



TOWN OF HINTON

POLICY TITLE: FIRE DEPARTMENT – SERVICE LEVELS

POLICY #: 030

EFFECTIVE DATE: DECEMBER 7, 2010

**ADOPTED BY
COUNCIL ON: MARCH 3, 2009**

REVISED: DECEMBER 7, 2010

POLICY STATEMENT

HINTON FIRE DEPARTMENT SERVICE LEVELS 2010

The Hinton Fire Department currently utilises a full-time Fire Chief and Deputy Fire Chief and a part time Administrative Assistant to provide the services noted below. In addition, thirty-three (33) paid-on-call officers and fire fighters are utilized primarily for fire fighting and when available to assist in other areas.

A. PROACTIVE SERVICES

Conduct on an as available basis Alberta Fire Code Enforcement, Public Education, Pre Emergency Planning, and Customer Consultation.

Maintain and expand Fire fighter training to recognized standards

1. **Code Enforcement** (interacting with the community to identify and correct potential fire and safety hazards)

Fire prevention inspections are conducted on commercial, industrial, retail and secular occupancies, except private dwellings on a “Request of Complaint” basis only with the exception of all West Fraser properties. As prescribed by the Safety Codes Act, West Fraser requested through the Accredited Municipality, (Hinton) that they be allowed to administer the Act for the fire discipline for their buildings

2. Public Education

Fire safety presentation and/or tours will be conducted on an as available basis only for school groups, youth groups, businesses, and organizations.

3. Fire Service Training

Weekly training utilizing recognized standards will be conducted for Hinton Fire fighters

Recognized formal courses will be organized, scheduled and delivered on a regional basis to include Jasper, Edson, Hinton and Yellowhead County

Course scheduling and deliverance will include officer courses (e.g. Leadership in the Fire Service).

4. Pre-Emergency Planning

Visits will begin to identify occupancies for the creation of a database containing site plans, specific hazards, and emergency contacts. Interaction with business owners and managers dealing with problems will tend to minimize future dangers to citizens, employees, and responding emergency personnel. Heavy reliance on the availability of part-time personnel, and the acquisition of relevant computer software is required in this area.

5. Customer Consultation

Will provide information services both external and internal and to Council through request or by Fire Department initiative.

(B) REACTIVE SERVICES

Maintain and enhance existing "emergency response and investigative" services. These services are established to enable timely intervention in emergency situations for the purposes of limiting the impacts of those emergencies for the community.

1. Emergency Response

Supply emergency response to all situations potentially requiring our services. Responses are directed and commanded by a full time Chief or Deputy and carried out by 33 fire fighters using any or all the response vehicles. Reactive/Rescue Services include: fire suppression, fire investigation, extrication (vehicle/machinery), water rescue (flat/ice), hazardous materials/dangerous goods spills (awareness level), alarms (fire/carbon monoxide), miscellaneous trouble calls.

2. Investigation

As required by the Safety Codes Act, all fires resulting in a dollar loss or death or injury to a citizen or fire fighter will be investigated.

(C) OTHER SERVICES

Fire administration will:

- Undertake to create, compile and maintain Standard Operating Guidelines for the department creating new guidelines as needed from time to time
- Fire Administration will ensure that the Department follows the Strategic direction of Town of Hinton Administration
- Maintain the Town of Hinton Disaster Services operating manual.

February 28, 1996

Revised March 3, 2009

Revised December 7, 2010