

Town of Tillsonburg 2022 Business Plan

Fire & Rescue Services

November 29, 2021



2022 Business Objectives

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
Facility Space Needs Study	<p>Goal – Lifestyle & Amenities</p> <p>Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions regarding the maintenance, rehabilitation and replacement of community facilities.</p> <p>Priority Project- N/A</p>	Fire Chief	100% Funded Municipal Modernization Program	Q2
Negotiations with Fire Fighters Association	<p>Goal – Customer Service, Communication and Engagement.</p> <p>Strategic Direction – Enhance employee engagement and training as the foundation for exceptional customer service.</p> <p>Priority Project- Employee Engagement Strategy</p>	Fire Chief	\$0	Q4
Increase Fire Prevention Inspection Program to Satisfy Council Approved Service Levels, Legislative Compliance & Industry Best Practices	<p>Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.</p> <p>Priority Project- Municipal service review</p>	Fire Chief	\$0	Ongoing

2022 Business Objectives

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
Revise Emergency Management Program & By-law & Complete Annual Compliance Requirements	Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives. Priority Project- Municipal service review	Fire Chief	\$0	Ongoing
Increase Training & Officer Development Program to Satisfy Council Approved Service Levels, Legislative Compliance & Industry Best Practices NFPA- Compliant	Goal – Customer Service, Communication and Engagement. Strategic Direction – Enhance employee engagement and training as the foundation for exceptional customer service. Priority Project- Employee Engagement Strategy	Fire Chief	\$0	Ongoing
Increase Pre-incident Planning Program to Satisfy Council Approved Service Levels, Legislative Compliance & Industry Best Practices and improve FUS insurance rating	Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives. Priority Project- Municipal service review	Fire Chief	\$0	Ongoing
Develop PTSD, Cancer, Mental Health Risk Reduction Program	Goal – Customer Service, Communication and Engagement. Strategic Direction – Enhance employee engagement and training as the foundation for exceptional customer service. Priority Project- Employee Engagement Strategy	Fire Chief	\$0	Ongoing

2022 Capital Summary

Project	Community Strategic Plan	Lead Accountability	Project Cost	Anticipated Completion
<p>Bunker Gear Capital Replacement Program</p> <p>(Moved from Operating to Capital replacement program. Operating offset, \$15,000)</p>	<p>Goal – Community Growth</p> <p>Strategic Direction – Develop a long-term financing strategy for new services and infrastructure to support growth.</p> <p>Priority Project- N/A</p>	Fire Chief	\$15,000	Q2
<p>Technical Rescue Equipment Replacement Program</p>	<p>Goal – Community Growth</p> <p>Strategic Direction – Develop a long-term financing strategy for new services and infrastructure to support growth.</p> <p>Priority Project- N/A</p>	Fire Chief	\$10,000	Q3
<p>Tactical Radio Channel Recorder</p> <p>(H&S Initiative)</p>	<p>Goal – Community Growth</p> <p>Strategic Direction – Develop a long-term financing strategy for new services and infrastructure to support growth.</p> <p>Priority Project- N/A</p>	Fire Chief	\$8,000	Q1

Risks

Resource capacity challenges identified in achieving Council approved service levels, legislative compliance or industry standards and best practices related to:

- Emergency Response Times and Staffing (Fires)
- Fire Ground Supervision / Incident Command (OHSA)
- Fire Prevention Programs (Regulation)
- Fire Communications Staffing/Supervision (2 people 24/7)
- Fire Service Training Programs (OHSA/NFPA)

Additional resources are required to maintain service levels, meet legislative compliance and Industry standards and best practices.

Risks

- Decreased availability of staffing resources results in increased response times, inadequate staffing levels reduced firefighter safety and increased fire loss
- Increased call volume related to growth results in fewer employers allowing firefighters to leave work to respond to emergencies further reducing available staffing resources for fire response
- Increased absence due to COVID -19, PTSD & Mental Health increase staffing costs and reduces available staffing resources.

