



<b>Policy Name</b>	Service Mandate- Riverview Fire & Rescue
<b>Policy Number</b>	10-2870-01
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<b>Date Of Review</b>	N/A
<b>Policy Statement</b>	This policy outlines the services provided by Riverview Fire and Rescue.

## Purpose

The purpose of the Service Mandate Policy is to establish the services provided by Riverview Fire and Rescue to the citizens of Riverview. Furthermore, the policy shall establish the level of service within each discipline.

## Scope

The Town of Riverview recognizes there is a potential for residents and visitors to be exposed to a variety of natural and human-made hazards. Riverview Fire and Rescue has an important role to play in risk prevention and mitigation as well as “first response” to a variety of emergencies. This document will detail the services to be provided by Riverview Fire & Rescue.

The Town of Riverview will provide fire suppression, rescue services, medical first responder services, fire inspection and investigation services as well as fire prevention and education in accordance with the provisions of this policy statement.

## Definitions

- 1.1 “Awareness Level” means that the fire department personnel will recognize hazards and determine risks, adopt a defensive position, secure the area, and call for specialized assistance.
- 1.2 “Operations Level” means that fire department personnel will recognize hazards and determine risks, will take action to contain the incident and may take limited action from a safe location to mitigate an incident. The department may seek assistance from outside agencies equipped to completely mitigate the incident.
- 1.3 “Technician Level” means that fire department personnel will recognize hazards and determine risks and may initiate a combination of actions to bring the incident under control and resolve it.
- 1.4 “Combination Department” means a fire department having emergency service personnel comprising less than 85 percent majority of either volunteer or career membership.

1.5 “TOR” means Town of Riverview.

1.6 “Wildland Urban Interface” means the zone of transition between unoccupied land and human development. It is the area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

## **Approvals**

This policy shall be approved by Council for the Town of Riverview. Any amendments require additional approval from Council.

## **Relevant Provincial Legislation**

### F-13, Fire Prevention Act

The Fire Prevention Act does not provide a service mandate to municipal fire departments.

### 2017, c.18 Local Governance Act

The Local Governance Act does not provide a service mandate to municipal fire departments.

### 2014, c.110- Forest Fires Act

It is implied within the Forest Fire Act that forest fire suppression, within the confines of a town, is the responsibility of the municipal fire department. An exception to this is provided in section 20(1) of the Forest Fires Act, which states that “When the Minister considers it to be in the public interest or when officials of a city or town request it, the Minister may order a conservation officer or a forest service officer to combat a fire within the boundaries of a city or town.” In this situation, the forest service officer shall assume direct responsibility for combatting the fire. Even under these circumstances, the municipality shall place its aid at the disposal of the officer.

## **Relevant TOR By-Laws**

### By-Law 500-11- Fire Protection

The Fire Protection By-Law in clause 3, under the heading *Fire Protection*, states that the Town shall have a Fire Department. The by-law itself does not enumerate the services that the fire department is mandated to provide to the citizens of Riverview.

## Applicable Agreements

### Memorandum of Agreement For The Provision Of Fire Inspection, Investigation And Prevention Services in the Town of Riverview, March 1, 2000.

The Town of Riverview and the NB Office of the Fire Marshal entered agreement that the Town provide the following services to its residents:

- Fire inspection services under a frequency schedule set forth by the OFM.
- Fire investigation services.
- Fire prevention education services by working with the OFM.

## Services

The service mandate of Riverview Fire & Rescue is informed by the *Community Risk Assessment- Fire and Rescue Services (2024)*.

**Note:** Refer to page 1 of this document for definitions of awareness level, operations level and technician level.

**Note:** Minimum certifications or training levels noted below are for RFR as a whole, in the understanding it is a combination department. The current collective agreement between the TOR and the Riverview Professional Firefighter's Association, Local 2549 of the I.A.F.F. may contractually stipulate higher standards of training for career firefighter/paramedics within RFR. In the event of any conflict in language, the current collective agreement supersedes this policy.

### 1. Incident Command Services

- All emergency response incidents (excluding medical first response incidents) shall have an Incident Commander.
- RFR shall utilize the principles of command as set forth by ICS Canada.
- The Fire Chief is authorized to implement a command system for response to routine incidents that align with the principles of ICS.
- All firefighters shall, as a minimum, be certified in *ICS 100*.

### 2. Fire Inspection Services

- RFR shall provide fire inspection services in accordance with procedures set forth by the New Brunswick Office of the Fire Marshal. The frequency of inspections shall comply with the most up to date schedule provided by the Officer of the Fire Marshal.
- Inspection services may include, but is not limited to, fire inspections, occupancy load reviews, and various permits.

