

TOWN OF NEEPAWA



ELIGIBILITY FOR MEMBERSHIP ON THE NEEPAWA FIRE DEPARTMENT

Recognizing that the Neepawa Fire Department is made up of a dedicated volunteer force of firefighters, the Town of Neepawa has formulated the following policy, which defines the eligibility of its employees to be members of the Department.

ELIGIBLE EMPLOYEES:

All Employees are eligible for membership in the Fire Department subject to but not limited to the following conditions:

Water treatment plant employees are not permitted to respond to E-911 dispatches when working at the water treatment plant.

Employees are not permitted to respond to E-911 Dispatches when such response may place themselves or their fellow workers in an unsafe situation. IE: When a particular job requires two operators in accordance with standard operational procedures or in accordance with Workplace Safety and Health doctrine.

Employees are not permitted to respond to E-911 Dispatches when "on call" for the Town.

Employees are not permitted to respond to E-911 Dispatches when an essential service to the public may be interrupted. IE: When jobs such as a sewer back up in a residence or business is being attended to.

Employees are not permitted to respond to E-911 Dispatches when performing a supervisory role with part time or casual employees when the absence of the employee may pose a hazard to the part time or casual employees. IE: Summer students being abandoned in a location with no transportation or left to operate equipment when not qualified to operate said equipment without supervision.

EXCEPTIONS:

Employees may be permitted to attend to E-911 Dispatches under any circumstances when authorized by the Operations and Maintenance Director or said designate.

This policy is effective February 4, 2002.

Protect
#002

Emergency Services Non Response Policy

Mutual Aid Info

The Mutual Aid System is a no-charge reciprocal system of emergency response and assistance that towns, villages and municipalities in southern Manitoba can access through their local fire departments.

The main focus of the Mutual Aid System is to make a large number of resources available in a pre-arranged, organized fashion at no additional cost to the town, village or municipality requiring assistance during a large- scale emergency situation.

Mutual Aid is activated when the fire or emergency is beyond the capability of the responding fire department, or there are more fire calls or emergencies than the local fire department can respond to. For example, if a fire in your community was too large for your local fire department to handle alone, Mutual Aid could be called upon for additional equipment and personnel. The same would apply if a tanker or train carrying dangerous goods was involved in an accident.

Mutual Aid also offers back-up protection. If the local fire department is attending one fire or emergency, this system provides response to any other fire or emergency situation in that town or municipality. All of this additional assistance is provided at no cost to the town or municipality.

The Mutual Aid System is set up under the provisions of Section 264 of *The Municipal Act*. This Section empowers municipalities to enter into agreements with other municipalities for providing or obtaining fire protection or emergency response assistance. Mutual Aid does not affect or replace this authority.

Each Mutual Aid District has a coordinator who is responsible for the smooth and orderly response or equipment from one town or municipality to another. The coordinator also ensures that during a Mutual Aid call, no town or municipality is left without back-up protection in case some other emergency occurs elsewhere in the area.

Each fire department in the Mutual Aid District has a pre-arranged assignment specifying which neighboring departments they are to back up and in which priority (i.e. 1st, 2nd, 3rd called in). In other words, each fire department in a district knows beforehand which town or municipality they may be required to assist, and in what order.

The authority for requesting assistance rests with the fire chief or the officer in charge in the chief's absence. Either personally or by directing a member of his department, the chief will notify the "first help call" department that assistance is required, giving pertinent information and directions. Before responding, this department notifies the District Mutual Aid District Coordinator that they are answering a call for assistance, giving the name of the requesting fire department. The coordinator arranges for necessary back-up coverage. If additional help is required at the scene, the chief will call directly to the area coordinator, who will arrange such assistance and further back-up coverage for the responding fire department's area of responsibility.

A town or municipality must pass a by-law to participate in the Mutual Aid System. Mutual Aid calls are on a no-charge basis; but calls, which fall under a fire protection agreement, are subject to the terms and conditions of that agreement. It should be noted that to qualify as a Mutual Aid call, the "home" or requesting fire department must be fully committed. Any other forms of assistance would fall under a fire protection agreement.

Terms

Mutual Aid is an agreement between participating municipalities to provide assistance, with no charge, to other participating municipalities for emergencies at which the "home" fire department is in attendance and cannot control the incident by itself or where the "home" fire department has resources fully committed and would be unable to respond.

Fire Protection Agreement is a contract between municipalities to provide protection in all or in part for a fee. This is usually renewed annually.

Local Authority Means (a) a municipality; (b) an incorporated community established or continued under The Northern Affairs Act; (c) in the part of Northern Manitoba — as defined in section 1 of The Northern Affairs Act — that is not within the boundaries of an incorporated community, the minister appointed to administer The Northern Affairs Act; and (d) a local government district.

Incident Command System (ICS) is the organizational arrangement wherein one person, normally the Fire Chief of the impacted district, is in charge of an integrated, comprehensive emergency response organization and the emergency incident site, backed by an Emergency Operations Center staff with resources, information, and advice.

Incident Commander (IC) is the firefighter in charge of the overall incident.

Mutual Aid Vehicle Collisions a 911 call to respond to an incident, not dependant on location. The fire department first responding to the 911 page (not necessarily first on scene) or dependant upon specialty equipment and training shall be eligible to submit claims to MPIC.

Non Response is a call in which the local authority is unable to, or does not respond to a call for services.