Opportunities

- Facility Space Needs Study will identify current and future space requirements for fire services and help inform decisions regarding future direction of Fire Service facility(s).
- Increasing fire prevention and public education program resources is shown to help reduce fire incidents and fire loss and will assist in achieving Council approved service levels, legislative compliance or industry standards and best practices.
- Increasing fire training and Officer development program resources to provide NFPA compliant training and incident command program is required to achieve Council approved service levels, legislative compliance or industry standards and best practices, enhance safety and succession planning

Opportunities

- Exploring alternative fire protection deployment models and partnerships may decrease response times, and improve fire ground effectiveness and firefighter safety
- Increasing Fire Communications supervision and staffing 2 people 24/7 to meet NFPA 1221 is a more sustainable business model and will retain and grow market share
- Increasing firefighter staffing will increase number of available firefighters to respond to fires and increase fire ground effectiveness and firefighter safety

Opportunities

- Investment in PTSD, Mental Health and Occupational Cancer risk reduction strategies can result in reduced staffing costs and increase staff availability
- Increasing Smoke and CO alarm program resources can reduce false alarms and demand on fire suppression resources
- Increasing economic incentives can reduce false alarm
- Increasing pre-incident planning increases emergency response effectiveness, safety and improves Fire Underwriter insurance grading for residents and businesses

Future Departmental Directions: 3 year outlook

2023

- Continue to grow Fire Communications partnerships
- Develop a Master Fire Plan
- Determine future direction for fire station conceptual design phase and timeline
- Officer development and succession planning
- Training to NFPA professional qualification standards

Future Departmental Directions: 3 year outlook

2024

- Complete 3rd phase of NG-911 project, train staff and operationalize NG-911
- Procure fire station build/renovation project
- Continue to grow Fire Communications partnerships
- Continue to Implement Master Fire Plan
- Officer development and succession planning
- Firefighter Dispatch Association negotiations (March)

Future Departmental Directions: 3 year outlook

2025

- Commence Construction phase of Fire Station build/renovation project
- Continue to expand Fire Communications partnerships
- Continue to implement Master Fire Plan
- Officer Development and succession planning



2022 Financial Plan
Operating Plan - Cost Code Summary
Fire

	2021	2022	Budget	%	Note
	Budget	Budget	Variance	Variance	Reference
Revenues					
User Charges	-611,400	-796,200	-184,800	30.2%	1
Total Revenues	-611,400	-796,200	-184,800	30.2%	
Expenditures					
Labour	1,279,500	1,425,200	145,700	11.4%	2
Purchases	220,500	202,100	-18,400	(8.3%)	3
Contracted Services	138,700	130,700	-8,000	(5.8%)	4
Contribution to Reserves	30,000	45,000	15,000	50.0%	5
Interfunctional Adjustments	295,000	325,000	30,000	10.2%	6
Debt Principal & Interest	70,300	90,800	20,500	29.2%	7
Total Expenditures	2,034,000	2,218,800	184,800	9.1%	
Total Net Levy	1,422,600	1,422,600			
Notes:					
1	Increased Fire Communications Revenue				
2	New FTE Request plus part time increase				
3	Training decrease; Safety Expense decrease				
4	Equipment Maintenance Contract				
5	Increased amount to Reserves -Fire Equipment				
6	Fleet and IT charge allocations				
7	Relating to new Fire Comm equipment				



2022 Financial Plan
Operating Plan - Cost Code Summary
Police

	2021	2022	Budget	%	Note
	Budget	Budget	Variance	Variance	Reference
Revenues					
Grants	-213,300	-97,000	116,300	(54.5%)	1
User Charges	-350,300	-333,900	16,400	(4.7%)	
Total Revenues	-563,600	-430,900	132,700	(23.5%)	
Expenditures					
Labour	27,200	27,600	400	1.5%	
Purchases	77,300	77,200	-100	(0.1%)	
Contracted Services	3,569,600	3,565,300	-4,300	(0.1%)	
Total Expenditures	3,674,100	3,670,100	-4,000	(0.1%)	
Total Net Levy	3,110,500	3,239,200	128,700	4.1%	
Notes:					
1	Community Safety & Police Grant				



2022 Financial Plan
Operating Plan - Cost Code Summary
Communications

	2021	2022	Budget	%	Note
	Budget	Budget	Variance	Variance	Reference
Revenues					
User Charges	-582,400	-763,200	-180,800	31.0%	1
Total Revenues	-582,400	-763,200	-180,800	31.0%	
Expenditures					
Labour	638,800	721,900	83,100	13.0%	2
Purchases	15,300	20,400	5,100	33.3%	3
Contracted Services	109,900	87,800	-22,100	(20.1%)	4
Interfunctional Adjustments	-58,100	-56,200	1,900	(3.3%)	
Debt Principal & Interest	49,700	70,900	21,200	42.7%	5
Total Expenditures	755,600	844,800	89,200	11.8%	
Total Net Levy	173,200	81,600	-91,600	(52.9%)	
Notes:					
1	Increased Fire Communications Revenue				
2	New FTE request - shared duties				
3	Special Project				
4	Equipment Maintenance Contract				
5	Relating to new Fire Comm equipment				

