leave of Absence**

- 41.1 The Department may grant an unpaid leave of absence to any Firefighter for personal reasons. Firefighters shall not accumulate service while on such leave nor shall they be entitled to any benefits with the exception of Firefighters on an approved parental leave.
- 41.2 Leave of absence is intended for long-term scheduled absences and will be determined on a case-by-case basis.
- 41.3 Unpaid personal leaves of absence of up to one (1) month in duration may be authorized by the Fire Chief. Personal leaves of absence of more than one (1) month in duration must be authorized by the CAO.
- 41.4 A request for a leave of absence of more than one (1) month in duration should be made in writing at least one (1) month prior to the desired commencement date of the leave. If the Municipality grants such leave, it shall confirm the terms of said leave in writing unless this is deemed an emergency situation by the Human Resources Department. If this is the case, a confidential report shall be given to Council at the earliest opportunity.

**42. Absence without Leave**

Any unauthorized absence from work will be considered absence without leave and may warrant disciplinary action.

**43. Reporting Absence**

It is the responsibility of the Firefighter to advise the Deputy Chief or Fire Chief of each occasion which requires an absence from duty. This shall be reported on the respective station accounting boards or submitted electronically. Failure to do so may warrant disciplinary action.

**44. Termination**

Termination of employment, either voluntary or involuntary shall be initiated with the appropriate notice and shall be properly documented for payroll processing.

**44.1 Voluntary Termination**

A Firefighter who resigns their position is required to submit the resignation in writing. If the Firefighter refuses to provide the resignation in writing, the Fire Chief will immediately confirm the verbal resignation in writing, stating the date and, if appropriate, the circumstances. The Fire Chief will notify the CAO immediately regarding this situation.

44.2 Firefighters are expected to give a minimum of two (2) weeks notice when resigning. The Fire Chief is expected to give thirty (30) days notice. All written resignations must be acknowledged immediately.

44.3 Involuntary Termination - Any termination shall be consistent with the terms of the Employment Standards Act.

44.4 Appeal Procedure - No appeals will be considered in the case of any Firefighter discharged prior to completion of the probationary period.

**45. Firefighters Assistance Program**

The Municipality shall provide guidance to Firefighters who develop social or health problems as a result of drug or alcohol abuse, or emotional problems which affect the quality of their job performance. The objective will be to identify Firefighters whose work habits are affected by an alcohol/drug problem or an emotional problem and to attempt to assist in correcting a Firefighter's work habits, through the establishment of a rehabilitation program or treatment program, or if necessary, through disciplinary action.

Assisting a Firefighter who has a drug/alcohol problem or emotional problem is a co-operative venture of the individual Firefighter and management and may require referral to, and assistance from, one or more treatment agencies. It has been found that this team concept produces the best results. Clear directions from management are required to motivate the Firefighter to accept help. The success or failure of the rehabilitation programs/treatment programs will be measured through work performance and attendance data. The facts should therefore be properly recorded and brought to the Firefighter's attention on a regular basis. The Firefighter needs to know that in the end, their continuation as a Firefighter depends on their successful rehabilitation.

**Step 1** Whenever it is suspected that poor work performance, attendance, Firefighter relations or other problems indicate the existence of a drug/alcohol/emotional problem, the Fire Chief will conduct an interview with the Firefighter. The Firefighter is informed by the Fire Chief that their work must improve within a specified time frame (usually one month), or a formal letter of warning will be issued to the Firefighter.

The Firefighter is then informed of the resource agencies. Details of this interview are to be recorded by the Fire Chief and filed with the Human Resources department.

Note: The Firefighter may initiate this step, and in fact the Firefighter should be encouraged to do so.

**Step 2** A confidential record of the Firefighter's performance is maintained by the Human Resources department who, after the time frame specified in Step 1, either files a report stating that the Firefighter's problems are being resolved or alternatively sends a letter of warning that suspension or other action will follow repetition of the action(s) outlined. Again, the Fire Chief must specify a time frame for immediate improvement. A copy of all warning letters must be filed with the Human Resources department, and if required, the treatment agency to which referral is made.

The Firefighter's work record is maintained regularly and, after the time frame specified in Step 2, the Human Resources department sends the Firefighter one of the following letters:

- a) if work record has improved and rehabilitation is progressing according to the treatment agency, a letter of commendation is sent to the Firefighter with a note, that their work habits will continue to be evaluated on a regular basis, or
- b) if work has not improved, a letter of suspension or other action. If the Human Resources department opts for suspension rather than other action, a new trial period, as per Step 2 must be established. Copies of these letters are to be sent to the Human Resources department and Fire Chief and the treatment agency involved.

**Note:** The foregoing procedures are guidelines only and may be altered to cope with specific situations. This policy does not bind the Municipality to undertake any rehabilitation procedures. The provisions of any working agreements must however be strictly followed. Confidential documentation is vital for either the rehabilitation or the disciplinary process. The individual actions of the Fire Chief will be limited to the framework set out above. Attempts at rehabilitation, including counseling for drug, alcohol, or emotional problems, will be left to the appropriate agencies as listed at the end of this policy or acceptable alternate accredited professionals. Complete and accurate confidential records must be kept on file by the Human Resources department.