Incident Command System

- An Incident management system shall be provided to form the basic structure of all emergency operations of the fire departments regardless of the scale of the departments or emergency
- Command should require the officer or member in charge of the first arriving unit on scene of any fire or emergency to assume command and provide a brief situation report by radio that indicates the nature and extent of the emergency
- All members should be encouraged to take ICS-100 Incident Command System. **Course Description:** This introductory course will cover the basics of the Incident Command model of emergency management. All members of Emergency Services should take this course so they are aware of how the Incident Command model works. There is no cost for this on-line course.
- See http://www.firecomm.gov.mb.ca/mesc_ics_registration.html for more info.

Implementing an ICS

Command should establish an effective command position, do a scene size up, develop and action plan, assign incoming units and if necessary call for additional resources

- Accountability shall be set in place by command and they shall be aware of the identity of all members assigned to the fire company's at all times and the location and activity of each assigned member.
1. The First arriving fire officer on scene will take up the roll of Incident commander
 - He will be overall in charge of the scene.
 - He is ultimately responsible for everything on scene.
 - a. What has occurred?
 - b. What is the current status of the emergency?
 - c. Is anyone injured or trapped?

- d. Can the emergency be handled with the resources already on scene or on route to the scene?
 - e. Does the emergency fall within the scope of your training levels?
- 2. IC will be responsible for formulating the incident action plan and or coordinating and directing all incident resources to implement the plan and meet its goals and objectives.
 - If no life threatening situation demands immediate action the IC should begin to formulate an Incident Action Plan keeping in mind the following priorities.
 - a. Ensuring personnel safety and survival
 - b. Rescuing or evacuating endangered occupants
 - c. Eliminating the hazards
 - d. Conducting Loss Control
 - e. Cleaning up and protecting the environment
 - Command should establish an effective command position, do a scene size up, develop an action plan, assign incoming units and if necessary call for additional resources
 - Accountability shall be set in place by command and they shall be aware of the identity of all members assigned to the fire company's at all times and the location and activity of each assigned member.

Transfer of Command

- Transfers of command from the first commander should be carried out face to face when possible, but over the radio may be used when needed.
- Transfer made to a higher ranking or more experienced officer or designate on the scene
- May occur several times during an incident
- Good communication is a must and includes a situation status report (states what has happened; what's been done; problem worse/better; resources on scene/en route), acknowledgement of status, notification of transfer
- The former IC makes the announcement when a change of command takes place
- Transfer of Command should be transferred to the local Municipality having jurisdiction as soon as possible and safe to do so.

Example: A call is in Rosedale Municipality and Neepawa is first on scene. If Rosedale arrives on scene at a later time, command shall be transferred as soon as possible to the home municipality.

Termination of an Incident

- Demobilization plan
 - Release of mutual aid units
 - When releasing units once the incident has been stabilized or brought back under control whenever possible the local municipality having jurisdiction shall maintain command of the scene and release the other municipalities first.
- Equipment accountability
 - Loaned equipment
 - Damaged or lost equipment

Fee Schedule for Non Mutual Aid Emergency Responses

See Schedule A: Fee Schedule for Non Mutual Aid Emergency Responses attached.

Incident Management – Transferring Command



Reference: IFSTA Essentials of Fire Fighting 3rd & 4th edition, NFPA 4-1.1

Performance Objective: The candidate, given a scenario, shall demonstrate transfer of command.

Suggested Scenarios:

- (1) A 5 year Level II fire fighter at the scene of a vacant single house structural fire. There is one pumper and a rescue with 5 fire fighters and 2 officers. Initial size-up has been completed. Positive pressure ventilation initiated and initial interior fire attack has commenced.
- (2) A new Level II fire fighter has arrived at a single MVA with a pumper, rescue and crew of 6. There are 4 victims involved, 2 obviously pinned in the wreckage. You have just completed the initial surveys and have begun stabilization.

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Transferring Command to Another

- a. ___ ___ Evaluates need for transfer of command
- b. ___ ___ Clearly describes the situation
- c. ___ ___ States what has been done
- d. ___ ___ Reports on current status
- e. ___ ___ Reports resources currently available
- f. ___ ___ Gives assessment of the situation
- g. ___ ___ Confirms status report from relieving officer
- h. ___ ___ Notifies transfer of command to emergency scene

Receiving Command from Another

- a. ___ ___ Evaluates need for transferring command
- b. ___ ___ Correctly determines whether transfer should occur
- c. ___ ___ Receives status report; additional information requested
- d. ___ ___ Acknowledges status report
- e. ___ ___ Notifies transfer of command to emergency scene

“Schedule A”

Fee Schedule for Non Mutual Aid Emergency Responses

Fees for firefighting apparatus shall be set as follows;

- \$250 per apparatus/hour at 1 hour increments

Fees of firefighting personal shall be set as follows;

- \$20 per responder/hour at 1 hour increments to a maximum of 10 responders.

Chief Administrative Officer
Allison Bardsley, CMMA



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Neepawa & Area Homecoming 125

Resolution #: 8757A

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MOTION PAD

Date: December 16, 2008

Moved by: [Signature]

Seconded by: [Signature]

BE IT RESOLVED that the Council of the Town of Neepawa recognize the need to implement a Emergency Services Non Response Policy, PROTECT #002.

THEREFORE BE IT RESOLVED that the attached policy of the Town of Neepawa, Protective Services, be indexed as PROTECT #002 in the Town of Neepawa Policy and Procedure Manual.

CARRIED

[Signature]