2022 Capital Project Listing - New Projects (Draft)															
	Project #	Contribution	Grants	Grants	Tax Supported	Reserves	DC	DC	Donations	Miscellaneous	User Pay	Taxation	Project	Priority	ITEM
	in FMW	Expenditures	to Reserves	Oxford County	Fed & Prov	Debt	Reserves - w/o Exemptions	Reserves - with Exemptions			Debt		Ranking	Code	#
Project Listing															
150 Fire															
H&S Tac Channel Recorder Radio	X98	8,000										8,000	1	A – Must do this year	2 - Security/Risk Management/H&S
PPE Bunker Gear R&R	X99	15,000					(8,800)	6,864				13,100	1	A – Must do this year	2 - Security/Risk Management/H&S
Fire Master Plan	X94	50,000					(37,500)	8,250				20,800	2	B – Must do next year	4- Increased due to growth-related
Tech Rescue Equip R&R (Rope, CF, HZM, Water etc.)	X93	10,000										10,000	1	A – Must do this year	2 - Security/Risk Management/H&S
Total 150 Fire		83,000		-	-	-	-	15,114	-	-	-	51,900			

Town of Tillsonburg

Capital Projects

Project	X98 Tactical Channel Radio Recorder		
Department	Fire		
Version	3 - SMT final	Year	2022

Description

The purchase of radio equipment to record, recall, playback and retain fire ground communications for the current tactical radio channel including hardware and installation costs.

Justification

This is a Fire fighter health and safety initiative. Effective communications are a critical component in emergency operations. The current tactical radio channel is not recorded. Industry standards and best practises require a separate tactical channel for fire ground operations and that it be recorded for safety, training, or potential litigation purposes .

Budget

	Total	2022	2023	2024	2025	2026	2027
Expenditures							
Construction	8,000	8,000					
Expenditures Total	8,000	8,000					
Funding							
Taxation	8,000	8,000					
Funding Total	8,000	8,000					

Town of Tillsonburg

Capital Projects

Project	X99 PPE Bunker Gear		
Department	Fire		
Version	3 - SMT final	Year	2022

Description

Establish a capital replacement program for life cycling of fire fighting bunker gear (PPE). This will ensure proper life cycle replacement of fire protective bunker gear. Bunker Gear is currently replaced through the operating budget. There will be an offset reduction in the operating budget in the amount of \$15,000 resulting in \$0 net overall budget change.

Justification

The OHSA requires that employer provide every firefighter who may be required to perform interior structural fire suppression duties with structural firefighting protective garments that meet or exceed the requirements of the following standard:

1. NFPA 1971 "Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting" 2007 edition, in the case of garments manufactured on or after March 1, 2007.
2. CAN/CGSB-155.1-M88 "Firefighters' Protective Clothing for Protection Against Heat and Flame" in the case of garments manufactured before March 1, 2007. O. Reg. 480/10, s.

Budget

	Total	2022	2023	2024	2025	2026	2027
Expenditures							
Construction	15,000	15,000					
Expenditures Total	15,000	15,000					
Funding							
Cont from DC Reserves	1,900	1,900					
Taxation	13,100	13,100					
Funding Total	15,000	15,000					

Town of Tillsonburg

Capital Projects

Project	X94 Fire Master Plan		
Department	Fire		
Version	3 - SMT final	Year	2022

Description

A Fire Master Plan provides Council and senior staff with a strategic planning framework for the delivery of fire protection services over the next 8-10 years. The Fire Master Plan is derived from a Community Risk Assessment (C.R.A) which paints a picture about local needs and circumstances and is used to inform decision making including establishing service levels for the fire department.

Justification

To provide Council with a strategic framework informed by a Community Risk Assessment to guide evidence based decision making for the delivery of fire protection services to the Town of Tillsonburg for the next ten-year community planning horizon.

