

# Town of Truro – Policy & Procedure Manual

**Subject:** Fire Response and Emergency Services Policy  
**Policy Number:** P140-001  
**Approval Date:** October 4, 2004  
**Departments:** Truro Fire Service

1. This Policy is entitled the “Fire Response and Emergency Services Policy”.
2. In this Policy:
  - (a) “Fire Response and Emergency Services Provider” or “Service Provider” includes organizations which provide one or more fire response and/or non-fire emergency services;
  - (b) “Mutual Aid Provider” means a fire response and emergency services provider which may be called for assistance and support at the request of a primary service provider;
  - (c) “Primary Fire Response and Emergency Services” or “Primary Service Providers” means fire response and emergency services providers which are intended to be called first by emergency services dispatchers for the provision of a particular service in a defined territory in the Town;
  - (d) “Registered” means registered by the Town in accordance with Part X of the *Municipal Government Act* and the provisions of this Policy;
  - (e) “Town” means the Town of Truro.

## **Primary Fire and Emergency Services Provided by the Town Fire Service**

3. In the area defined by the municipal boundaries of the Town, the Truro Fire Service, which is comprised of paid firefighters employed by the Town and the Truro Volunteer Fire Brigade, shall provide such primary fire response and emergency services as the Truro Fire Service is registered to provide.
4. The Truro Fire Service shall operate in accordance with Standard Operating Procedures made by the Truro Fire Service, based upon the standards and codes of the National Fire Protection Association.

## **Requirements and Procedures for Registration**

5. The Town adopts the following requirements and procedures for registration under Part X of the *Municipal Government Act*:
  - (1) The Town will make available to all eligible fire response and emergency service providers interested in registering with the Town an application form, which must be completed in full and returned to the Town for review. A copy of the application form for service providers is attached as Schedule "A".
  - (2) The Town shall register a body corporate or a municipal fire department that complies with the requirements of the *Municipal Government Act* and this Policy if:
    - (a) The Town is satisfied based on a review of the application form that it is capable of providing the services it offers to provide;
    - (b) It does not provide fire response and emergency services for profit;
    - (c) In the case of applicants seeking to register as primary service providers, the Town does not otherwise provide or support others to provide the same primary service for the same territory; and
    - (d) It has completed and signed an application in the form provided by the Town, and where a Fire Commission exists pursuant to statutory authority, the Commission and the entity providing the service have both signed the application.
  - (3)
    - (a) Registration shall be effective upon the Chief Administrative Officer or his or her designate signing the application form on behalf of the Town and shall be for the services for which application is made unless the contrary is indicated by the Town when approving the registration.
    - (b) Failure to comply with this Policy may be a cause for the Town to revoke the service provider's registration.

## **Mutual Aid Providers**

6. The Town acknowledges mutual aid or support services provided by fire response and emergency services providers registered as mutual aid providers, and the Town authorizes primary service providers to request and obtain assistance where reasonably necessary from other, unregistered fire response and emergency services providers which are lawfully authorized primary service providers in another geographic area, municipal unit or jurisdiction.

7. The Town adopts as a mutual aid agreement of the Town for purposes of s. 302 of the *Municipal Government Act*:
  - (a) Each standing mutual aid agreement entered into by a registered primary service provider or by the Town; and
  - (b) Each *ad hoc* request made by a registered primary service provider for assistance at fires, rescues and other emergencies which results in another service provider responding to the event.
8. Nothing in section 6 or 7 of this Policy authorizes a primary service provider to obligate or purport to obligate the Town to make cash payments for aid or assistance.

### **Grants and Loans**

9. Council may at its discretion grant or loan money or assets or guarantee loans for primary service providers.

### **Fire Response and Emergency Service Standards**

10. All fire response and emergency services providers shall, to the best of their abilities and judgment, refrain from undertaking any activity unless the benefit of the activity appears at the time to outweigh the risks of the activity, including any risks arising from deficiencies or limitations of trained personnel, command and equipment at the site.

**SCHEDULE "A"**

TOWN OF TRURO

Application for Registration as a  
Fire Response or  
Emergency Services Provider under the  
*Municipal Government Act*

Applicant: \_\_\_\_\_

Contact Person & Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Incorporated body under: \_\_\_\_\_

Insurance (attach evidence  
of insurance coverage such  
as copy of insurance binder  
or declaration pages): \_\_\_\_\_

motor vehicle liability policy limits:       \$ \_\_\_\_\_

general liability insurance policy limits:   \$ \_\_\_\_\_

insurance policy period: \_\_\_\_\_ to \_\_\_\_\_

insurer: \_\_\_\_\_

Boundaries of Primary Service Territory: \_\_\_\_\_

Is the Applicant seeking registration as a primary service provider or as a mutual aid provider? \_\_\_\_\_

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

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

	Registered First Responder	Medical Assistance	N/A
2. Medical Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Technician	Operational	Awareness	N/A
3. Vehicle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structure/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Provider	Assistance	N/A
9. Ground Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Other: Man made and natural disasters for which the service has the training, equipment and command system to undertake.

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:

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

Yes

No

13. Does the department have the training or experience necessary to perform the services checked above?

Yes

No

**APPLICANT**

**MUNICIPALITY**

Date: \_\_\_\_\_

Date of Approval of Registration  
Application:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_

\_\_\_\_\_  
Signature of CAO or his or her designate

**PLEASE NOTE:** Explanation of the terminology used in this registration form is provided in the Information from the Office of the Fire Marshal included as Addendum "B" in the Guide Respecting Fire and Emergency Services in the *Municipal Government Act* Resource Binder, a copy of which is available from the Town upon request. To register, a department must be incorporated and hold any valid liability insurance that is required by municipal policy. The department must operate a not-for-profit basis. The registration does not make the department an agent of the Town. This registration may be modified by notifying the municipality thirty days in advances. The Town may revoke this registration for cause. See the Town's Fire Response and Emergency Services Policy for further details.