46. That By-law 2020-162 and all amendments thereto, and any By-law inconsistent with this By-law are hereby repealed.

47. This by-law shall come into full force and effect upon its final passage.

- 48.** The benefit/compensation package outlined herein is effective from January 1, 2024 to December 31, 2027.
- 49.** That Appendix 'A', 'B' and 'C' attached hereto form part of this By-law.
- 50.** This By-law may be cited as the "Establish and Regulate Municipality of Kincardine Fire Department (2024) By-law".

**Read a First, Second and Third Time and Finally passed** this 23<sup>rd</sup> day of October, 2024.

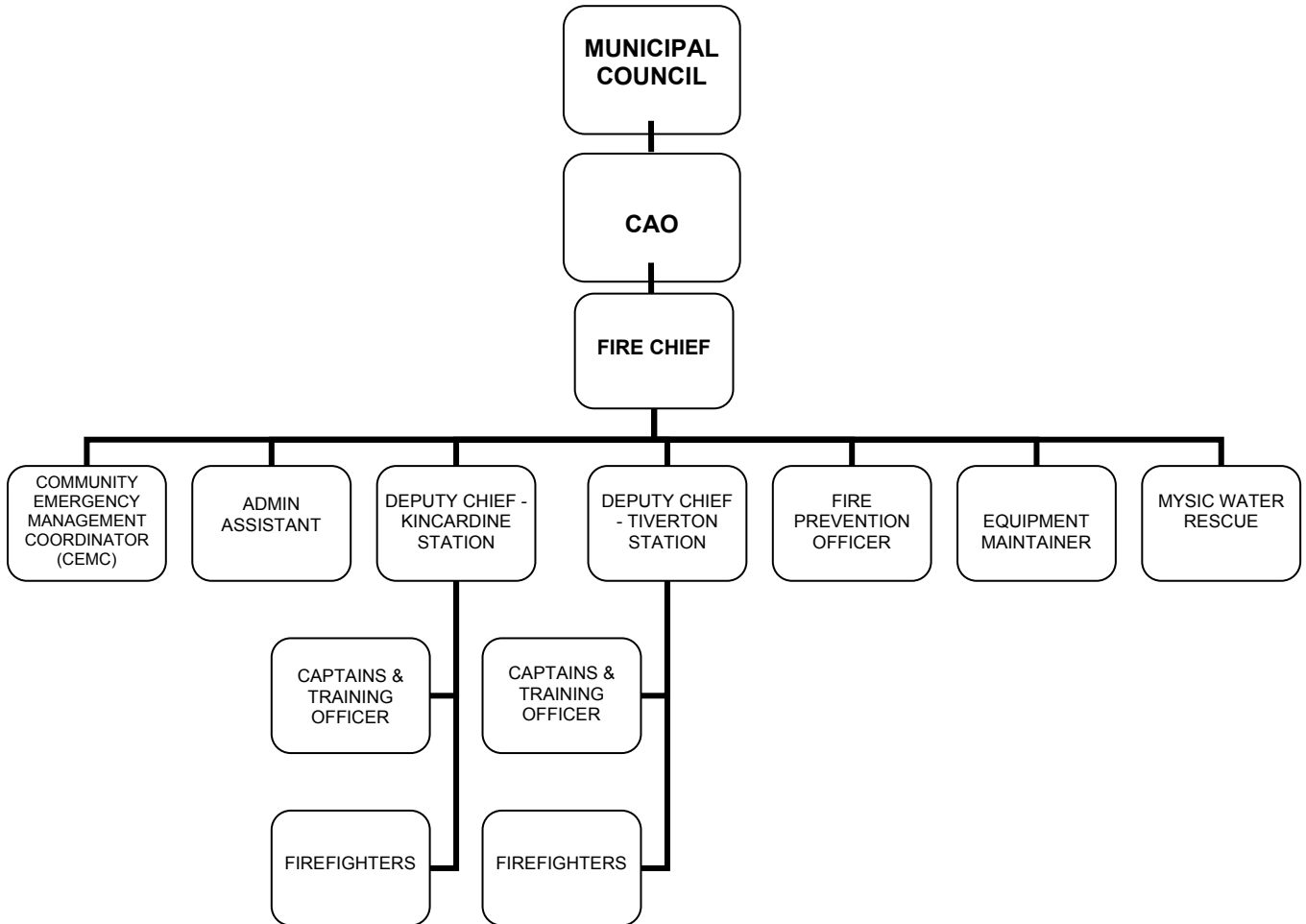
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Mayor

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Clerk

**APPENDIX A - FIRE DEPARTMENT ORGANIZATION CHART**



## **FIREFIGHTERS HIRING PROCEDURE**

To ensure Firefighters hired by the Municipality of Kincardine are selected in a consistent manner that meets the needs and circumstances of the Municipality of Kincardine with respect to optimizing fire response, fire safety education and maintaining adequate fire protection at all times.