Budget

	Total	2022	2023	2024	2025	2026	2027
Expenditures							
Construction	50,000	50,000					
Expenditures Total	50,000	50,000					
Funding							
Cont from DC Reserves	29,200	29,200					
Taxation	20,800	20,800					
Funding Total	50,000	50,000					

Town of Tillsonburg

Capital Projects

Project	X93 Tech Rescue Equipment Replacment Program R&R		
Department	Fire		
Version	3 - SMT final	Year	2022

Description

Establish a capital replacement program for life cycling of Technical Rescue Equipment i.e. (Rope, Confined Space, Hazmat, Water Rescue equipment etc.)

Justification

The OHSA requires the employer to provide and maintain equipment for workers. Technical rescue equipment that is damaged, worn or has reached end of life must be replaced. A capital replacement program is required to ensure proper life cycle replacement of technical rescue equipment for technical rescue service levels approved by Council .

Budget

		Total	2022	2023	2024	2025	2026	2027
Expenditures								
	Construction	10,000	10,000					
	Expenditures Total	10,000	10,000					
Funding								
	Taxation	10,000	10,000					
	Funding Total	10,000	10,000					



White Paper:
Assistant Chief of
Fire Prevention & Training

Prepared for
2022 Budgetary Consideration

Executive Summary

An operational review of the Fire Department consisting of a review of the Fire Department Strategic Plan, Establishing and Regulating By-law, National Fire Protection Association (NFPA) standards, applicable legislation, Municipal Fire Safety Guidelines, organizational structure, and operational data identified resource capacity challenges in achieving Council approved service levels, legislative compliance and/or industry standards and best practices related to:

- Emergency Response Times and Fire Ground Staffing (Fires)
- Fire Ground Supervision and Incident Command
- Fire Prevention & Education Programs
- Fire Training Programs

Consultation with Fire Department Officers also identified capacity challenges related to response times, fire ground staffing, supervision, fire prevention, training, maintenance and inspection programs as areas that require additional staffing resources to ensure safety and meet service demands.

The Fire Services Strategic Planning Committee identified the need for an additional full-time staff member. The Committee identified challenges in daytime emergency response as well as the Departments' ability to deliver essential fire prevention programs, meet legislated requirements and additional pressures related to community risk assessment and increasing training demands.

Council approved an additional staff member for the Fire Department in 2019, however, the position was not staffed. The delay in additional staffing resources combined with organizational turnover has further hindered the Fire Department's ability to meet Council approved service levels, legislative compliance and/or industry standards and best practices.

An Assistant Chief of Fire Prevention and Training FTE position is required to increase the Fire Department's capacity to deliver fire prevention, code enforcement, education and training programs. Additionally, this position will increase emergency response effectiveness, fire ground staffing and supervisory capabilities.

The newly restructured Assistant Chief of Fire Prevention and Training position results in a savings of ~\$18,500 and will assist the Fire Department in achieving Council approved service levels, legislative compliance and industry best practices.

Background

The Town of Tillsonburg is growing and the Fire Department must keep pace with demand for fire protection service delivery. The Fire Department consists of a full-time Fire Chief, Acting Deputy Chief, and 5 Dispatchers.

The Suppression division is staffed by highly dedicated and committed paid-on-call members consisting of; (2) Platoon Chiefs (4) Captains (4) Lieutenants and (20) Firefighters. The Fire Department does not currently have a full-time Fire Prevention or Training Officer.

Tillsonburg is an urban paid-on-call Fire Department that responds to over 400 incidents a year. It services a growing population of 15,872 and a response area of 22.33 Km² with a population density of 710.8Km² (1841/Sq. mi) based on 2016 census data.

Legislative Framework

The Fire Protection and Prevention Act (FPPA) requires municipalities to establish a fire department or appoint a Community Fire Safety Officer or Team. In accordance with the FPPA the Fire Chief is ultimately responsible to Council for the delivery of fire protection services. The FPPA further requires municipalities to provide programs including public education with respect to fire safety and components of fire prevention as well as fire suppression services and other fire protection services (rescue, medical, extrication, CO, communications, training etc.) in accordance with its needs and circumstances. Program requirements are specified in regulations and amended from time to time.

The Fire Marshal may monitor and review the fire protection services provided by municipalities to ensure that municipalities have met their responsibilities under the act. If the Fire Marshal is of the opinion that, as a result of a municipality failing to comply with its responsibilities under subsection (1) or a serious threat to public safety exists in the municipality, he or she may make recommendations to the council of the municipality with respect to possible measures the municipality may take to remedy or reduce the threat to public safety. The Fire Marshal also issues guidelines to municipalities respecting fire protection services and related matters through Public Fire Safety Guidelines.

