
Municipality of Cumberland Policy FS07-02

Fire Service Department Registration Policy

(Amended April 2023)

Purpose

1. The purpose of this Policy is to establish procedures and requirements for the registration of the fire departments within the Municipality of Cumberland.

Authority

2. Section 294 of the Municipal Government Act (the "Act") sets out the general rules for registration of fire departments. Section 296(2)(a) of the Act specifically authorizes the Municipality to adopt policies setting out the requirements and procedures for registration. Copies of these sections should be attached to this Policy for convenience.

Intent

3. It is the intent of this Policy to add to the provisions found in the Act, and this Policy is to be interpreted in that way.

Required to be Registered

4. No fire department shall receive any funding from the Municipality unless it has been duly registered by the Municipality and that registration continues in force. A registered fire department shall only receive funding from the Municipality for those specific emergency services approved by the Municipality's registration of that department and additional services in development and specifically approved in that department's budget.

Registration Procedure

5. A fire department applying to the Municipality to be registered must complete the Registration Form set out in the Appendix "A" to this Policy. The department must also supply the Municipality with a complete list of department members and their current levels of training and certification. In addition, the department must supply the Municipality with a current inventory of all apparatus, equipment and gear to be used to provide the services the department has indicated it intends to provide.

7. The Municipality's Director of Protective Services shall review the application and supporting materials and may require additional information and documentation be provided in order to determine that the requirements of the Act and this Policy are fulfilled, and to assess whether the department is capable of providing the services it offers to provide.
8. When satisfied an application for registration is complete, the Director of Protective Services shall prepare a report for the CAO summarizing the features of the application and recommending the application be accepted or refused, in whole or in part. The CAO may accept or refuse the registration application in whole or in part, subject to section 294(2) of the Act.
 - a. In the event a Fire Department is refused registration, the decision of the CAO may be reviewable by Council upon 14 days notice from the Fire Department denied registration. Council may, subject to the provisions of S. 294 of the Act, accept or reject, in whole or in part, the application for registration.

Ongoing Requirements

9. The Director of Protective Services may annually or from time to time require a registered fire department to provide current documentation or other information to ensure the requirements of the Act and this Policy are still being met.
10. A registered fire department may from time to time apply to add or remove specific emergency services from its registration and shall supply such documentation and information as may be required by the Fire Services Coordinator.

Withdrawal of Registration

11. The Municipality may withdraw, in whole or in part, the registration of a fire department upon the recommendation of the CAO, if the CAO is no longer satisfied the department is capable of providing the services covered by its registration or if the department fails to comply with the requirements of this Policy.

Effective Date

12. This policy is effective upon adoption in which date all previous Fire Service Department Registration Policies of the Municipality are hereby repealed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: April 19th, 2023

Date of Passage of Current Policy: April 26, 2023

I certify that this Policy was adopted by Council as indicated above.

Clerk



Date



**Application for Registration
as a Primary Fire Response
or Emergency Services Provider**

Fiscal Year 2023 - 2024

Applicant: _____

Contact Person & Phone #: _____

Address: _____

Incorporated body under:

Societies Act OR *Companies Act* (circle one)

Registry of Joint Stock Companies Registration # _____

Registration Expiry Date: _____

Number of Department members: _____

Insurance Provider: _____

Insurance Policy Period: _____

Motor Vehicle Liability Limit: _____

General Liability Insurance Policy Limit (minimum 2 million): _____

Complete financial statements from the previous fiscal year are required as part of the Application for Registration.

Boundaries of Primary Service Territory: _____

Please indicate the service that the department will endeavor to provide by placing an X in the appropriate box. N/A denotes a service not being provided by the Applicant.

	Structural Offensive	Structural Offensive with Mutual Aid	Structural Defensive	N/A
1. Fire and Fire Related Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Registration as Structural Offensive requires your department to have a minimum of four (4) firefighters trained Level 1 with Fire Control. Alternatively, you do have the option to register as Structural Offensive with Mutual Aid. Please indicate the names of those trained to this standard below. If more space is required, please use another sheet of paper.

1	_____	6	_____
2	_____	7	_____
3	_____	8	_____
4	_____	9	_____
5	_____	10	_____

2. All Officers in your department are strongly encouraged to meet the minimum standards of the Nova Scotia Fire Service Officer Qualifications. Please provide a list of Officers for your department and indicate if they meet the minimum Officer Qualifications.

Name	Position	Yes	No	If no, expected date
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Minimum Equipment Requirements

Please indicate equipment owned by your department by checking the box

- An initial attack apparatus. Please provide ULC number and date: _____ Five
- (5) self-contained breathing apparatus (SCBA), with one spare bottle per pack, that meets the revision cycle standard.

4. Medical Emergencies

Please indicate the names of Medical First Responders (MFRs) in your department registered with the Department of Health through Emergency Health Services.