- I. Firefighter applicants shall be recommended based on a point system scoring.
- II. “Work within” and “live within” refers to the assigned fire station.
- III. A standing recruitment selection committee (“the hiring committee”) from each station shall be appointed as required by the Deputy Chief(s) to recommend suitable candidates to the Deputy Chief(s) for each respective Fire Station. Candidates shall be recommended by the Deputy Fire Chief(s) for approval by the Fire Chief. Standing hiring committee members shall be the Fire Chief and the Deputy Fire Chief(s).
- IV. In addition, each committee shall also consist of one Officer and two Firefighters from the respective fire station.
- V. All hiring committee members shall openly declare any conflict of interest to the Fire Chief with regard to themselves and applicants including relatives and co-workers.
- VI. All hiring committee members will maintain strict confidentiality within the recruitment process.
- VII. All applicants upon request of the Fire Chief and at their own expense shall provide a clean current driver abstract, a current criminal background check, a current sexual offender background check and a current medical fit for duty report from their physician on municipal forms. Successful candidates approved for hiring shall be reimbursed for their expenses in obtaining these documents by the Municipality of Kincardine.
- VIII. The selection process shall follow the general guidelines of the most current Ontario Fire Marshal’s Recruitment and Retention program where possible.
- IX. Upon being hired, each Firefighter will receive Municipality of Kincardine orientation and on-boarding including but not limited to pay, benefits, uniforms, and entitlements.

## COMPENSATION OVERVIEW

### HONORARIUMS

**DEPUTY CHIEF (2)** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Honorarium will be prorated for time in the role.

**CAPTAIN (8)** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Honorarium will be prorated for time in the role.

**ACTING CAPTAIN (8)** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Honorarium will be prorated for time in the role.

**TRAINING OFFICER (4)** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Not eligible for Training Instructor pay. Honorarium will be prorated for time in the role.

**FIREFIGHTER** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Honorarium will be prorated for time in the role. Excludes: Deputy Chief, Captain, Acting Captain, Training Officer and Recruits.

**ASSOCIATION SECRETARY (2)** - as per Table 1 plus associated hourly rate for response calls, training, other outlined duties, and long-weekend standby. Honorarium will be prorated for time in the role.

### TYPES OF PAY

**RESPONSE PAY** - Paid Hourly Rate for Actual Hours for Response Calls, Response Call Paperwork, Interviews & Investigations. Response Calls on Christmas Day will be paid at double time.

**TRAINING PAY** - Paid Hourly Rate for Actual Hours for Bi-Weekly Fire Training (2.5 Hour Max), Full-Day or Half-Day Fire Training, Training Instructor (1 Hour Max) & Online Courses

**ALL OTHER PAY** - Paid Hourly Rate for Actual Hours for Fire Prevention & Public Education activities, JHSC Committee activities, Bi-Weekly Fire Meeting (1 Hour Max), Mutual Aid Meetings (2 Hour Max), Cleaning, Truck & Equipment Checks, Other Meetings & Administrative Duties

**RECRUIT PAY** - Paid Hourly Rate for Actual Hours until completion of the Recruit Course

**LONG WEEKEND STANDBY** - Paid \$125 per day for three days + CPI annual increase

**TRAINING INSTRUCTOR PAY** - A competent Firefighter, due to experience, education or training, who assists the Training Officer in the planning, preparation and presentation of training shall be paid the associated hourly rate over and above the payment for attendance at the Bi-Weekly Training. 1 Hour Maximum.

**STEP UP PAY** - When a Firefighter is assigned by their supervisor to perform all or any part of the duties of a position, other than their own, which has a higher honorarium than their own for a period of at least three (3) months; the Firefighter shall be paid the higher honorarium, prorated for the time in the role.

### **OTHER ENTITLEMENTS**

Firefighters will receive a Bruce Telecom discount for cell phone. Contact Bruce Telecom for further details.

**TABLE 1 - WAGE GRID 2024-2027**

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
		*(CPI MIN 1% - MAX 4%)	*(CPI MIN 1% - MAX 4%)	*(CPI MIN 1% - MAX 4%)
<b>RESPONSE PAY*</b>	\$34.17	TBD	TBD	TBD
<b>TRAINING PAY*</b>	\$28.41	TBD	TBD	TBD
<b>ALL OTHER PAY</b>	\$21.00	\$21.00	\$21.00	\$21.00
<b>RECRUIT ALL PAY</b>	\$22.00	\$22.00	\$22.00	\$22.00
<b>LONG WEEKEND PAY*</b>	\$125.00 x 3 DAYS			
<b>DEPUTY CHIEF*</b>	\$ 10 901.70	TBD	TBD	TBD
<b>CAPTAIN*</b>	\$2050.47	TBD	TBD	TBD
<b>ACTING CAPTAIN*</b>	\$1106.99	TBD	TBD	TBD
<b>TRAINING OFFICER*</b>	\$1908.42	TBD	TBD	TBD
<b>FIREFIGHER*</b>	\$535.81	TBD	TBD	TBD
<b>ASSOC SECRETARY</b>	\$450.00	\$450.00	\$450.00	\$450.00
<b>VACATION PAY</b>	Vacation pay will be paid as per ESA legislation.			
* Percentage increase will align with CPI annually				