Council establishes fire protection service levels by direction to staff and through the Fire Department Establishing and Regulating By-law that specifies the services the Fire Department is authorized to provide. The Establishing By-law also lays out roles and responsibilities and organizational structure of the Fire Department.

The Occupational Health and Safety Act (OHSA) imposes duties on employers, supervisors and workers. Of note, are the requirements to provide information, instruction, and supervision to a worker to protect the health and safety of the worker, appoint competent supervision, and take every precaution reasonable in the circumstances for the protection of the worker.

The Ministry of Labour (MOL) Section 21 Committee establishes Firefighter Guidance Notes that establish best practices for protecting the health and safety of fire service workers and are enforceable by the MOL.

The National Fire Protection Association (NFPA) establishes industry standards and best practices for the fire service at a national level. The Ontario Fire Marshal has adopted NFPA Professional Qualification standards as the basis for fire service training in Ontario.

Current Operational Challenges

Fire Suppression Challenges

- Increased petroleum/synthetic products that burn hotter and faster
- Current deployment model increases response times (to station then incident)
- Growing community, increasing call volume (~425 in 2021)
- Fewer employers allowing firefighters to leave for emergencies
- Child care - both parents work prevents response
- COVID-19 has reduced available staffing
- Staff burnout due to number of calls and time commitment
- More transient work force – firefighters work further away and unable to respond
- Shift work schedules limit availability for response
- Current remuneration system creates staffing challenges
- Life events; school, family, health, injury limit staffing and response
- PTSD, Mental Health, Occupational Cancer impact staffing and limit response
- Physical and mental fitness requirements limit applicants and staffing
- Lack of succession planning or advancement opportunities limits staffing

The above list of challenges results in increased response times and fewer firefighters and supervisors responding to incidents. Often firefighters arrive on scene with inadequate staffing or supervision during or post flashover increasing risk to firefighter safety and decreasing their ability for rescue. These operational challenges negatively impact firefighter safety, public safety, fire loss and the Department's ability to meet Council approved service levels or comply with OHS requirements and industry standards or best practices.

Alternative approaches to staffing and resource deployment must be explored with a goal to reduce response times and increase fire ground staffing and supervision to enhance firefighter and community safety and satisfy legislative requirements and industry standards.

The current organizational structure and resource deployment model has limited capacity to meet OHS requirements or industry standards or best practices related to response times, fire ground staffing, or supervisory requirements necessary to ensure firefighter health and safety. Additional staffing resources are required to bolster response times, fire ground staffing and supervisory obligations.

Fire Prevention Challenges

- Limited capacity to conduct complaint and request inspections (regulation)
- Limited capacity to complete vulnerable occupancy inspections/fire drills (regulation)
- Lack of pre-incident plan data to assist in emergency response (Safety/FUS)
- Limited capacity to complete Community Risk Assessment (regulation)
- Limited capacity to follow-up and close open inspection files (regulation)
- Limited capacity to train and remain current in prevention issues and practices
- Limited capacity to review and approve fire safety plans (regulation)
- Limited capacity to conduct public safety education (regulation)
- Limited capacity to review or inspect business license applications
- Limited capacity to review, or inspect site plan applications
- Limited capacity for smoke and CO alarm program (regulation)
- Limited capacity to respond to inquiries in a timely manner

The current organizational structure has limited capacity to meet fire prevention and education program requirements under the FPPA and Council approved service levels. The bulk of fire prevention, code enforcements and education programs duties are delivered by dual-rolled paid-on-call fire suppression staff members with limited capacity or availability. Increasing fire prevention, code enforcements and education programs has proven to be an effective strategy to reducing fire loss across Ontario.

Public Education and Prevention:

Educating residents of the community to fulfill their responsibilities for their own fire safety is a proven method of reducing the incidence of fire. Only by educating residents can fires be prevented and can those affected by fires respond properly to save lives, reduce injury and reduce the impact of fires.

Fire Safety Standards and Enforcement:

Ensuring that buildings have the required fire protection systems, safety features, including fire safety plans, and that these systems are maintained, so that the severity of fires may be minimized.