1 _____	7 _____
2 _____	8 _____
3 _____	9 _____
4 _____	10 _____
5 _____	
6 _____	

Please indicate the level of service that the department is equipped and trained to perform, and will endeavor to provide by placing an X in the appropriate box. N/A denotes a service not being provided by the Applicant.

Applicants should be aware of NFPA 1670 Standards for Rescue and limit the service they provide to the qualification they possess relevant to the technical categories of Technician, Operational, and Awareness skill categories. *This paragraph applies to all rescue services listed below.*

	Technician	Operational	Awareness	N/A
5. Vehicle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Other (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provider	Assistance		
13. Ground Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

14. Does your department have the equipment to perform the services checked above?

15. Does your department have the training and experience to provide the services checked above?

16. Please indicate any other man-made and/or natural disasters for which your department has the training, equipment, and command system to undertake:

17. Are there limits to the level of service that will be provided (for example, limited number of responders at certain times, lack of equipment, lack of qualifications) in respect to any of the services checked above? If so, please indicate what these are:

As Chief [or authorized representative] of the _____
(Name of Department)

I have read and understand the Departments' role in the registration process and the "Definitions of Terms Used in the Registration Form" in Appendix A, attached.

I understand by signing this I am not committing my department to any guaranteed level of service or response. As a volunteer organization there may be circumstances where inadequate response to an emergency may occur. We do actively participate in an automatic mutual aid response, however, there is no assurance that our mutual aid response will be adequate.

I declare that the information provided in this Application for Registration as a Primary Fire Response or Emergency Services Provider under the *Municipal Government Act* with the Municipality of the County of Cumberland is true to the best of my knowledge, information, and belief.

Date: _____

Name of Chief – **Please Print**

Signature of Chief

MUNICIPALITY

Date of Approval of Registration: _____ Date of Expiry of Registration: _____

Name of Chief Administrative Officer (CAO)

Signature of CAO or his or her designate

Appendix A:

Evaluation of Services Provided and Level of Service for Use with Application for Registration as a Fire Department or Emergency Services Provider under the Municipal Government Act

Spelling out the specific parameters of services to be provided allows the fire department to plan, staff, equip, train, and deploy members to perform these duties. It also gives the Municipality an accounting of the costs of services and allows it to select those services it can afford to provide. Likewise, the Municipality can identify services it cannot afford to provide and that it cannot register the department to deliver.

The industry standards most widely used and accepted for the fire service are from the National Fire Protection Association (NFPA). Standard 1500 for Firefighter Occupational Health and Safety is the cornerstone upon which each fire department attempts to meet a standard of safety. The key to this standard is that, "no activity is undertaken unless the benefit outweighs the risk." There are sections such as physical fitness requirements and recruiting that may require a different approach by individual fire departments.

Definition of Terms Used in the Registration Form 1 to 3.

Fire and Fire Related Emergencies:

Structural Offensive: means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Departments should have firefighters trained to NFPA 1001, protective personal equipment, man-down alarms, an accountability system, adequate water supply, adequate pumping capacity and an incident command system. Departments should also have the proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.

Shipboard firefighting, if provided, should be carried out following the NFPA standard 1405 Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.

Structural Defensive: means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. Defensive operations are generally performed from the exterior of structures and are based on determination that the risk to personnel exceeds the potential benefits of offensive actions.

Such determining factors may include, but not limited to, the extent of fire within the structure, existing water supply for fire load, number of trained personal on site and foremost, risk to personnel versus reward. Also, be advised that an attack strategy may change from defensive to offensive should any of the fore mentioned factors change.

Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies. Training for defensive fire operation personal is extensive but less rigorous than NFPA 1001. Rescue may be undertaken if the benefit

warrants the risk. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard

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

Structural Offensive with Mutual Aid: means that on its own, a fire department meets the requirements of Structural Defensive only and can meet the requirements of Structural Offensive with additional specific resources identified in through a Mutual Aid agreement. The expectation would be that upon arrival, such a department would conduct Defensive operations only and if required, could change to offensive once additional resources arrived on scene and were deployed.

4. Medical Emergencies: response to known medical emergencies.

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

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

5.to 9. The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse and high angle rescue:

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue.

Generally, these terms mean:

Technician: First responders at the technician level are those persons who respond, as either initial call out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention.

Operations: First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

Awareness: First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

Refer to NFPA 1670 for specifics for each type of rescue.

10. Hazardous Materials: Response to chemical incidents.

All levels should be in accordance with NFPA 1072 Standard on Professional Competence of Responders to Hazardous Materials Incidents. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. There is a wide range of service, from a domestic oil spill to an upset gasoline tanker. The important fact is knowing the departments limitations.

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

Operations: First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. (Note: Firefighters trained to the Level 1 standard are required to be trained to the Operations Level of Hazardous Awareness)

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

13. Ground Search and Rescue:

Provider: meets the Nova Scotia Emergency Management Office's provincial standard for SAR teams.

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