- Fire Inspectors shall, as a minimum, be an IFSAC or Pro Board accredited Fire *Inspector Level 1*.

### 3. Fire Investigation Services

- RFR shall provide fire investigation services in accordance with procedures set forth by the New Brunswick Office of the Fire Marshal.
- Completed fire investigations shall be submitted to the Office of the Fire Marshal using the NB Fire Incident Reporting System.
- Fire Investigators shall, as a minimum, be an IFSAC or Pro Board accredited *Fire Investigator* (NFPA 1033).

### 4. Fire Prevention Education

- RFR shall provide fire prevention education services to residents.
- Fire prevention campaigns and programs may be coordinated with the New Brunswick Office of the Fire Marshal.

### 5. Dangerous Goods / Hazardous Materials Response

- RFR shall provide dangerous goods / hazardous materials response to the operations level.
- Firefighters shall, as a minimum, be certified as a NBCC *Firefighter Level 1* (NFPA 1001) which incorporates Hazmat Awareness and Operations.

### 6. Structure Fire Response

- RFR shall provide structural firefighting, which *may* include interior operations (dependent on conditions, risk calculation and firefighter safety). Interior operations are defined as fire suppression tactics that are carried out from within a structure.
- Firefighters shall, as a minimum, be certified as a NBCC *Firefighter Level 1* (NFPA 1001).

### 7. Forest Fire Response

- RFR shall provide forestry fire suppression services.
- It is understood that under the provincial Forest Fires Act the municipality may request the Department of Natural Resources and Energy Development to assume overall responsibility for fighting a forest fire within the town boundaries. Furthermore, the Minister of Natural Resources and Energy Development may order a conservation officer or a forest service officer to combat a fire within the boundaries of Riverview. In such cases the TOR shall place its aid at the disposal of the officer.
- Firefighters shall, as a minimum, be certified in *Emergency Fire Fighter Training* from the Province of New Brunswick.

#### 8. Wildland Urban Interface Fire Response

- RFR shall provide wildland urban interface fire suppression services.
- Firefighters shall, as a minimum, be certified in *Emergency Fire Fighter Training* from the Province of New Brunswick as well as *NBCC Firefighter Level 1* (NFPA 1001).
- Officers shall additionally be certified in *S-215: Fire Operations in the Wildland-Urban Interface*.

#### 9. Swiftwater Rescue Response

- RFR shall provide swiftwater rescue response services at the Operations Level.
- Members of the Swift Water Rescue team shall at a minimum be certified for *Swiftwater Safety Rescue Operations Level 2*. The Remaining firefighters are to have *Swiftwater Safety Rescue Awareness* certification.

#### 10. Ice Rescue Response

- RFR shall provide ice rescue response at the Technician Level.
- Members of the Ice Rescue team shall at a minimum be certified as an *Ice Rescue Technician*. The remaining firefighters are to have *Ice Rescue Awareness* certification.

#### 11. Confined Space Rescue Response

- RFR shall provide confined space rescue response at the Technician Level.
- Members of the Confined Space Rescue team shall at a minimum be certified as a *Confined Space Rescue Technician*. The remaining firefighters are to have *Confined Space Entry* certification.

#### 12. Low Angle Rescue Response

- RFR shall provide low angle rescue response at the Operations Level.
- Members of the Low Angle Rescue team shall at a minimum be certified in *Rope Rescue Operations*. The remaining firefighters are to be certified in *Rope Rescue Awareness*.

#### 13. High Angle Rescue Response

- RFR shall provide High Angle Rescue at the Awareness Level.
- Firefighters shall, at a minimum, be certified in *High Angle Rescue Awareness*.

#### 14. Off-Road Rescue Response

- RFR shall provide Off-Road Rescue services.
- Career firefighters are to receive *ARGO Operator (Level 1)* certification.

#### 15. Vehicle Extrication

- RFR shall provide vehicle extrication services.
- Career firefighters, at a minimum, will be certified as Level II Firefighters. Volunteer firefighters, at a minimum, will be certified as NBCC *Firefighter Level 1* (NFPA 1001) Firefighters.

#### 16. Medical First Response

- RFR shall provide medical first responder services. (**Note:** this service excludes transportation of patients).
- Calls will be responded to at a Primary Care Paramedic level (by career firefighter/paramedics) when operational capacity permits. The minimum level of service provided by volunteer firefighters shall be *Intermediate First Aid and CPR*.
- Career firefighters are to be licensed *Primary Care Paramedics*. Volunteer firefighters are to be trained, at a minimum, in *Intermediate First Aid and CPR*.