Preventing fires through fire prevention and education programs and utilization of the appropriate fire safety standards and enforcement strategies is the most effective means to reduce the impacts of fire emergencies and fire related injuries in our community. The Ontario Fire Marshal has indicated that optimization of fire prevention and education programs must be a priority of the fire service. Additional staffing resources are required to increase capacity to meet fire prevention, code enforcements and education program requirements.

Training Challenges

- Increased training requirements for firefighters (OHSA & NFPA)
- Increased instructor expertise and prep time (OHSA & NFPA)
- Limited capacity to train paid-on-call members (OHSA & NFPA)

- Limited capacity to train instructors (OHSA & NFPA)
- Lack of available training time for paid-on-call instructors / learners
- Increased training demand for recruit training
- Limited capacity for program coordination and records management
- Increasing licence requirements (DZ) / medical
- Recruitment and retention of firefighters

The current organizational structure has limited capacity for both learners and instructors to meet fire service training demands required by OHSA and industry standards. The bulk of fire training program development duties are fulfilled by dual-rolled paid-on-call fire suppression staff members with limited capacity or availability. Training requirements to meet OFM adopted NFPA qualifications standards for both instructors and students has significantly increased training demands. Additional staffing resources are required to increase capacity to meet fire service training requirements and legislative compliance.

Summary:

An Assistant Chief of Fire Prevention and Training FTE position is required to increase the Fire Department’s capacity to deliver fire prevention, code enforcement, education and training programs. Additionally, this position will increase emergency response effectiveness, fire ground staffing and supervisory capabilities and assist in achieving Council approved service levels, legislative compliance and industry best practices.

Financial Impact / Funding Source

Assistant Chief position annual costs:	\$105,000
Restructuring cost savings:	(\$113,500)
Estimated revenue from new position	(\$10,000)

Total Cost Savings	\$18,500
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The cost differential between positions of (\$8,500) combined with new revenue of (\$10,000) result in the restructured Assistant Chief of Fire Prevention and Training position saving the Town \$18,500.

Key Responsibilities

The Assistant Chief of Fire Prevention and Training reports to the Fire Chief and acts as Fire Chief and CEMC in the absence of the Fire Chief. Key accountabilities include; leading and managing Emergency Response, Fire Prevention, Fire and Life Safety Education and Fire Training Programs.

Duties:

- Responds to Emergencies, Initiates ICS, Supervise Personnel, Mitigate Emergency
- Develops, Delivers and Evaluates Public Education and Training Programs
- Conducts Fire and Life Safety Inspection, code enforcement, Resolve Violations
- Evaluates Prevention, Education and Training Programs
- Maintains Legislative Compliance
- Liaise with Internal and External Agencies and Stakeholders
- Formulation and Implementation of Programs, Policies and Procedures
- Budget Development and Administration
- Evaluate Performance, Programs, Service Gaps
- Investigates Fire Cause and Documents Fire Scenes
- Prepares and Updates Building Audits and Pre-Incident Plans
- Performs Public Relations and Public Education
- Evaluates, Approves, and Enforces Fire Safety Plans
- Issues Plan Approvals for Compliance Equivalencies
- Initiates and Participates in the Prosecution of Offenders
- Develops Training Plans, Programs and Learning Materials
- Coordinates and Delivers Fire Service Related Training Programs
- Researches Policies, Procedures, Techniques and Equipment
- Conducts Career Development Coach, Mentor and Counsel Members
- Project Management
- Maintains Professional Competency
- Performs Administrative Duties
- Other duties as assigned

Position Qualifications (Preferred)

- Post-Secondary education in Fire Protection Technology, Administration, Education, and/or related field and/or equivalent as determined by the Fire Chief
- Minimum 5 years related work experience
- Valid DZ driver's licence in good standing
- Knowledge of Ontario Fire Code, Ontario Building Code, legislation and By-laws
- First Aid/CPR Certificate.
- Excellent verbal, written and presentation communication skills
- Superior interpersonal and customer service skills including the ability to work effectively in a team environment
- Ability to coach and mentor staff
- Ability to handle matters of a confidential or politically sensitive nature
- NFPA 1001 – Firefighter I & II
- NFPA 1021 – Fire Officer I II & III
- NFPA 1031 – Fire Inspector I, II
- NFPA 1041 – Fire Instructor I & II
- Qualified as a Certified Fire & Explosion Investigator (CFEI) or NFPA 1033
- Proficient in use of technology, Windows O/S, Microsoft Office Suite, Fire RMS